Texas A&M Veterinary Medical Diagnostic Lab Procedures

31.01.10.V0.01 │ Service Awards

Revised: January 27, 2020

Next Scheduled Review: January 27, 2025

Click Here to View Revision History

PROCEDURE SUMMARY

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.*

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 Service time as a student worker or graduate assistant will not be counted toward the years of service.

2.2 Service does not need to be continuous to receive credit.

2.3 All service credit, including prior service credit will be verified by Texas A&M AgriLife (AgriLife) Human Resources.

2.4 Official leaves of absence with or without pay for 30 days or fewer count as eligible service. Leave of absence for personal reasons does not count as eligible service.

2.5 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

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: June 15, 2009
Revised: December 28, 2012
Reviewed: September 22, 2014
Revised: January 27, 2020

Next Scheduled Review: January 27, 2025