

SYSTEM REGULATION

31.99.02 Service Awards

December 19, 1995

Revised May 5, 1997

Revised September 1, 1999

1. GENERAL

An employee service award program may be established under a written plan that does not discriminate in favor of highly compensated employees. System components may purchase and present awards to their officers and employees for service, safety, professional achievement or other outstanding service. Such awards may be presented at periodic intervals based on rules or procedures adopted by the respective System components. Awards may be purchased to recognize volunteers' special achievement and outstanding service if the component has established a volunteer program that complies with Chapter 2109, Texas Government Code, and other applicable laws.

2. FUNDING OF AWARDS

2.1 The cost of awards purchased with state funds may not exceed \$50.00 per employee or volunteer. Awards for volunteers are limited to certificates, plaques, pins and similar items.

2.2 Institutional funds may be used to grant cash awards or to purchase non-cash employee service awards. Departments should refer to their fiscal office for special guidelines regarding the taxability of gifts, awards, and other types of presentations to employees.

CONTACT OFFICE: System Office of Budgets and Accounting

HISTORY: Last version: May 5, 1997

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