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 Finance

Renu Khator
Chancellor

Date: May 13, 2016

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approval Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/23/1996</td>
<td>Initial edition</td>
</tr>
<tr>
<td>2</td>
<td>05/25/2005</td>
<td>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 1st to every three years on or before August 31st. Added Vice Chancellor for Administration and Finance to approval process in Section 4</td>
</tr>
<tr>
<td>3</td>
<td>12/01/2010</td>
<td>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 31st to every five years on or before September 1st</td>
</tr>
<tr>
<td>4</td>
<td>05/13/2016</td>
<td>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)</td>
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