

Texas A&M Veterinary Medical Diagnostic Lab Procedures

31.01.10.V0.01 | Service Awards

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Revised: December 28, 2012

Reviewed: September 22, 2014

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PROCEDURE STATEMENT

The Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) service awards program is designed to recognize and express appreciation to employees for extended periods of service. Awards will be in accordance with System Regulation 31.01.10, *Service Awards*.

REASON FOR PROCEDURE

This procedure establishes the TVMDL service awards program, and provides guidelines for eligibility and credit.

PROCEDURES AND RESPONSIBILITIES

1.0 ELIGIBILITY

The service award is available to all TVMDL employees who are regular full-time and regular part-time employees of TVMDL, and who complete the required length of service to the agency.

2.0 SERVICE CREDIT

- 2.1 The anniversary date will be used for calculating years of service.
- 2.2 Service time as a student worker or graduate assistant will not be counted toward the years of service.
- 2.3 Service does not need to be continuous to receive credit.
- 2.4 Regular employees who have any portion of their salary paid from TVMDL funds are eligible for a service award.
- 2.5 All service credit, including prior service credit will be verified by Texas A&M AgriLife (AgriLife) Human Resources.
- 2.6 Official leaves of absence, with or without pay, count as eligible service. Leave of absence for personal reasons does not count as eligible service.
- 2.7 Service with another System component (unless joint with TVMDL), or service with another state agency does not count as eligible service.

3.0 AWARDS

- 3.1 Service awards are a pin given in recognition of 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service to the agency.
- 3.2 The Director or designee will present the award to the employee at the annual TVMDL function in December or at another appropriate occasion as necessary.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 31.01.10](#), *Service Awards*

CONTACT OFFICE

For questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.