

**State Human Resources Policy #E24-111.02**  
**State of South Carolina State Employee Service Awards**

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**DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

**POLICY**

1. The State of South Carolina will recognize and show appreciation to those State employees who have demonstrated their interest in serving the citizens of South Carolina through continued employment with South Carolina State Government.
2. State employees of South Carolina Military Department (Agency) are eligible to receive the appropriate State of South Carolina Service Award after completing 10, 20, 30, 40, and 50 years of service.
3. All employment with the State will be cumulative. If an employee leaves State service and is later reemployed, whether by the same State Agency or by a different State Agency, the length of both periods of employment during which the employee was scheduled to work not less than ½ of the employing Agency’s normal workweek may be counted.
4. Employment with the Federal government, city government, South Carolina public schools, electric cooperatives, private industry, etc., does not count towards South Carolina State Government employment.

**PROCEDURE**

1. During the year an employee reaches one of the service milestones set forth below, the State will award the employee the appropriate service pin and certificate. The pins for all milestones are of the same design; the metal used and the stones set on each pin will denote the years of service it represents.

<b>Years of Service</b>	<b>Type Service Award Pin</b>
10 Years	1/10 10K Gold Filled
20 Years	1/10 10K Gold Filled with three amethysts
30 Years	10K Gold with one diamond and two amethysts
40 Years	10K Gold with two diamonds and one amethyst
50 Years	10K Gold with three diamonds

2. The South Carolina Military Department’s State Human Resources Officer (State HRO) will coordinate the State of South Carolina Service Award Program.

- a. Each year, the State HRO or their designee will provide a listing of employees who will reach a milestone during the year to the Agency’s Department Heads and Program Managers.

b. Department Heads or Program Managers will review their list to ensure the information is complete and correct. The Department Head or Program Manager will submit a request to the State HRO for the appropriate State Service Pin and Certificate.

(1) The State HRO or their designee will prepare a Purchase Order and purchase the pins from the State approved vendor.

(2) The State HRO or their designee will prepare the appropriate Service Certificate and coordinate with the Governor's Office for signature.

c. Once received, the State HRO or their designee will forward the pin and the accompanying certificate to the Department Head/Program Manager.

3. The Department Head/Program Manager will determine the most appropriate method and time for presenting these awards to their employees.