

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.E.07

AREA: Miscellaneous Benefits

SUBJECT: Staff Service Awards

1. PURPOSE

The purpose of this document is to establish guidelines for an awards program to recognize outstanding non-faculty employee service.

2. POLICY

2.1. The University of Houston System is authorized to purchase and present awards to employees for outstanding service and recognition.

2.2. Awards in an amount of \$100.00 or less that may be purchased with state-appropriated funds include the following:

- a. Service award pins and certifications for longevity of service;
- b. Safety award pins and certificates for safe operation of state equipment; and
- c. Awards for special professional achievement or other outstanding service.

2.3. Awards in an amount greater than \$100.00 must be paid from local funds.

2.4. Service and recognition awards programs, including award amounts, can be defined by the department but must be documented in writing and reviewed and approved by the division vice president, the human resources department, and Office of General Counsel prior to implementation. The awards programs must be managed so that awards are delivered in a fair and equitable manner.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor, Human Resources

Review: Every five years

