

# ADMINISTRATIVE PROCEDURES

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| **10.04 Employee Recognition Awards** | **Revised: March 30, 2021** |

1. GOVERNING REGULATIONS

The Texas A&M University System (A&M System) Regulation [31.01.10,](http://policies.tamus.edu/31-01-10.pdf) Service Awards.

1. PURPOSE

The Texas A&M Forest Service (TFS) supports and encourages recognition of outstanding performance. The purpose of this procedure is to define the authorized awards programs within the agency.

1. AGENCY-LEVEL AWARDS
	1. Director’s Awards
		* 1. The Director’s Awards recognize at the agency level exceptional professionalism and service within TFS.
			2. The [Director’s Awards Guidelines](http://texasforestservice.tamu.edu/administration/awards/) and supporting documents define eligibility and processes for the awards.

The Most Active Unit for Interdivisional Activity award includes a plaque and $2,000 in local funds to support unit activities and needs. All other Director’s Awards include a plaque and a monetary award. The monetary awards are set at $500 per person for individual awards and $200 per person for the Best Interdivisional Project award.

* 1. Tenure and Retirement Awards
1. The Tenure Awards are intended to recognize employees’ years of service of service with the agency as they reach each 5-year milestone (i.e., 5, 10, 15, etc.) up to 40 years.
2. The Retirement Awards are intended to recognize employees’ years of service and dedication at the time they retire. Retirement Awards are given to retiring employees who meet the following criteria:
3. have a minimum of 10 years of service with TFS.
4. are retiring under an established retirement system and not simply resigning from TFS to take another job.

Eligibility for a TFS retirement award is unrelated to and has no bearing on eligibility to be classified as a retiree of the A&M System or the State of Texas for other benefits.

1. The [Tenure and Retirement Award Guidelines](http://tfsfinance.tamu.edu/modules/finance/admin/guidelines/Tenure%20and%20Retirement%20Awards.docx) define the process for handling tenure and retirement awards.
2. The Tenure and Retirement Award items are approved by the Executive Team.
3. DIVISION-LEVEL AWARDS
	1. Each Associate Director is authorized to establish division-level awards to recognize outstanding performance for their respective division.
	2. Prior to making division-level awards, each Associate Director must develop award guidelines and processes and have them approved by the Director.
	3. The division-level awards may include plaques and monetary awards. The monetary award may not exceed $150.
4. DEPARTMENT-LEVEL AWARDS
	1. Each Department Head is authorized to establish department awards to recognize outstanding performance for their respective department. Department Heads may also establish Region or Branch level awards.
	2. Prior to making department awards, the Department Head must develop award guidelines and processes and have them approved by their respective Associate Director and the Director.
	3. The department-level awards may include plaques and monetary awards. The monetary award may not exceed $75.
5. PEER RECOGNITION AWARDS
	1. The Peer Recognition Award recognizes at the local level noteworthy performance in the workplace.
	2. The [Peer Recognition Award Guidelines](http://tfsfinance.tamu.edu/modules/finance/admin/guidelines/Peer%20Recognition%20Award%20Guidelines.docx) and supporting documents define eligibility and processes for the awards.
	3. Each Peer Recognition Award includes a certificate signed by the Director or his designee.
6. PROCESSING MONETARY AWARDS

Monetary awards to employees are deemed taxable income. To meet tax withholding and reporting requirements, all monetary awards must be processed through the Payroll office.

Proper advance coordination with Payroll office staff is required to ensure that monetary awards are ready for award events.

1. FUNDING SOURCE

Due to State limits on the amount of State appropriated funds that can be used for employee awards, TFS will use local funds for payment of employee recognition awards.

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