

**ELIZABETH CITY STATE UNIVERSITY**  
**Richard Caswell Award Policy**  
**(Noteworthy Dedicated Service)**

**Preamble**

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. To the extent that any provision of this policy conflicts with the Office of State Personnel (OSP) policy statement on noteworthy dedicated service, the OSP version shall control.

**1. Eligibility**

Under this policy, employees who meet the following criteria are eligible for this award:

- A. 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.
- B. Employees who are in good standing with no unresolved disciplinary actions.
- C. Employees of an agency in the executive and judicial branches of state government, or the university system, including elected officials, department heads, university chancellors, and employees of the General Assembly.
- D. Employees who have not previously received the Richard Caswell Award.

**2. Employees Not Eligible**

Under this policy, employees of the public school system or community colleges are not eligible to receive this award.

**3. Program Administration**

The Office of State Personnel will administer the Awards Program. The Employee Appreciation Committee will serve in an advisory role to the OSP Employee Recognition Program staff.

- A. The Committee will be composed of agency representatives appointed annually by agency personnel directors.
- B. The Committee and the Office of State Personnel will develop the policy for this program and review it annually for effectiveness.
- C. The Committee and the Office of State Personnel will plan and conduct an appropriate ceremony in keeping with the significance of the awards.

**4. University Responsibility**

Elizabeth City State University (ECSU) shall adopt policies and procedures to support the Richard Caswell Program.

- A. The Richard Caswell coordinator shall be the Director of Human Resources.
- B. Human Resources shall disseminate information to employees concerning the Richard Caswell Award and the eligibility criteria.
- C. Human Resources shall verify eligible employees by completing and signing an eligibility form designed by the Office of State Personnel.
- D. Human Resources shall support the employee(s) by providing time and travel to attend the statewide awards ceremony or support the Office of State Personnel in coordinating an appropriate presentation at the agency level.

**5. Awards/Awards Ceremony**

The Office of State Personnel will coordinate an appropriate presentation.

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