

# State Employee Memorial Program Policy

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## State Employee Memorial Program

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## Policy

The State of North Carolina values the lives of its employees and their contributions to the achievements of their agency and the well-being of all North Carolinians. At times, active duty, career status employees may lose their lives due to work-related cause(s) or a condition or experience unrelated to their employment. Agencies may honor deceased employees and their service to the state by providing a State flag and a formal letter of condolence to survivor(s) from their Agency Head. If the death is confirmed as work-related, correspondence also may be provided by the Governor and State Human Resources Director.

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## Eligibility Criteria

Active duty, career status employees that lose their lives due to work-related causes or a condition or experience unrelated to their employment.

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## Program Administration

Each state agency may elect to participate in the Memorial Program and is responsible for all costs associated with utilization of its provisions. Each state agency should be consistent in its use of the Memorial Program with regards to death of any active duty, career status employee for death due to work-related causes or a condition or experience unrelated to their employment. However, in all instances, including when an employee's death is contributed to in some way by the employee's intentional or negligent actions, the state agency makes the final determination regarding whether to recognize the employee's death in any manner.

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### Office of State Human Resources Responsibilities

OSHR Memorial Program Coordinator will provide consultation and technical assistance to agencies/universities concerning proper administration of this program.

The OSHR Director will provide a condolence letter for the survivor(s) of the deceased eligible employee upon request from the agency with confirmation the employee died due to a work-related cause.

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### Office of the Governor Responsibilities

The Office of the Governor will provide a condolence letter from Governor for the survivor(s) of the deceased eligible employee upon request from the agency with confirmation the employee died due to a work-related cause.

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### Department of Administration -- Facility Management Responsibilities

DOA Facility Management will provide a state flag ordered by agency using State Flag Order Form in timely manner for agency presentation to deceased employee's survivor.

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### Agency Responsibilities

An agency employee will be appointed to serve as Memorial Coordinator to carry out the program at the agency level.

The agency Memorial Coordinator will timely obtain deceased employee information included on Memorial Program Form and confirm with Agency Management whether employee's death occurred due to a work-related cause or not.

If agency confirms employee's death was due to a work-related cause, agency's Memorial Coordinator will:

- Provide completed Memorial Program Form to Communications Director for the Office of the Governor and Communications Director for the Office of State

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Human Resources for preparation of condolence letters that will be written and mailed in a timely manner.

- Provide completed Memorial Program Form to agency human resources director and agency Communications Director.
- Send completed DOA Facilities Management State Flag Order Form requesting a state flag that has been flown over the State Capitol.
- Once state flag is obtained, agency shall select staff member(s) to present flag to survivor(s) prior to or at a planned memorial service or visit.

If agency confirms employee's death was not due to a work-related cause, agency's Memorial Coordinator will:

- Provide completed Memorial Program Form to agency human resources director and agency Communications Director who will provide a condolence letter from the agency for the survivor(s) of the deceased eligible employee that will be written and mailed in a timely manner.
  - Send completed DOA Facilities Management State Flag Order Form requesting state flag per the agency's discretion.
  - Once state flag is obtained, agency shall select staff member(s) to present flag to survivor(s) prior to or at a planned memorial service or visit.
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