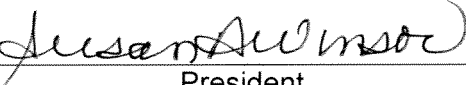


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	EMPLOYEE QUALITY ASSURANCE ACTIVITIES	Policy Number:	6-6-106
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:	7-7-101		
Associated ATC Procedure:			

Approved: 
President


Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

1. In order to enhance productivity and performance of employees and organizational units of the College, the College President is authorized to sponsor events to encourage organizational reverie and camaraderie. Funds for employee morale and esprit de corps building events are to be derived from the 80% funds originating from canteen and bookstore (auxiliary enterprise) 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.
2. 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.

3. The College President shall require that appropriate planning, management, and budgeting for College-sponsored events be undertaken. 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 an award 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. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the

SCTCS (South Carolina Technical College System), reporting to the South Carolina Division of Budget and Analysis. Under no other circumstances are gifts to commissioners or College personnel to be provided from College funds.

4. The President must approve all expenditures. The President may delegate this authority to College Vice-Presidents. In addition, single expenditures of \$5,000 or more shall also have the approval of the Commission Chairman. Single expenditures in excess of \$10,000 shall require approval of the Commission.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2012		