



UT System Administration Policy Library – Policy INT133
Service Recognition

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

The annual employee service recognition program provides an opportunity for The University of Texas System to honor employees for each five-year period of service.

RATIONALE

The purpose of this policy is to provide for an employee recognition and service award program designed to instill a spirit of loyalty and a deep-rooted feeling of being a part of the organization.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int133.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
	Texas Government Code, § 2113.201

CONTACTS

If you have any questions about UT System Administration Policy INT 133, *Service Recognition*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	http://www.utsystem.edu/ohr/recognition.htm
	Office of Administration	512-499-4205	http://www.utsystem.edu/administration

DEFINITIONS

Employee

An eligible employee of the U.T. System or any of its institutions. An eligible employee is defined as employed for at least 20 hours per week for a period of at least four and one-half months, and not employed in a position for which student status is required as a condition of the employment.

RESPONSIBILITIES

Office of Employee Services

- Determines eligibility for recognition.

Department Head or another appropriate administrative official

- Presents a tangible award to an employee in recognition of years of service.

PROCEDURES

1.1 Eligibility for recognition is determined by the Office of Employee Services, based upon the employee's service record.

1.2 A tangible award may be presented to an employee in recognition of years of service by his or her department head or another appropriate administrative official. The cost of awards will not exceed one hundred dollars per employee.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

Keywords: service recognition, longevity, HR, human resources
