

## 31.01.10 Service Awards

Reviewed [March 16, 2016](#)

Next Scheduled Review: March 16, 2021

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### Regulation Statement

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Service award programs within The Texas A&M University System (system) are an important part of a member's ability to recognize certain employee achievements. These programs must comply with federal and state law and should not discriminate among employees.

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### Reason for Regulation

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This regulation provides system members with the authority to establish service award programs and outlines the requirements and limitations that members must follow.

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### Procedures and Responsibilities

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#### 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 members 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 procedures adopted by the respective system members.

Awards may be purchased to recognize volunteers' special achievement and outstanding service if the member has established a volunteer program that complies with Texas Government Code, Chapter 2109, and other applicable laws.

#### 2. FUNDING OF AWARDS

2.1 Texas Government Code, Section 2113.201 limits the cost of awards purchased with state appropriated funds to \$100 per employee.

2.2 Texas Government Code, Section 2113.202 limits the cost of awards purchased with state appropriated funds to \$50 per volunteer. Awards for volunteers are limited to certificates, plaques, pins and similar items.

- 2.3 Institutional funds may be used to provide 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.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Gov't Code § 2113.201, Employee Awards](#)

[Tex. Gov't Code § 2113.202, Volunteer Awards](#)

[eXpendit-Texas State Purchase Policies – Employee Awards](#)

[eXpendit-Texas State Purchase Policies – Volunteer Programs and Awards](#)

[Internal Revenue Service, Publication 15-B, Employer's Tax Guide to Fringe Benefits](#)

[The Texas A&M University System Guidelines for Disbursement of Funds](#)

Prior to the March 2011 version, this regulation was published as System Regulation *31.99.02, Service Awards*.

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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(979) 458-6100