

Approved: July 19, 2012  
Revised: October 10, 2014

Next Scheduled Review: October 10, 2019



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## **PROCEDURE STATEMENT**

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The Texas A&M AgriLife Extension Service (AgriLife Extension) 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*.

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## **REASON FOR PROCEDURE**

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This procedure establishes the AgriLife Extension service awards program and provides guidelines for eligibility and credit.

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## **PROCEDURES AND RESPONSIBILITIES**

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### 1.0 ELIGIBILITY

The service award is available to all faculty, administrators, professional, and support staff who are regular full-time and regular part-time employees of AgriLife Extension, and who complete the required length of service to the agency.

### 2.0 SERVICE CREDIT

- 2.1 The current employment 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 AgriLife Extension funds are eligible for a service award.
- 2.5 All service credit, including prior service credit will be verified by the Texas A&M AgriLife (AgriLife) Human Resources Office.
- 2.6 Official leaves of absence, with or without pay for 30 days or less, 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 AgriLife Extension), or service with another state agency does not count as eligible service.

### 3.0 AWARDS

- 3.1 Service awards are a certificate given in recognition of 10, 20, and 30 years of service to the agency.
- 3.2 The unit head is responsible for presenting the award to the employee at an appropriate time and in an appropriate manner consistent with the operations of each unit. In certain instances, the Director may choose to present the awards or to recognize the individuals receiving these awards at a staff conference.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

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**CONTACT OFFICE**

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Questions concerning this procedure may be directed to AgriLife Human Resources at 979-845-2423.