

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.E.07

AREA: Miscellaneous Benefits

SUBJECT: Staff Service Awards

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 University.

2.4. Service awards programs must be reviewed and approved by each University human resources department prior to implementation.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor, Human Resources

Review: Every five years

