



Texas Tech University

Operating Policy and Procedure

OP 70.26: Texas Tech Service Awards

DATE: June 15, 2004

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a Texas Tech Service Awards Program for employees.

REVIEW: This OP will be reviewed by June 15 of each even-numbered year by the managing director of Personnel, with recommendations for revisions forwarded through administrative channels to the vice president for fiscal affairs and the president by July 1.

POLICY/PROCEDURE

1. General Policy

The Texas Tech Service Awards will be presented based on the employee's length of service with Texas Tech University and/or Texas Tech University Health Sciences Center.

2. Service Awards

The Texas Tech Service Awards will recognize length of service in five-year increments and consist of a distinctive pin designating years of service. The pins will be gold and color-filled with a double T in the center, and have the following color scheme:

- 5 year - Red
- 10 year - Red
- 15 year - Black
- 20 year - Black, one clear stone
- 25 year - Black, two clear stones
- 30 year - Black, three clear stones
- 35 year - Black, two clear stones, one red stone
- 40 year - Black, one clear stone, two red stones
- 45 year - Black, three red stones
- 50 year - Black, three red stones
- 55 year - Black, three red stones

Awards will be presented at ceremonies held in the spring of each year at Texas Tech University.

3. Eligibility Criteria

Regular benefits eligible faculty and staff, and working retirees will be eligible for recognition in the service awards program based upon completed years of service through December 31.

4. Service Criteria

- a. All Texas Tech University and Texas Tech University Health Sciences Center employment will be considered, including temporary and student employment.
- b. Prior employment at Texas Tech will be recognized, even if there has been a break in service.
- c. A month of service will be accrued for an employee employed on the first day of the month (patterned after longevity accrual). Faculty will receive summer service credit if appointed to teach the prior spring semester. Staff with appointments of less than 12 months and who are on between semester leave shall receive Texas Tech service credit of 12 months.
- d. Years of service as of December 31 will be computed by dividing months of Texas Tech service by 12.

5. Shared Service Employees

Employees who work for departments that serve both Texas Tech University and Texas Tech University Health Sciences Center will be recognized according to their home department designation.

6. Responsibilities

In January of each year, the Personnel Department will provide departments a list of regular benefits eligible employees and the length of Texas Tech service, as calculated from TechHRIS. Departments will be instructed to verify Texas Tech service with each employee and, if possible, have the employee initial or sign the list, noting any corrections.

7. Right to Change Policy

Texas Tech reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.
