# Governing Regulation

This guideline is governed by The Texas University A&M System Regulation [31.01.10](http://policies.tamus.edu/31-01-10.pdf), Service Awards and Administrative Procedure [10.04, and](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1004%20Employee%20Recognition%20Awards.pdf) Employee Recognition Awards.

# Purpose

Texas A&M Forest Service leadership recognizes that a career with the agency calls for a notable degree of dedication and self-less service. The purpose of the tenure and retirement awards is to recognize employees’ service at significant milestones in their careers.

# Award Items

* 1. The award items receive Executive Team review/approval.
  2. Employee Development Department (ED) maintains a list and cost guide for tenure and service awards and updates it as needed.

# Process and Responsibilities

* 1. In advance of the annual personnel meeting, ED contacts appropriate offices for names of tenure award recipients for that year. ED reviews the list, confirms eligibility, checks for optional requests, and purchases the appropriate awards. The awards are presented during the personnel meeting. If the recipient is eligible for a tenure award and retires prior to the next scheduled personnel meeting, the tenure award is presented at the employee’s retirement reception.
  2. For retirement awards, the respective Associate Director’s (AD) staff notifies ED when an employee has decided to retire. ED purchases the retirement award for service of 10 to 19 years; the AD purchases it for service of 20 years or more. The AD obtains the Director’s approval if the award exceeds $400. The award is presented during the employee’s retirement reception.

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