
Years of Service Award Presentation Tips

The Texas A&M University Years of Service program recognizes employees who reach 20, 25, 30, 35, 40, 45 and 50 years of service with a gold lapel pin. The following tips are provided to assist departments with their recognition award presentations.

Before the Award Presentation

- Verify that the employee has 20 or more years of service with Texas A&M University by completing the Years of Service Verification Form. This is typically done during the annual Years of Service verification process coordinated by Human Resources. This form is completed by the department and submitted to Human Resources to confirm that the employee is eligible to receive a service pin, if the employee has 20 or more years of service with Texas A&M University.
- Obtain the service pins for eligible employees from Human Resources. If the employee was verified during the annual process, the pin(s) will be provided to you during July each year. Other awards or gifts may be purchased in accordance with applicable university rules and standard administrative procedures:
 - [Taxation of Special Payment and Awards to Employees](#)
 - [Purchasing Procedures](#)
 - [Purchasing Guidelines](#)
- Complete and return the appropriate payroll forms for noncash or cash awards. Cash awards are considered taxable income. A department may choose to gross up the cash award amount to pay for the taxes on the cash award. If this method is chosen, complete the [Request for Compensation for Awards to Faculty or Staff](#) Form in advance of the award presentation, so that Payroll Service may process the check and have ready for the event. A department may also choose to have an employee responsible for paying the taxes on the cash award. If the department is not paying the taxes on the cash award, a [Request for Tax Withholding on Non-Salary Compensation Items](#) Form will need to be completed for the employee, so that taxes are paid on the cash award.
- Determine if the recipient is comfortable with being recognized publicly or if they prefer a private setting. If the recipient prefers a private setting, only invite employees/ or family the recipient chooses to attend the event. . If the employee does not prefer a group setting, personally provide the award and certificate/ card to the employee. If a card is presented to the employee, allow employees in the department to sign the card, congratulating the recipient on their achievement.
- Determine the date, time and location for the award presentation.
- Invite coworkers to attend the event. Send out reminder emails to notify the employees of the approaching event.
- Prepare award certificate or card using the templates provided on the Years of Service webpage at <http://employees.tamu.edu/employees/WorkLife/recognition/yos.aspx> online.
- Determine who will present the award to the recipient. This can be the department head, employee's supervisor, coworkers, or all of them.
- Prepare the award presentation speech and include the following information:
 - Recipient Information such as name, job title, department or unit name, date of hire, and specific contributions to department or university
 - A list of short narratives from the recipient's coworkers or list of achievements the recipient has accomplished over the years

- Historical events of the university or other events or facts that took place over the recipient's employment
- Purchase refreshments for the presentation, if appropriate.

During the Award Presentation

- Set up the location and refreshments.
- Follow the prepared speech presentation.
- Introduce speakers prior to their short narratives of the recipient.
- Present the award to the recipient.
- Take pictures of the event and recipient.
- Conclude award presentation.

After the Award Presentation

- Visit with the recipient after the presentation to find out how they felt about the presentation.
- Send a thank you email or letter to those employees who participated in award presentation.
- Send an email to the department employees after the award presentation, recounting the event and congratulating the recipient on their achievement.
- Post the award presentation and recipient information on an intranet site, bulletin board or department newsletter.

If you have any questions, contact Evelyn Castaneda at ecastaneda@tamu.edu or (979) 862-7418.

Resources used to develop this document:

1. University of Washington Human Resources
<http://www.washington.edu/admin/hr/roles/mgr/ee-recognition/plan-event.html>

2. O.C. Tanner Recognition
<http://www.octanner.com/>