



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.21, **Service Awards for Texas Tech University Health Sciences Center El Paso Employees**

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

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

### **POLICY/PROCEDURE:**

#### **I. General Policy.**

The TTUHSC El Paso Service Awards will be presented based on the employee's length of service with Texas Tech University (TTU), TTU System, and/or TTUHSC El Paso.

#### **II. Service Awards.**

A. The TTUHSC El Paso Service Award will consist of a pin and certificate which designate the name of the employee and the number of years of service with TTUHSC El Paso. 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 TTUHSC El Paso 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 TTUHSC El Paso Service Award. If there are prior years of employment within the TTU System, these will be added to the years of service at TTUHSC El Paso 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.

#### **III. Right to Change Policy.**

TTUHSC El Paso 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.