

Chapter: Employee Awards and Recognition
Title: Employee Awards

Effective Date: 12/1/11
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New

ACA Standard(s): N/A
Statute(s): Govt Code § 2113.201

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) encourages the recognition of an employee's state service or outstanding achievements through the granting of employee awards.

(b) **Procedures.**

(1) **Employee Service Awards.**

- (A) The Human Resources Division will issue state service awards for employees who complete 5, 10, 15, 20, 25, 30, 35, or 40 years of state service, upon retirement from TJJD, or other times as deemed appropriate by the executive director.
- (B) The human resources director, in consultation with the executive director, will determine the types of service awards to be presented.

(2) **Employee Recognition Awards.**

- (A) A division director, department head or superintendent may acknowledge employees for their outstanding service or professional achievements by granting employee recognition awards. The division director, department head or superintendent must ensure:
 - (i) the awards reinforce positive employee actions that reflect the agency's mission and goals; and
 - (ii) the awards are granted in a fair and impartial manner.
 - (B) An employee recognition award may consist of one or more of the following:
 - (i) certificate of merit;
 - (ii) a non-monetary work-related privilege (e.g., designated parking space); or
 - (iii) a purchased award with a cost of \$100 or less, provided adequate funds are available in the facility, department, or division budget.
 - (C) There is no limit on the number of awards an employee may receive during a fiscal year.
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