

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY SERVICE AND RETIREMENT AWARDS	Policy 4.04.08
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Service Awards

1. Southwestern Community College recognizes the value of continued service, loyalty and longevity among the dedicated and committed College employees. To express recognition for this service to the State of North Carolina, the College participates in the Service Award Program as designated by the Office of State Personnel.
2. The Service Awards Program recognizes employees' service in increments of five (5) years through retirement. The value of the award increases in proportion to length of service. For each five (5) year increment, the employee receives a gift or jewelry item of their choosing from the items available in the state contract based upon funds available.
3. To be eligible for the Service Awards Program, the employee must be a full-time permanent employee, trainee, probationary, provisional appointments, whether subject to or exempt from the State Personnel Act with a recognized employing agency affiliated with the State of North Carolina. Credit toward State Service may be granted for the following agencies:
 - a. Employment with other governmental agencies which are now state agencies.
 - b. Authorized military leave from any of the governmental units for which service credit is granted provided the employee is re-instated within the time limits outlined in the military leave policy.
 - c. Employment with county Agricultural Extension Service, North Carolina Community College System, other North Carolina Community Colleges, or Public School Systems in North Carolina with the provision that an academic year (nine (9) months or more) is equivalent to one (1) full year.
 - d. Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina if such employment is subject to the State Personnel Act.
 - e. Employment on a full-time basis with the North Carolina General Assembly.
4. The College will recognize the employees that have reached these five (5) year benchmarks on an annual basis. The cutoff date for determination of eligibility will be no more than sixty (60) days prior to the awards ceremony. The awards ceremony is typically held in August to coincide with the new academic term.

Retirement Awards

1. The Retirement Awards Program is offered to employees reaching retirement at any service level. In general, retirement items are available to recipients from the "next highest award category" except for jewelry items, as the jewelling sequence causes this not to be applicable. Selection of such awards will most likely fall into one of the following:

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- a. Employee retires with thirty (30) years of service: they may select their “30 years” service award from the “30 years” award sheet. The employee would also be eligible to select a retirement award from the next highest level, thirty five (35) plus years.
- b. Employee retires with seventeen (17) years of service: The employee would only be eligible for the retirement award from the twenty (20) year level as they would not be eligible for a service award at the time of their retirement.

The Office of Human Resources will coordinate the Service Awards and Retirement Awards Programs.

Adopted: April 1997; June 2010

Revised: October 22, 2013