

**ADMINISTRATIVE DIVISION** HR Division of Human Resources  
**POLICY NUMBER** HR 1.65  
**POLICY TITLE** Employee Recognition  
**SCOPE OF POLICY** USC System  
**DATE OF REVISION** August 20, 2024  
**RESPONSIBLE OFFICER** Vice President for Human Resources  
**ADMINISTRATIVE OFFICE** Division of Human Resources

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#### **PURPOSE**

This policy describes the process for establishing recognition programs.

#### **POLICY STATEMENT**

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.

The University of South Carolina may spend public funds on employee plaques, certificates, and other events, including meals and similar types of recognition.

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 within their home unit, or as otherwise defined by the program, and receive awards according to the established program requirements. Student employees are not eligible to participate.

#### **PROCEDURES**

- A. Colleges and departments within the university may establish formal employee recognition programs upon review and approval of the university's Division of Human Resources. The Vice President for Human Resources, or their designee, must

approve all 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. 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.
- D. 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.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[South Carolina Code of Laws Sections 8-1-180](#) and [8-11-190](#)  
[FINA 2.19 Cash Advance -University Accounts](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
September 20, 2019	Updated to new format. Removed reference to award programs approved by the Board of Trustees in December 1993.
August 20, 2024	Policy Revalidated.