

EMPLOYEE SERVICE AWARDS POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

- I. The purpose of this policy is to recognize and show appreciation to those employees who have demonstrated their interest in serving FMU as well as the citizens of South Carolina through continued employment with the state.

II. Eligibility

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 FMU and other state agencies will be cumulative; if an employee leaves FMU and later is re-employed, whether by FMU or by a different state 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 not less than one-half of the employing agency's normal workweek may be counted.

For teaching personnel and officials of academic rank, only those years during which the employee was considered full-time by the employing institution for not less than the equivalent of two full semesters may be counted.

Note: Employment with the federal government, city government, South Carolina public schools, electric cooperatives, private industries, etc., does not count towards South Carolina state government employment.

III. Awards

During the year that an employee reaches one of the service milestones set forth below, he or she will be awarded 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.

Ten Years	1/10 10K Gold Filled
Twenty Years	1/10 10K Gold Filled with three amethysts
Thirty Years	10K Gold with one diamond

	and two amethysts
Forty Years	10K Gold with two diamonds and one amethyst
Fifty Years	10K Gold with three diamonds

IV. Administration

The Employee Service Award Program shall be coordinated by the state Office of Human Resources (OHR). On a timely basis each year the OHR will provide a listing of employees at FMU who, according to computer generated records provided by the Budget and Control Board, will reach a milestone during the year. FMU will review this list to ensure that it is complete and correct. After making any necessary additions or corrections, FMU will order certificates and service pins.

FMU will coordinate an annual awards luncheon with state service awardees as special guests. Each awardee will receive special recognition for state service and will be presented with the appropriate state service pin and certificate.