

## Caswell Award Policy

---

### Caswell Award

#### Contents:

[Policy](#)

[Eligibility Criteria](#)

[Employees Not Eligible](#)

[Program Administration](#)

[Agency Responsibility](#)

[Awards and Awards Ceremony](#)

---

### 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 forty-five or more years of service, is designed to acknowledge and express appreciation for noteworthy extended dedicated service.

---

### 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 BEACON Human Resource Information System.
- Employees who are elected officials, employees of the General Assembly, and employees of the university system are all eligible to receive the award. Their award program will be handled within 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 at the university or General Assembly level. The Office of State Human Resources (OSHR), will be the administrator of the Statewide Award Program and will serve as a resource for these entities, as needed.
- Employees who have not previously received the Richard Caswell Award.

## Caswell Award Policy (cont.)

---

### Employees Not Eligible

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

---

### 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.
- 

### Agency Responsibility

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

- Designating an agency coordinator.
  - Disseminating information to employees concerning the Richard 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.
-

## Caswell Award Policy (cont.)

---

### Awards/Awards Ceremony

OSHR will coordinate an appropriate presentation.

- An annual statewide ceremony will be held when there are at least five eligible employees.
  - When fewer than five employees meet the eligibility criteria, the OSHR will partner with the agency to coordinate an appropriate presentation at the agency level.
-