

Service Awards Program

Purpose

The success of State government in providing services to meet the needs of North Carolina and its citizens is dependent on the efforts of State employees. These employees provide services in the fields of human services, education, transportation, crime control, law enforcement, and health, as well as many other special areas. It is, therefore, important for the State to have competent, committed and dedicated employees to provide effective and efficient services to and for the State.

Policy

To express its appreciation to its valued employees, the State has adopted a policy of recognizing continued dedicated service through a program of service awards. The program provides:

- Management a tool to recognize ongoing employee dedication and a means to reinforce, acknowledge and retain employee commitment during the first years with the State and at critical milestones.
- Award choices which reflect employees' tastes, needs, and lifestyles.

The Service Awards Program recognizes employees' total State service in increments of five years through retirement. For each five-year increment, the program offers a collection of other items (as adopted by the program on a bi-annual basis) from which eligible recipients may select. The value of the award increases in proportion to tenure.

Advisory Note: The statewide program provides recognition for total service; therefore, all agencies should adopt the statewide program as soon as feasible, thereby making it possible for an employee who has worked in more than one agency to be recognized for total service. With a uniform statewide program, the State can provide equity for awarding employees and take advantage of unit cost based on quantity purchasing.

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Service Awards Program, Continued

Covered Employees

	Is Employee Eligible?	
	Yes	No
Full or part-time (20 hours or more)		
Permanent	x	
Probationary		x
Trainee		x
Time-limited permanent		x
Temporary		x
Intermittent		x

Total State Service Defined

Total State Service - the time of full-time or part-time (20 hours or more) permanent, trainee, probationary or time-limited permanent appointments, whether subject to or exempt from the State Personnel Act.

If an employee so appointed is in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period or is on authorized military leave or workers' compensation leave, credit shall be given for the entire pay period.

Credit toward total State service shall also be given for the following:

- Employment with other governmental units which are not State agencies. (Example: county highway maintenance forces, War Manpower Commission, Judicial System).
- Authorized military leave from any of the governmental units for which service credit is granted provided the employee is reinstated within the time limits outlined in the State Military Leave policies.
- Employment with the county Agricultural Extension Service; Community College system and the public school system of North Carolina, with the provision that a school year is equivalent to one full year.
- Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina if such employment is subject to the State Personnel Act.
- Employment with the General Assembly (except for participants in the Legislative Intern Program and pages). All of the time, both permanent and temporary, of the employees will be counted; and the full legislative terms of the members.

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Service Awards Program, Continued

Program Administration Each agency is responsible for the administration of its program which shall, as a minimum, recognize employees' service beginning with five years and in five-year increments thereafter.

Agency Procedures Implementation Each agency shall administer its program. This includes:

- The establishment of the agency cutoff eligibility date,
- The identification of eligible employees as defined by the Office of State Personnel,
- The purchasing of the awards through the Office of Purchase and Contract, and
- The determination of the time and method of presentation of the awards.

Advisory Note: This program is designed to recognize State employees within the provisions of the State Personnel Act. However, the program may be extended to employees exempt from this statute, as long as the agency administers the awards following the guidelines provided by the Office of State Personnel.

Records Each agency shall maintain records of the employment history of eligible employees.

Funds All purchasing of awards is dependent upon availability of agency funds. Since no appropriations are made, the program must be financed from various subheads. Any agency not having sufficient funds to finance the program shall notify the Office of State Budget.

Selecting and Ordering Service Awards The Office of State Personnel and the Office of Purchase and Contract will provide detailed guidelines and procedures for selecting and ordering awards in accordance with the administrative options and services made available by the contracted vendor.
