

Administrative Policies and Procedures Manual - Policy 3745: Service Awards and Recognition

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Authorized by [RPM 6.3 \("Privileges and Benefits"\)](#)

Process Owner: Vice President for Human Resources

1. General

The University has a recognition program for staff and faculty who have worked for the University for a minimum of five (5) years, to honor their long-term service. Staff and faculty receive a service award for each five (5) years of employment. Only actual employment on regular status and authorized leaves with pay or paid sabbaticals shall count as length of service.

2. Eligibility

Regular full-time and regular part-time staff and faculty are eligible to receive a service award. Former staff and faculty who have retired from UNM and have worked through their service award anniversary date during the year they retired are also eligible. The award must be claimed within one year of the anniversary date it was earned.

3. Retirement Gifts and Celebrations

Subject to restrictions in UAP 4000 and guidelines established by Human Resources, Departmental retirement events and *de minimis* retirement gifts are allowed for individuals meeting UNM retirement eligibility outlined in UAP 3600.

Exceptions may be approved by the Vice President for Human Resources.