

**1. Title**

Service Recognition

**2. Policy**

Sec. 1 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.

Sec. 2 Purpose. 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.

Sec. 3 Eligibility Determination. Eligibility for recognition is determined by the Office of Employee Services, based upon the employee's service record.

Sec. 4 Tangible Awards. 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 \$100 per employee.

**3. 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.

**4. Relevant Federal and State Statutes**

[Texas Government Code Section 2113.201, Use of Appropriated Money, Employee Awards](#)

**5. Relevant System Policies, Procedures, and Forms**

None

**6. System Administration Office(s) Responsible for Policy**

Office of Employee Services

**7. Dates Approved or Amended**

February 1, 2006

July 23, 2009

August 23, 2011