



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Employee Quality Assurance Activities
Number: 1.2.3.1

Responsibility: Executive Administration
Last Updated: November 1, 2023
Policy: Employee Quality Assurance Activities – Morate (1.2.3)

Purpose:

The purpose of this procedure is to define funds allocation for Employee Quality Assurance Activities.

Procedure:

Employee Quality Assurance Activities are designed to encourage organizational unity, promote positive morale, and equitably recognize employees for their special contribution to the College. Funds for the activities originate from auxiliary enterprise profits.

1. Approval Authority: All expenditures must be approved by the President or the President's designee. In addition, single expenditures of \$500 or more shall have the approval of the Commission Chairperson. Single expenditures in excess of \$1,000 require approval of the Commission.
2. Activities Authorized:
 - a. College-wide activities open to all employees, which are designed to enhance employee morale and organization unity. Events may include such activities as:
 - 1) Faculty/Staff Holiday Receptions
 - 2) Faculty/Staff Picnic
 - 3) In-Service Reception/Luncheon
 - 4) Graduation Reception
 - b. Special reception for individuals, groups or organizational units which honor them for their contribution(s) to the mission and goals of the College.
 - c. Condolences, initiated by the President, which express sympathy on behalf of the College to the families of deceased College personnel, Commissioners, or family members thereof.

3. Activities Not Authorized:
 - a. Use of funds for alcoholic beverages is strictly prohibited.
 - b. Use of funds for gifts to Commissioners or College personnel is prohibited.
4. Budget Limitations:
 - a. Funds budgeted for employee quality assurance activities will be identified and accounted for within the administrative account, HEGIS codes 510-512, under the direction of the President.
 - b. Any awards from the College's operating funds that are presented in conjunction with quality assurance events must be non-monetary in nature and limited to expenditures of no more than \$50 per person with no more than \$1,000 in annual expenditures on such awards. (See SBTCE Procedure 7-6-101.1).
5. The timing and nature of events for individuals, groups or organizational units shall be managed in a manner to ensure equitable treatment of employees and organizational units.