

**ADMINISTRATIVE PROCEDURES**

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| **60.03 Safety Awards**  | **Revised: August 19, 2021** |

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [31.01.10](http://policies.tamus.edu/31-01-10.pdf) Service Awards, [Guidelines for Disbursement of Funds](http://www.tamus.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf), and [eXpendit](https://fmx.cpa.state.tx.us/fm/pubs/purchase/index.php).

2. PURPOSE

The Texas A&M Forest Service Safety Awards program is established to encourage employee safety and enhance the agency’s risk management program.

1. ELIGIBILITY

Current budgeted full-time employees are eligible to receive safety awards. Awards will be made utilizing the following criteria:

3.1 Tenure without preventable accidents (in 5-year increments);

3.2 Demonstrated exceptional safety behaviors.

1. AWARDS

Eligible employees will be recognized with an appropriate award as recommended by the [Safety Council](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/6002%20Safety%20Council.docx) and approved by the Director. The cost of each award shall not exceed $100, unless otherwise approved by the Director.

1. FUNDING

The program will be budgeted in a separate account administered by the Employee Development office.

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