Employee Recognition Programs
Memorial Program Guidelines

Purpose

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. Each year, there are State employees who lose their lives while in the line of service. It seems appropriate that we acknowledge the value of these employees and the service they provided by creating an annual memorial ceremony and establishing an appropriate form of remembrance.

Criteria

State employees who have lost their lives while performing their jobs as documented by the Office of State Personnel's Risk Control Services Division will be honored. This program will be effective January 1, 1999.

Program Administration

The Office of State Personnel will administer the memorial program.

The State Employee Recognition Program in partnership with the Risk Control Services Division of the Office of State Personnel will manage this program.

A State Employee Memorial Advisory Committee, consisting of six representatives from a cross-section of State agencies, will be responsible for providing guidance in the administration of this program. An employee from the Employee Recognition Program or the Risk Control Services Division will serve as the coordinator of the committee. The Office of State Personnel, State Employee Recognition Program Director, will select those agencies to provide a representative to serve a two-year term on this committee. The committee will meet a minimum of twice annually to carry out its advisory functions.

- Agency representatives (possibly safety directors), appointed annually by agency personnel directors, will coordinate the program at the agency level.

- The agency advisors and the Office of State Personnel will plan and conduct an annual memorial ceremony and establish appropriate ways to demonstrate the recognized value and sacrifices made by these employees.

Office of State Personnel Responsibilities

- Establish program guidelines, processes and procedures.

- Plan and conduct an annual memorial ceremony for employees who lost their lives while in the line of service.

- Coordinate with the Governor's Office and Department of Administration, Facility Management, so the letter from the Governor and the North Carolina State flag is given to the family of the employee being memorialized.

- Coordinate with the employee's agency an appropriate plan to present the family the letter from the Governor, the flag and accompanying certificate.

- Provide consultation and technical assistance to agencies/universities concerning proper administration of this program.

Governor's Office Responsibilities

- Coordinate with the Office of State Personnel a letter to be presented to the family of the deceased employee.

Department of Administration -- Facility Management Responsibilities

- Coordinate with the Office of State Personnel obtaining a North Carolina State flag that has been flown over the Capital by a date designated in the guidelines (when feasible). Complete the certificate to accompany the flag.

Agency Responsibilities

- Agencies support the Office of State Personnel by:

- Appointing an agency person to serve as the coordinator/liaison for this program.

- Coordinator will be responsible for the Office of State Personnel getting the necessary information in a timely manner for proper administration of the program.

- Coordinator will work with the Office of State Personnel to develop an appropriate plan to present the deceased employee's family with the letter from the Governor, the flag and accompanying certificate which verifies when the flag was flown over the Capital.

- Coordinator will serve as an advisor to the Office of State Personnel in the development, implementation and evaluation of this program.

- Developing a process to recognize, at the agency level, state employees who lost their lives while in the line of service.

- Sending an agency representative to participate in the statewide memorial ceremony