

**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.

2.2. Awards 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.
The cost shall not be in excess of \$100.00 per employee.

2.3. Awards in an amount greater than \$100.00 must be paid from local funds and may be given up to a limit to be determined at each component university.

2.4. Service awards programs must be reviewed and approved by each component university human resources department prior to implementation.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and FinanceRenu Khator
ChancellorDate: May 13, 2016**REVISION LOG**

Revision Number	Approval Date	Description of Changes
1	02/23/1996	Initial edition
2	05/25/2005	Applied revised SAM template to meet current documentation standards. Removed requirement for each component system to develop rules and regulations for presenting service awards from Section 2.1. Changed responsible party from Vice Chancellor for Administration and Finance to Assistant Vice Chancellor for Human Resources. Changed review period from annually on or before September 1 st to every three years on or before August 31 st . Added Vice Chancellor for Administration and Finance to approval process in Section 4
3	12/01/2010	Applied revised SAM template to meet current documentation standards. Raised excess to \$100 in Sections 2.2.c and Section 2.3. Changed responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before August 31 st to every five years on or before September 1 st
4	05/13/2016	Added new SAM Revision Log. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. No additional changes were made by the Subject Matter Experts (SMEs)