

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> HR 1.63
<b>POLICY TITLE</b> State Service Award Program		
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> April 12, 2021	
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources	

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## **PURPOSE**

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.

## **DEFINITIONS**

**Full-Time Equivalent (FTE):** A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds.

**Research Grant Position (RGP):** A type of non-FTE position which is funded by federal grants, private foundation grants, research grants, medical school practice plans, individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees.

**Time-Limited (TL):** A full or part-time non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee.

## **POLICY STATEMENT**

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.

## **PROCEDURES**

### 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.

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

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.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

Division of State Human Resources Regulations 19-719.01

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
April 12, 2021	Updated to new format to include definitions and related regulations. Policy reviewed for accuracy; no substantive changes required.