



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 70.26: Length of Service Awards

DATE: October 11, 2016

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

REVIEW: This OP will be reviewed in September of even-numbered years by the Assistant Vice President for Human Resources with the substantive revisions forwarded to the Chief of Staff for the President.

POLICY/PROCEDURE

1. General Policy

The Length of Service Award will be presented based on the employee's years of service to the Texas Tech University System.

2. Service Awards

The Length of Service Awards recognize years of service in five-year increments and consist of a distinctive pin designating the appropriate years of service.

Awards will be presented to employees who have completed fifteen or more years of service at a ceremony held in the spring of each year at Texas Tech University. Five and ten years pins will be sent to each department, which will present the award pins to its employees in a manner it deems appropriate.

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 System employment will be considered, including temporary and prior 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. Responsibilities

Prior to the annual ceremonies each year, Human Resources will provide departments an electronic list of regular benefits eligible employees with their length of service for verification.

6. 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.