



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Employee Quality Assurance Activities (Morale)
Number: 1.2.3

Responsibility: Executive Administration
Last Updated: February 23, 2023
State Policy/Law: SBTCE Policy 7-7-101

Commission Chair

President

In order to enhance productivity and performance of employees and organizational units of the College, the College President is authorized to sponsor events designed to encourage organizational unity and promote good morale. Funds for employee morale and esprit de corps building events are to be derived from the 80% funds originating from auxiliary services profits designated to meet the ordinary operating expenses of the College as stipulated in Section 59-53-100 of the 1976 Code of Laws of South Carolina. Authorization for this policy is derived from the State Board for Technical and Comprehensive Education Policy 7-7-101.

The timing and nature of events authorized by this policy shall be managed in such a manner to ensure equitable treatment of employees and organizational units.

The College President is also authorized from the funds referenced in this policy to express sympathy on behalf of the College to families of deceased College personnel, commissioners, or family members thereof.

The College President shall develop procedures that insure appropriate planning, management, and budgeting for such events. Funds budgeted for employee quality assurance activities must be identified and accounted for in the official financial records of the College. These funds may not be used for alcoholic beverages. Additionally, any awards from the College's operating funds that are presented in conjunction with employee quality assurance activities must be nonmonetary in nature and limited to expenditures of no more than \$50 per person and no more than \$1,000 may be expended on such awards during a fiscal year. Under no other circumstances are gifts to commissioners or college personnel to be provided from College funds.

All expenditures must be approved by the President who may delegate this authority to College Vice Presidents. In addition, single expenditures of \$500 or more shall also have the approval of the Area Commission Chairperson. Single expenditures in excess of \$1,000 shall require Area Commission approval.