

State Employee Memorial Program Policy

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§ 1. Policy

The State of North Carolina values the lives of its employees and their contributions to the achievements of their agency and the well-being of all North Carolinians. At times, active duty, career status employees may lose their lives due to work-related cause(s) or a condition or experience unrelated to their employment. Agencies may honor deceased employees and their service to the state by providing a State flag and a formal letter of condolence to survivor(s) from their Agency Head.

§ 2. Eligibility Criteria

Active duty, career status employees that lose their lives due to work-related causes or a condition or experience unrelated to their employment.

§ 3. Program Administration

Each state agency may elect to participate in the State Employee Memorial Program and is responsible for all costs associated with utilization of its provisions. Each state agency should be consistent in its use of the State Employee Memorial Program with regards to death of any active duty, career status employee for death due to work-related causes or a condition or experience unrelated to their employment. However, in all instances, including when an employee's death is contributed to in some way by the employee's intentional or negligent actions, the state agency, Governor's office and the Office of State Human Resources (OSHR) each individually determine whether to recognize the employee's death in any manner.

State Employee Memorial Program Policy (cont.)

§ 4. Responsibilities

§ 4.1. Office of State Human Resources Responsibilities

OSHR State Employee Memorial Program Coordinator will provide consultation and technical assistance to agencies/universities concerning proper administration of this program.

The OSHR Director may provide a condolence letter for the survivor(s) of the deceased eligible employee upon request from the agency. A condolence letter from the OSHR is not intended to indicate the cause of death was due to a work related cause.

§ 4.2. Office of the Governor Responsibilities

The Office of the Governor may provide a condolence letter from Governor for the survivor(s) of the deceased eligible employee upon request from the agency. A condolence letter from the Office of the Governor is not intended to indicate the cause of death was due to a work related cause.

§ 4.3. Department of Administration (DOA) -- Facility Management Responsibilities

DOA Facility Management will provide a state flag ordered by agency using State Flag Order Form in timely manner for agency presentation to deceased employee's survivor.

§ 4.4. Agency Responsibilities

An agency employee will serve as State Employee Memorial Coordinator to carry out the program at the agency level. The agency State Employee Memorial Coordinator will, upon direction of the agency Human Resources Director:

- Provide completed State Employee Memorial Program Information Form to the agency human resources director, the agency Communications director and the Communications Director for the Office of the Governor and Communications Director for the OSHR requesting preparation of condolence letters.
- Send completed DOA Facilities Management State Flag Order Form requesting a state flag that has been flown over the State Capitol.
- Once state flag is obtained, agency shall select staff member(s) to present flag to survivor(s) prior to or at a planned memorial service or visit.

State Employee Memorial Program Policy (cont.)

§ 5. History

Date	Version
November 1, 2000	New memorial program to honor employees who have lost their lives in the line of duty.
August 4, 2016	Deleted annual memorial event since it had not been done since 2004. It was not funded and has not been deemed necessary.
August 6, 2020	<p>Policy reviewed by Deputy Director – Recruitment and Rewards Division to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. Reported to SHRC on August 6, 2020.</p> <ul style="list-style-type: none"> • Deleted annual memorial event since it has not occurred since 2004 – it was not funded and deemed unnecessary. • Deletes language requiring OSHR to obtain flags and letters of condolence for state agency when employee death occurs. • Revises language to include agency determination of recognition of individual active duty, career status employee deaths that occur for any reason, not just at work. • Revises language to provide that an agency may request a letter of condolence from Office of the Governor and Office of State Human Resources and State flag flown over the State Capitol when agency determines that a compensable workers' compensation claim exists related to the employee's death "in the line of duty." • Revises language to provide that an agency may request a letter of condolence from agency leadership and a State flag when the employee's death is not "in the line of duty."
July 14, 2022	Revises language to provide that an agency may request a letter of condolence from the Office of the Governor and the Office of State Human Resources regardless of cause of death. Also revises policy so that Office of the Governor and Office of State Human Resources have discretion when to issue letter of condolence.