STAFF EMPLOYEES ANNUAL AWARDS PROGRAM

A. Purpose

The purpose of this policy is to provide a mechanism to officially recognize non-faculty employees for their length of service and/or meritorious contributions to The University of Texas-Pan American.

B. Persons Affected

This policy applies to non-faculty staff employees hired to work at least 50% full-time equivalent (FTE) and for a period of at least 4 ½ months. Faculty members who have at least 50% part-time staff appointments are also eligible. This policy does not apply to positions that require student status as a condition of employment.

C. Policy

The policy of the University is that:

1. All supervisory personnel are authorized to recommend deserving employees for official presentation of awards recognitions for their contributions to the success of The University of Texas-Pan American.

2. The period over which an employee is evaluated for an award shall be the calendar year. The deadline for submitting recommendations for awards will be announced by Human Resources. Late submissions will not be considered for awarding.

3. Except for the Length of Service and Service Retirement Awards, the President of the University may limit the number and types of awards such that presentation will be particularly meaningful to the recipients.

4. The cost of the certificates, plaques, and mementos shall not exceed the amount authorized by the Legislature. In addition to certificates of recognition and/or mementos and plaques, cash awards are authorized for the President's Excellence Award and the Outstanding Suggestion Award provided such cash awards are funded from donations or authorized by the Legislature. The amount of cash awards may vary according to the nature of suggestions and the availability of funds. The funding for awards will be established and determined by Human Resources based upon organizational priorities, budgetary constraints, and administrative discretion. All award amounts, other than the amounts budgeted by Human Resources, will have to be approved by the President.

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D. Definitions

1. **President's Excellence Award**. This award may be presented to an individual employee who through their individual sustained positive efforts brings local, regional or national recognition upon the University. It shall consist of a personalized plaque and may include a cash award. There will be one recipient for this award, unless determined otherwise by the President as stated in Subsection C.3.

2. **Outstanding Suggestion Award**. This award may be presented to an individual or group of employees who contribute ideas or suggestions which result in significant economies of efficiency in operations. It shall consist of a personalized plaque and may include a cash award. There will be one recipient for this award, unless determined otherwise by the President as stated in Subsection C.3.

3. **Length of Service Award**. This award is presented to staff employees who completed five-year increments of total employment at The University of Texas-Pan American as of December 31 of the previous year. It shall consist of a plaque of recognition and an appropriate memento.

4. **Service Retirement Award**. This award is presented to staff employees who retire having completed at least five years of continuous service to The University of Texas-Pan American and having met a condition of retirement under the Teacher Retirement System (TRS). Condition of retirement under TRS will be applied to those employees who are under the Optional Retirement Program. The Service Retirement Award shall consist of a personalized plaque, and an appropriate memento.

5. **Meritorious Service Award**. This award may be presented to deserving staff employees in recognition of performance and/or dedication beyond what is normally expected. This award is not designated for team nominations. For example, such an award is appropriate to recognize employees who willingly accept and efficiently perform extra work under adverse conditions such as temporary personnel shortages or other circumstances beyond the employees' control. This award shall consist of a personalized plaque and may include a cash award. The number of individual recipients for this award will be based upon the number of full-time equivalent employees per division. Human Resources will advise the President and divisional heads of the number of awards allotted for each division.

6. **Distinguished Service Award**. This award may be presented to an individual staff employee who distinguishes himself/herself through acts of courage, selflessness, or dedication so outstanding as to clearly set the individual apart from his/her contemporaries. This award is not designated for team nominations. It shall consist of a

personalized plaque and may include a cash award. There will be one recipient for this award, unless determined otherwise by the President as stated in Subsection C.3.

7. **Teamwork Excellence Award.** This award may be presented to a group of staff employees in recognition for their performance and/or dedication to the University as a team, whose efforts have clearly set them apart from their contemporaries. This award shall consist of a personalized team plaque and may include a cash award. There will be one recipient for this award, unless determined otherwise by the President as stated in Subsection C.3.

E. Responsibilities

1. Human Resources shall prepare the Length of Service and Service Retirement Awards recipient list.

2. Supervisors are responsible for recommending an employee for other awards than the Length of Service and Service Retirement Awards.

3. The President will give final approval on all awards.

F. Procedures

1. The Length of Service and Service Retirement Awards recipient list shall be prepared by Human Resources based on the eligible service criteria. An award ceremony may be sponsored by the University to recognize service award recipients.

2. An employee's supervisor may recommend the employee for other awards by submitting, through administrative channels, an award recommendation form. The award recommendation forms are available at http://dba.panam.edu/forms/#HR_index.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs, and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President and Director of Human Resources – Senior Reviewer
2. Staff Senate Chair