



## ADMINISTRATIVE PROCEDURES

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### 10.04 Employee Recognition Awards

Revised: February 14, 2025

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#### 1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [31.01.10](#), *Service Awards*.

#### 2. PURPOSE

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

#### 3. AGENCY-LEVEL AWARDS

##### 3.1 Director's Awards

- a. The Director's Awards recognize at the agency level exceptional professionalism and service within the agency.
- b. The [Director's Awards Guidelines](#) 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.

##### 3.2 Tenure and Retirement Awards

- a. The Tenure Awards are intended to recognize employees' years of service with the agency as they reach each 5-year milestone (i.e., 5, 10, 15, etc.) up to 40 years.
- b. 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:
  - (1) have a minimum of 10 years of service with the agency.
  - (2) are retiring under an established retirement system and not simply resigning from the agency to take another job.

Eligibility for an agency 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.

- c. The [Tenure and Retirement Award Guidelines](#) define the process for handling tenure and retirement awards.
- d. The Tenure and Retirement Award items are approved by the Executive Team.

#### 4. FINANCE AND ADMINISTRATION DIVISION-LEVEL AWARDS

- 4.1 The Associate Director for Finance and Chief Administrative Officer are authorized to establish division-level awards to recognize outstanding performance in their divisions.
- 4.2 Prior to making awards, the Associate Director for Finance and Chief Administrative Officer must develop award guidelines and processes and have them approved by the Director.
- 4.3 The division-level awards may include plaques and monetary awards. The monetary award may not exceed \$150.

#### 5. DEPARTMENT-LEVEL AWARDS

- 5.1 Each division director or department head is authorized to establish department awards to recognize outstanding performance for their respective department. Division directors or department heads may also establish Area or Region level awards.
- 5.2 Prior to making department awards, the division director or department head must develop award guidelines and processes and have them approved by either the Chief Administrative Officer, Associate Director for Finance, or Deputy Director and the Director.
- 5.3 The department-level awards may include plaques and monetary awards. The monetary award may not exceed \$75.

#### 6. PEER RECOGNITION AWARDS

- 6.1 The Peer Recognition Award recognizes at the local level noteworthy performance in the workplace.
- 6.2 The [Peer Recognition Award Guidelines](#) and supporting documents define eligibility and processes for the awards.
- 6.3 Each Peer Recognition Award includes a certificate signed by the Director or his designee.

7. 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.

8. FUNDING SOURCE

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

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