

State Employee Memorial Program

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Program 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 is 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.

Eligibility Criteria

Criteria

State employees who have lost their lives while performing their jobs as documented by the Office of State Human Resources, Safety and Workers Compensation Division will be honored.

Program Administration

The Office of State Human Resources will administer the memorial program.

The State Employee Rewards Program Coordinator, from the Office of State Human Resources will manage this program.

Office of State Human Resources Responsibilities

- Establish program guidelines, processes and procedures.
- Coordinate with the Governor's Office, Office of State Human Resource Director and Department of Administration, Facility Management, to ensure a personal letter from the Governor and the OSHR Director, as well as 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 letters from the Governor and the Director of Human Resources, as well as 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 Human Resources a personal letter from the Governor to be presented to the family of the deceased employee.

Department of Administration -- Facility Management Responsibilities

Coordinate with the Office of State Human Resources to obtain a North Carolina State flag that has been flown over the Capital to be presented to a family member of the deceased employee. Complete the certificate to accompany the flag.

Agency Responsibilities

Agencies support the Office of State Human Resources by:

- Appointing an agency person to serve as the coordinator/liaison for this program.
- Coordinator will be responsible for the Office of State Human Resources getting the necessary information in a timely manner for proper administration of the program.
- Coordinator will work with the Office of State Human Resources to develop an appropriate plan to present the deceased employee's family with the flag and accompanying certificate which verifies when the flag was flown over the Capital. Obtain home address of surviving family member of deceased employee so letter from the Governor and Director of the Office of Human Resources can both be mailed.
- 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.