

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: C
SUBJECT: Employee Service Award Program	Effective: 01/01/06
	Revised: 12/01/05

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EMPLOYEE SERVICE AWARD PROGRAM

Purpose

To recognize and show appreciation to those State employees who have demonstrated their interest in serving the citizens of South Carolina through continued employment with State government.

Eligibility

State employees are eligible to receive the appropriate service award after completing 10, 20, 30, 40, and 50 years of service. For the purpose of this program, all employment with the state will be cumulative. If an employee leaves State service and later is re-employed, whether by South Carolina State University or by a different agency, the length of both periods of employment shall be added together in order to determine eligibility. However, only those periods of employment during which the employee was scheduled to work at least one-half of the employing agency's normal workweek may be counted. Acceptable service toward a State service award does not include (a) public school teaching, (b) out-of-state service, (c) military service, either before or after one had become a State employee, and (d) time while in leave without pay status.

Awards

During the year in which an employee reaches one of the service milestones set forth above, he or she will be awarded the appropriate service pin and certificate.

Administration

Each year, the University's Office of Human Resource Management will compile a listing of each of the University's employees who, according to its records, will reach a milestone during the year. The Office of Human Resource Management will provide the service pins and certificates which are presented to the employees at the annual Founder's Day Program.