

Caswell Award Policy

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§ 1. Policy

The State of North Carolina has long been noted for loyal, efficient, and dedicated employees who provide valuable services in all areas of State government. This recognition program, for state employees with 45 or more years of service, is designed to acknowledge and express appreciation for noteworthy extended dedicated service.

§ 2. Eligibility Criteria

Employees who meet the following criteria are eligible for this award:

- Employees who have completed a total of 45 years of state service by the end of the calendar year for which the award is being presented.
- Employees who are in good standing with no unresolved disciplinary actions.
- Employees of an agency in the executive and judicial branches of state government, who are tracked through the State's HR/Payroll System. The Office of State Human Resources (OSHR) will be the administrator of the Statewide Award Program.
- Employees who are not tracked by the State's HR/Payroll System are eligible to receive the award based on information from their respective entity's Human Resource Information System. OSHR does not determine eligibility or coordinate the award for employees outside of the State's HR/Payroll System. Eligibility for the award for employees outside of the State's HR/Payroll system will be determined by the office they serve or at the local university level, where they can be recognized within the entity where they are employed. The actual framed award can be ordered through Correction Enterprises and can be presented at an appropriate presentation

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within the employing entity. OSHR will serve as a resource for these entities, as needed.

- Employees who have not previously received the Caswell Award.
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§ 3. **Employees Not Eligible**

Employees of the public-school system or community colleges are not eligible to receive this award.

§ 4. **Program Administration**

OSHR will administer the Awards Program. The Employee Recognition Committee will serve in an advisory role to the OSHR Employee Recognition Program staff.

- The Committee will be composed of agency representatives appointed annually by agency human resource directors.
 - The Committee and OSHR will develop the policy for this program and review it annually for effectiveness.
 - The Committee and OSHR will plan and conduct an appropriate ceremony in keeping with the significance of the awards.
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§ 5. **Agency Responsibility**

Departments shall adopt policies and procedures to support the Caswell Award Program by:

- Designating an agency coordinator.
 - Disseminating information to employees concerning the Caswell Award and the eligibility criteria.
 - Verifying eligible employees by completing and signing an eligibility form designed by OSHR.
 - Supporting the employee(s) by providing time and travel to attend the statewide awards ceremony or support OSHR in coordinating an appropriate presentation at the agency level.
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§ 6. **Awards/Awards Ceremony**

OSHR will coordinate an appropriate presentation.

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- An annual statewide ceremony will be held when there are at least five eligible employees
- OSHR will purchase and deliver the framed Caswell Award to each recipient's agency when the minimum number of recipients for a statewide ceremony is not met.

§ 7. History of This Policy

Date	Version
November 1, 2000	<ul style="list-style-type: none"> • New award program to recognize employees with forty-five or more years of service.
June 4, 2020	<ul style="list-style-type: none"> • Policy reviewed by the Recruitment Division to confirm alignment with current practices and by the Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on June 4, 2020. • General editorial changes to text, grammar, and language. All changes were minor wording and format changes for clarification.
July 14, 2022	<p>Policy updated to:</p> <ul style="list-style-type: none"> • Update the policy by reducing the minimum number of employees necessary to allow agencies to recognize their employees who have met 45 years of service. OSHR would still give guidance for the smaller ceremonies and provide each with a framed Caswell Award to present to their employee/s honoring their milestone of 45 years of service. • Clarify that elected officials who are tracked through Beacon are recognized with a Caswell Award and included in the process by OSHR. Elected officials, General Assembly employees and University employees are recognized by their own organization with guidance provided by OSHR.