



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 70.26: Texas Tech Service Awards

DATE: April 18, 2011

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 in June of even-numbered years by the assistant vice president for human resources and the managing director of Equal Employment Opportunity with recommend revisions forwarded through appropriate administrative channels to the chief of staff for the president.

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.

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 leave between semesters 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

Prior to the annual ceremonies each year, the Human Resources Department will provide departments a list of regular benefits eligible employees who have joined Texas Tech since December of the previous year and the length of Texas Tech service for verification purposes.

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.
