31.01.10.C0.01 Service Awards

Revised: September 21, 2026
Next Scheduled Review: September 21, 2031
Revision History

Procedure Summary

Service award programs within Texas A&M University-Corpus Christi (TAMU-CC) are an important part of the university's ability to recognize service. These programs must comply with federal and state law and be administered without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law. This procedure provides guidelines for establishing service award programs for TAMU-CC staff and faculty.

Procedure

1. GENERAL

   An employee service award program has been established for service years completed at TAMU-CC. The university presents awards to employees for service on an annual basis for the achievement of 5 years of service and thereafter for each 5-year increment. Service considered for this program includes time appointed in regular, budgeted, benefit-eligible positions.

2. FUNDING OF AWARDS

   2.1. Texas Government Code, Section 2113.201 limits the cost of awards purchased with state appropriated funds to $100 per employee.

   2.2. TAMU-CC's yearly service awards are in the form of lapel pins, charms, tie tacks, or similar items and comply with the Texas Government Code.

Related Statutes, Policies, or Requirements

Tex. Gov't Code § 2113.201, Employee Awards
Texas State Purchase Policies – Employee Awards
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

Contact Office

Contact for interpretation or clarification:	Human Resources 361.825.2630