

# INSTITUTIONAL DIRECTIVE 6-1

March 30, 2009

## **Title: Employee Support Activities**

### **I. Purpose**

The purpose of this directive is to provide guidelines for the conduct of activities regarding the recognition of service to the college, the enhancement of organizational culture, and the acknowledgment of significant events in the lives of employees.

### **II. Policy**

It is the policy of Piedmont Technical College to express appreciation to personnel who are separating from employment; to acknowledge distinguished service by employees in relation to the college, the community, or professional associations; to sponsor efforts designed to improve morale; and to convey sympathy during times of bereavement.

### **III. Authorized Activities**

The following employee support activities, conducted according to the circumstances indicated, fall within the purview of this directive:

- A. Drop-ins to honor full-time employees leaving the college after at least three years of service, including the presentation of a gift as appropriate.
- B. Functions of a social nature sponsored by the college's Social Committee.
- C. Flowers that are sent as expressions of sympathy in the death of an employee, full-time or part-time, or a full-time employee's immediate family member.

### **IV. Procedures**

- A. Area supervisors will inform the Administrative Assistant to the Senior Vice President of any scheduled retirements or other separations from employment due to medical disability, deaths of full-time and part-time employees, or the deaths of full-time employees' immediate family members (parent, spouse, or child).
- B. The Administrative Assistant to the President will purchase gifts or order the delivery of flowers, as appropriate.
- C. The Administrative Assistant to the Senior Vice President will purchase gift for employees who are retiring or terminating due to medical disability.
- D. The President (or designee) will present gifts to employees upon retirement or separation from employment due to illness.
- E. Receptions to honor departing employees should be planned so as to minimize conflict with work schedules.

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- F. Except in cases of extreme illness or severe injury, the college will not send flowers to an employee or to an employee's family member during periods of hospitalization. Sending flowers under such circumstances requires approval by the President.
- G. Employees within the college's organizational divisions are encouraged to support departmental or divisional flower funds for the recognition of special occasions related to fellow employees.
- H. All activities sponsored by the Social Committee will be scheduled in coordination with the President.
- I. All non-sanctioned social activities (i. e., not under sponsorship of the Social Committee) will be confined to the affected department or division and should be scheduled during the lunch period or at the end of the workday. If personnel from other departments or divisions are to be invited, the event should be held after normal working hours.

**V. Funding Sources**

- A. The costs of flowers and gifts for employees, as permitted under this directive, will be paid from the college's Auxiliary Enterprises Account, consistent with State Board Policies 7-6-101 and 7-7-101.
- B. Receptions, as those held to honor departing employees, will be financed by the appropriate division - \$50.00 will be provided by the Piedmont Technical College Foundation.
- C. No gifts, as permitted under this directive, will be of a monetary nature.
- D. Funds authorized in support of this directive will not be used to purchase alcoholic beverages, except as approved by the President in a manner consistent with institutional policy.
- E. All expenditures for Employee Support Activities must be approved by the President; this authority, however, may be delegated to other institutional officers.
- F. Any single event incurring expenditures of \$500 to \$999 must be approved by the Chair of the Area Commission. An event with expenditures in excess of \$1000 must be approved by the Area Commission.
- G. Funds budgeted for Employee Support Activities will be identified and accounted for in the college's official financial records.

<u>Original on File</u>	<u>3/30/09</u>
Approved for Publication	Date