



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

EMPLOYEE SERVICE AWARDS PROGRAM, Continued

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.