

Orangeburg-Calhoun Technical College Statement of Policy

Title: Employee Quality Assurance Activities

Number: 7.002

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Department of
Responsibility: President's Office

Authorization:

Area Commission Chairman

President

Date Approved: August 20, 2002

Last Revised: June 21, 2022

Last Reviewed: May 17, 2016

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

AUTHORIZATION: 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 rever and camaraderie. Funds for employee morale and esprit de corps 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.

SCOPE: The timing and nature of events authorized by this policy shall be managed in such a manner so as 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 the families of deceased College personnel, commissioners or family members thereof.

BUDGET AND OTHER LIMITATIONS: 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. Under no circumstances are the funds to be used for alcoholic beverages. Additionally, criteria for any awards from the College's operating funds that are presented in conjunction with such events must be included in the procedures. Monetary awards, if any, shall not be considered a part of an employee's base salary, a salary supplement, or a perquisite of employment.

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All expenditures must be approved by the President. The President may delegate this authority to College Vice-Presidents. In addition, single expenditures of \$10,000 or more shall also have the approval of the Commission Chairman. Single expenditures in excess of \$10,000 shall require approval of the Commission.