

NUMBER: HR 1.65 (NEW)
SECTION: Human Resources
SUBJECT: Employee Recognition
DATE: March 3, 2014
POLICY FOR: All Campuses
PROCEDURE FOR: All Campuses
AUTHORIZED BY: Chris Byrd
ISSUED BY: Division of Human Resources

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I. Policy

- A. The University of South Carolina supports and encourages programs to acknowledge and formally recognize the contributions, highly effective performance, and continuous improvement of services by our employees. This policy describes the process for establishing recognition programs.
- B. This policy is promulgated pursuant to Sections 8-1-180 and 8-11-190 of the South Carolina Code of Laws and the Annual Appropriations Act.

II. Procedures

- A. Colleges and departments within the University may establish employee recognition programs upon review and approval of the University's Division of Human

Resources. The Vice President of Human Resources, or his designee, must approve the formal recognition programs prior to implementation.

- B. These recognition programs may reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as part of employee development programs.
- C. These recognition programs shall be in addition to annual recognition awards created by the Faculty and Staff Award Programs approved by the Board of Trustees in December 1993.
- D. The University of South Carolina may spend public funds on employee plaques, certificates, and other events, including meals and similar types of recognition.
- E. Both limited monetary and non-monetary awards may be considered for inclusion in any recognition program. Monetary awards as provided in this policy shall be limited to \$50 per employee per award.
- F. All monetary awards given as part of an approved recognition program, including gift cards and gift certificates, for any amount may be subject to federal, state and FICA withholding, and as taxable income, shall be reported on an employee's Form W-2. The University Controller's Office is responsible for determining whether non-monetary awards are taxable, in accordance with IRS guidelines.
- G. Eligibility
 - 1. All staff, including employees in temporary, time-limited, and research grant positions, and all faculty members, including temporary faculty, are eligible to participate in approved recognition programs and receive awards according to the established program requirements.
 - 2. Student employees are not eligible to participate.