



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.21, **Service Awards for TTUHSCEP Employees**

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish a Service Awards Program for TTUHSCEP employees.

**REVIEW:** This HSCEP OP will be reviewed on June 15 of each odd-numbered year (ONY) by the Executive Director for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer by July 1.

### **POLICY/PROCEDURE:**

#### **1. General Policy.**

The TTUHSCEP Service Awards will be presented based on the employee's length of service with TTU, TTUS, TTUHSC, and/or TTUHSCEP.

#### **2. Service Awards.**

a. The TTUHSCEP Service Award will consist of a pin and certificate which designate the name of the employee and the number of years of service with TTUHSCEP. The service award pins will be progressively distinctive as the number of years of service increases.

#### **b. Selection Procedure.**

(1) In February of each year, the Human Resources Department will identify employees who are eligible to receive a TTUHSCEP Service Award. Benefits eligible employees who have been employed for a minimum of five years at Texas Tech (as of December 31 of prior year) shall be eligible to receive the TTUHSCEP Service Award. If there are prior years of employment at TTU, these will be added to the years of service at TTUHSCEP to determine the employee's eligibility. Recognition will be given for every five years of service.

(2) Awards will be presented in the departments or at ceremonies held in the Spring/Summer of each year.

#### **3. Right to Change Policy.**

TTUHSCEP 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.