



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT
UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC
EMPLOYEE SERVICE AWARDS PROGRAM

PURPOSE

The University has established an Employee Service Awards Program for the purpose of recognizing service to the institution and to provide awards to express to employees appreciation for their service to The University of Texas at Dallas. The program was established under the Rules of the Board of Regents which provides for: "the establishment of a System program of employee recognition to develop within the ranks of employees at the component institutions of The University of Texas System a spirit of loyal and deep-rooted feeling of being a part of the institution."

SCOPE

Awards will be provided to recognize service at 5-year increments. Each year employees who have by the preceding August 31st reached service anniversaries of 5, 10, 15, 20 or 25 years will be recognized. Awards for retirees are also a part of the program. ("Retiree" definition: Age 55 with at least 5 years of state service.)

ADVISORY COMMITTEE

An Advisory Committee on Employee Service Awards is appointed by the President and is chaired by the Director of Human Resources. The purpose of the Advisory Committee is to provide recommendations regarding policy and selection of awards for the program of service recognition. Members of the Advisory Committee also assist in the design and implementation of the annual presentation of awards.

ELIGIBLE SERVICE

1. Include all UTD service as a regular employee (i.e., half-time or more appointment for at least 4-1/2 months). Accordingly, 10 years of service at 50% time would equal 10 years of service, not 5 years.
2. Include all service under U.T. Dallas' predecessor, the Southwest Center for Advanced Studies (SCAS); i.e., pre-9/1/69.
3. Include all service under the Callier Center for Communication Disorders; i.e., pre-9/1/75.



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4. Faculty are included in the program. A nine-month appointment would constitute one year of service under the program. [NOTE: Any staff appointed the same as faculty (September through May) would also be granted credit for one year of service.]
5. Include "broken" service (e.g., service period of 1970-1974 and 1980-1986 would equal 10 years of service).
6. Exclude:
 - service performed as "casual labor".
 - service as a "student employee".
 - service with any other agency of the State of Texas.
 - service with any other University of Texas System component institution.

PROCEDURE

The University's Human Resources Office is responsible for developing an annual listing of employees eligible for awards. The list of proposed awardees is shared with appropriate heads of administrative units for any adds/deletes/changes in the service reported. Employees should be consulted by their supervisor to assist in service verifications. Verification of service for the awards program is, therefore, a shared responsibility between the employee, the employee's administrative unit and the Human Resources Office. Questions of length of service are to be resolved by the Advisory Committee.

It is the responsibility of the Human Resources Office to communicate annually to the vendor the names and quantities of awards to be presented. Any change in awards or program definitions will be recommended by the Advisory Committee. All employees are invited and encouraged to submit their ideas about the program to the Advisory Committee Chair, the Director of Human Resources, for review at Advisory Committee meetings.

For persons receiving retiree plaques, their supervisor should contact the Human Resources Office's Coordinator of Programs and Services at least one month in advance to ensure timely production of the retiree's award.