

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**31.01.10.P0.01 Service and Recognition Awards**

Approved January 23, 2013  
Revised May 10, 2016  
Revised January 23, 2020  
Next Scheduled Review: January 2025

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**UAP Purpose**

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The purpose of this University Administrative Procedure (UAP) is to outline the guidelines and procedures for granting service and recognition awards at Prairie View A&M University (PVAMU).

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 PVAMU considers employee service, dedication, and excellence as significant contributors to the attainment of goals and the overall success of the institution. PVAMU service and recognition awards are designed to recognize and express appreciation to employees for extended periods of service and for outstanding accomplishments and achievements.
- 1.2 PVAMU service and recognition awards will be administered in accordance with System Regulation [31.01.10 Service Awards](#). Administration of the awards will comply with federal and state law and not discriminate among employees.

**2. FUNDING OF AWARDS**

- 2.1 In accordance with [Texas Government Code, Chapter 2113.201 Employee Awards](#), the value of any one service award to an employee cannot exceed \$100 from state appropriated funds.
- 2.2 In accordance with [Texas Government Code, Chapter 2113.202 Volunteer Awards](#), the value of any one service award to a volunteer cannot exceed \$50 from state appropriated funds. Awards for volunteers are limited to certificates, plaques, pins and similar items.
- 2.3 Service awards from state appropriated funds may not be in the form of cash or cash equivalents, for example, gift cards.
- 2.4 Institutional funds may be used to provide cash/non-cash service awards.
- 2.5 Departments should refer to the Office of Payroll Services for guidance regarding the taxability of gifts, awards and other types of presentations to employees.

### **3. LENGTH OF SERVICE AWARDS**

- 3.1 Eligible PVAMU employees who have been employed with the University for five year increments will be recognized for their dedicated service to PVAMU.
- 3.2 Eligible employees are full-time faculty and budgeted staff employed 50% FTE or more.
- 3.3 Student employment, adjunct appointments, graduate assistantships, temporary employment, and non-budgeted hourly employment are not counted in the length of service.
- 3.4 Length of service is counted per fiscal year through August 31<sup>st</sup>.
- 3.5 The Office of Human Resources (OHR) will review the employee list for award eligibility.
- 3.6 After the list has been reviewed and approved by the OHR, the Office of the President will plan and coordinate the award purchase and ceremony.

### **4. RECOGNITION OF SPECIAL EFFORT OR OUTSTANDING PERFORMANCE AWARDS**

- 4.1 Awards may be granted for commendable work performance, achievement or initiative that warrants special recognition and meets the applicable criteria. These awards are not considered to be entitlements. Funding for the awards must be budgeted within existing departmental sources.
  - 4.1.1 For staff, awards from institutional funds above \$750 must be approved by the Senior Vice President for Business Affairs or the President.
  - 4.1.2 For faculty, awards from institutional funds above \$750 must be approved by the Provost and Senior Vice President for Academic Affairs or the President.
- 4.2 Implementation of these awards within each division of PVAMU is at the discretion of the area vice president. The area vice president for each division is authorized to approve these award actions.
  - 4.2.1 Departments using these types of awards must have documented internal procedures that include criteria for awarding the awards.
    - 4.2.1.1 The internal procedures must be approved by the area vice president of the division.

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#### **Related Statutes, Policies, Regulations and Rules**

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[Texas Government Code § 2113.201 Employee Awards](#)

[Texas Government Code §2113.202 Volunteer 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](#)

[System Regulation 31.01.10 Service Awards](#)

[UAP 31.01.01.P0.03 Salary Actions for Payroll Processing](#)

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**Contact Office**

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Office of Human Resources 936-261-1730

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