

# Staff Service and Performance Awards

## 1. PURPOSE

1.1 This policy sets forth the guidelines for awards to recognize length of service and meritorious service of University of Houston-Clear Lake ("UHCL") staff.

## 2. POLICY

2.1 UHCL recognizes the length and quality of service through an awards program conducted annually.

2.2 Length of service is recognized beginning with five years of service in five year increments. The Office of Human Resources is responsible for preparing an annual list of employees who qualify for service awards.

2.3 Outstanding staff service is recognized through selection for the President's Merit Awards and the Hugh P. Avery – President's Distinguished Staff Service Award. Staff members with at least two years continuous service as of the annual nomination deadline are eligible for the award.

2.4 The call for nominations for the President's Distinguished Staff Service Award is announced during the spring semester. Nominations may be submitted by any member of the university community.

2.5 Awards such as pins, certificates, and plaques purchased with state appropriated funds may not exceed State authorized limits.

## 3. POLICY PROVISIONS

3.1 The following rules are used to complete length of staff service at UHCL:

- a. Only benefits-eligible (50% FTE or more for 4.5 continuous months or longer) faculty and staff service at UHCL is counted.
- b. Service at other UHS components is not considered.
- c. Temporary/Part-time and/or student worker service is not considered.
- d. Accrued service ends upon termination of employment. If an individual is rehired, prior benefits-eligible UHCL service is reinstated and service accrual resumes. Service awards are based on cumulative service with UHCL.
- e. Length of service awards are computed as of December 31st of each year and made in five-year increments.
- f. Employees who retire prior to December 31st and have accrued service in a five-year increment prior to their retirement date may receive service awards.

## Staff Service and Performance Awards Procedures

1. The Office of Human Resources is responsible for preparing an annual list of employees who qualify for service awards.
2. The Office of Human Resources will send out a call for performance award nominations in the spring.
3. A subcommittee of University Life Committee reviews all nominations and may select one individual from each of the following staff employment categories:
  - Service and Crafts
  - Office and Technical
  - Professional
  - Administrative
4. In addition to employees nominated by others, all recipients of the Support Staff of the Quarter award for the previous calendar year are considered to be automatic nominees.
5. Names of the individuals selected in each category are forwarded to the President for selection of the President's Merit Award. The nominating committee may recommend one candidate to receive the Hugh P. Avery President's Distinguished Staff Service Award, but the final decision rests with the President.
6. Recipients of the President's Merit Award are automatic candidates for the President's Distinguished Staff Service Award for the following year.
7. Presentation of awards is made in the spring following the year in which they are earned.

Signature:

William A. Staples  
Title: President  
University of Houston-Clear Lake

Approval Date: 5/11/00

Sunset Date: 5/11/20