

**GREENVILLE COUNTY WORKFORCE DEVELOPMENT AREA
AWARDS AND RECOGNITIONS PROGRAM POLICY
Local Instruction # 21-03
Effective Date: 12/14/21**

INTRODUCTION

This document describes the policies and procedures of the Greenville County Workforce Development Area's Awards and Recognition Program.

PURPOSE

To recognize employees for their day-to-day efforts that contribute in a special way to getting the job done. Under this non-monetary award program, employees may be recognized and rewarded for their excellence.

ELIGIBILITY

All employees, except those in senior management, are eligible for consideration for awards under this program. Individual and group contributions may be recognized.

GENERAL POLICY/GUIDANCE

Awards and Recognitions are granted by the Greenville County Workforce Development Area to recognize accomplishments that represent steps toward achievement of organizational goals or purposes, but for which higher-level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. The Awards and Recognition Program should not be used in place of paying overtime or compensatory time, and is not meant to replace other traditional methods of recognition, but rather to increase the local workforce development area's options in rewarding and reinforcing employee excellence.

TYPES OF CONTRIBUTIONS ELIGIBLE FOR RECOGNITION

The following are some examples of the types of contributions best suited for the Awards and Recognition Program:

- Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.
- Planning a special event which is particularly successful because of the employee's or group of employees personal/group efforts.
- Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately.
- Development of new or revised procedures or other contributions toward improvement of office productivity.
- Completion of a significant special assignment that is outside of normal job responsibilities.
- Contributions that enable the Greenville County Workforce Development Area to make more effective use of its resources.
- Contributions that improve the public awareness and/or understanding of the SC Works Greenville One-Stop Delivery System and its partner agency programs.

DELEGATION OF AUTHORITY

The Awards and Recognition Program requests must be submitted to the Greenville County Workforce Development Area Office for approval by the Director or Assistant Director.

ANNUAL DOLLAR LIMITATION

For each Awards and Recognition Program held, the annual dollar value of the Awards and Recognition Program will be budgeted and it may not exceed a total of \$1,000 in a single calendar year, unless waived by the Greenville County Workforce Development Area Director or Assistant Director.

FREQUENCY

There is no limitation on the number of Awards and Recognition Program OTS awards so long as it does not exceed the annual dollar limitation, unless waived by the Greenville County Workforce Development Area Director or Assistant Director.

REFERENCES

The Awards and Recognition Program is an allowable cost as referenced in the United States Code of Federal Regulations (CFR) 200.437.

QUESTIONS

Please direct any questions to Dejones@greenvillecounty.org or Eanagnostis@greenvillecounty.org.

Dean E. Jones, Director