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PROCEDURE SUMMARY

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*.

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

PROCEDURES AND RESPONSIBILITIES

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 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 the Texas A&M AgriLife (AgriLife) Human Resources Office.

2.4 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.

2.5 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.

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: July 19, 2012
Revised: October 10, 2014
Revised: January 27, 2020

Next Scheduled Review: January 27, 2025