

## **31.01.10.C0.01 Service Awards**

Approved: March 23, 2015  
Revised: October 3, 2016  
Next Scheduled Review: October 3, 2021



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### **Procedure Statement**

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Service award programs within Texas A&M University – Corpus Christi are an important part of the university’s ability to recognize service. These programs must comply with federal and state law and administered without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information or veteran status.

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### **Reason for Procedure**

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This procedure provides Texas A&M University-Corpus Christi with the guidelines for establishing service award programs for staff and faculty.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

An employee service award program has been established for service years completed at Texas A&M University-Corpus Christi. The University presents awards to employees for service on an annual basis for the achievement of 5 years of service and thereafter for each 5-year increment. Service considered for this program includes time appointed in regular, budgeted, benefit-eligible status.

#### **2. FUNDING OF AWARDS**

- 2.1. Texas Government Code, Section 2113.201 limits the cost of awards purchased with state appropriated funds to \$100 per employee.
  - 2.2. Texas A&M University-Corpus Christi yearly service awards are in the form of lapel pins and comply with Texas Government Code.
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### **Related Statutes, Policies, or Requirements**

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[Tex. Gov't Code § 2113.201, Employee Awards](#)  
[eXpendit-Texas State Purchase Policies – Employee Awards](#)  
[eXpendit-Texas State Purchase Policies – Volunteer Programs and Awards](#)  
[Internal Revenue Service, Publication 15-B, Employer's Tax Guide to Fringe Benefits](#)  
[The Texas A&M University System Guidelines for Disbursement of Funds](#)  
[Texas A&M System Policy 31.01.10 Service Awards](#)

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## **Contact Office**

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Contact for interpretation or clarification: Human Resources  
(361) 825-2630