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SUBJECT: State Service Award Program
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Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Vice President for Human Resources
Issued by: Division of Human Resources

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I. Policy

This policy describes a program to recognize and show appreciation to University of South Carolina faculty, staff, and administrators who have demonstrated their service to the citizens of South Carolina through continued employment with State government and the University.

A. Policy Statements

1. Eligibility

Employees in FTE positions of all agencies of South Carolina State government are eligible to receive service awards after completing 10, 20, 30, 40, and 50 years of cumulative State service. Years of service in a research grant, time-limited, and/or temporary position do not count toward eligibility of the service awards.

2. State Service Date Computation

- a. For the purpose of this program only, employment with the State will be cumulative. If an employee leaves State employment and is later re-employed by the same agency or another State agency, the length of both periods of employment will be combined to determine eligibility. Only those periods of employment during which the employee was scheduled to work at least half of the agency's normal workweek may be counted.
- b. An employee's State service date will be adjusted for periods of break-in-service. The State service date does not reflect the amount of creditable service an employee has with the South Carolina Retirement System.
- c. For faculty and academic administrators working on less than a 12-month basis, only those years during which the employee was considered full-time for the equivalent of two full semesters may be counted toward State service for the purpose of determining service awards.
- d. Employment with the federal government, city government, South Carolina public schools, electric cooperatives, private industries, etc., does not count toward South Carolina State government employment for the purpose of awarding service awards.

II. Procedure

A. Awards

In the calendar year following the year in which an employee reaches one of the service milestones described below, the employee will be awarded the appropriate service pin and certificate. The pins for all milestones are the same design. The metal used and the stones set for each pin denote the years of service:

10 years	1/10 10K gold filled
20 years	1/10 10K gold with three amethysts
30 years	10K gold with one diamond, two amethysts
40 years	10K gold with two diamonds, one amethyst
50 years	10K gold with three diamonds

B. Administration

The State Service Award Program is administered by the Division of Human Resources' Benefits Office. The Benefits Office provides departments and campuses with a list of

eligible employees and hosts an annual reception during which each employee receives a certificate and the appropriate service pin.

III. Reason for Revision

- Policy updated to indicate position categories not eligible for state service award
- Minor change in wording