UAP Purpose

This University Administrative Procedure (UAP) is implemented in accordance with System Regulation 31.01.10 Service Awards with the purpose of ensuring that service awards are implemented under consistent criteria and requirements and with proper approval.

Official Procedures and Responsibilities

1. Establishing a Service Award
   1.1 Any division/department wishing to establish a service award will need to adopt an internal procedure for their program.
   1.2 The internal procedure must be approved by the vice president of the division.

2. Funding Service Awards
   2.1 Division/department heads are responsible for ensuring compliance with this UAP.
   2.2 Divisions/departments are responsible for funding their service awards.
   2.3 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.
   2.4 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.
   2.5 Service awards from state appropriated funds may not be in the form of cash or cash equivalents, for example, gift cards.
   2.6 Institutional funds may be used to provide cash/non-cash service awards. Departments should refer to the Office of Financial Services for guidance regarding the taxability of gifts, awards and other types of presentations to employees. The award limit from institutional funds is $750 per employee.

Related Statutes, Policies, Regulations and Rules