

Division - Law Enforcement		FY 15/16	FY 16/17
25	"Thank you Cards" *	4	2
50	"On the Spot" *	8	
50	"On the Spot" **	3	
250	Bonus (approval) criteria	1	1
275	Bonus (approval) criteria		1
300	Bonus (approval) criteria		1
325	Bonus (approval) criteria		2
700	Bonus (approval) criteria		1
750	Bonus (approval) criteria	4	
900	Bonus (approval) criteria		1
1000	Bonus (approval) criteria	2	
1025	Bonus (approval) criteria		1
1050	Bonus (approval) criteria		1
1125	Bonus (approval) criteria		1
1250	Bonus (approval) criteria		1
1300	Bonus (approval) criteria		1
800	Legislative Bonus	259	
Division - Executive		FY 15/16	FY 16/17
25	"Thank you Cards" *	0	6
50	"On the Spot" *	0	4
25	"Thank you Cards" **	1	
50	Bonus (approval) criteria		1
250	Bonus (approval) criteria		1
500	Bonus (approval) criteria	1	
750	Bonus (approval) criteria		1
1000	Bonus (approval) criteria	3	3
800	Legislative Bonus	36	
Division - OSS		FY 15/16	FY 16/17
25	"Thank you Cards" *	2	3
50	"On the Spot" *	3	1
25	"Thank you Cards" **	1	
50	Bonus (approval) criteria	4	
250	Bonus (approval) criteria	1	1
500	Bonus (approval) criteria		2
750	Bonus (approval) criteria		5
1000	Bonus (approval) criteria		8
1200	Bonus (approval) criteria		2
800	Legislative Bonus	63	
Division - WFF		FY 15/16	FY 16/17
25	"Thank you Cards" *	6	4
50	"On the Spot" *	0	2

50	Bonus (approval) criteria	3	2
250	Bonus (approval) criteria	1	2
500	Bonus (approval) criteria	8	11
750	Bonus (approval) criteria		3
1000	Bonus (approval) criteria	1	5
1500	Bonus (approval) criteria	1	
800	Legislative Bonus	183	
<b>Division - LWC</b>		<b>FY 15/16</b>	<b>FY 16/17</b>
25	"Thank you Cards" *	4	4
50	"On the Spot" *	9	9
50	Bonus (approval) criteria	1	
250	Bonus (approval) criteria		
500	Bonus (approval) criteria		1
750	Bonus (approval) criteria		20
1000	Bonus (approval) criteria	2	3
1500	Bonus (approval) criteria		5
800	Legislative Bonus	41	
<b>Division - MRD</b>		<b>FY 15/16</b>	<b>FY 16/17</b>
25	"Thank you Cards" *	0	0
50	"On the Spot" *	1	2
50	Bonus (approval) criteria	7	7
250	Bonus (approval) criteria	1	1
750	Bonus (approval) criteria		6
1000	Bonus (approval) criteria	1	3
800	Legislative Bonus	144	

\* "Thank you Cards" (wage type 1806)

\* "On the Spot" (wage type 1806)

\*\* "Thank you Cards" (wage type 1800)

\*\* "On the Spot" (wage type 1800)

Wage types were keyed differently in previous years based on directions provided by the CG's Office.

**Bonuses** are keyed under wage type 1800 and they show up on the bonus report (RH038 ) in Bex (SCEIS).

**Rewards & Recognition Awards** are now keyed under wage type 1806.

The wage type 1806 does not appear on the Bex (SCEIS) reports and was not included on the bonus line for FY 15/16 and FY16/17 on page 27.

In FY14/15 both wage types appeared on the bonus line.

(/)

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# Division of State Human Resources

## Bonuses, Rewards, and Recognition

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### References

- Annual Appropriation Act (117.55 Employee Bonuses)  
([http://www.scstatehouse.gov/query.php?search=DOC&searchtext=117.55&category=BUDGET&year=2016&version\\_id=7&return\\_page=&version\\_title=App20Act&conid=8261581&result\\_pos=0&keyval=34948&numrows=10](http://www.scstatehouse.gov/query.php?search=DOC&searchtext=117.55&category=BUDGET&year=2016&version_id=7&return_page=&version_title=App20Act&conid=8261581&result_pos=0&keyval=34948&numrows=10))
- S.C. Code Sections ([http://www.scstatehouse.gov/query.php?search=DOC&searchtext=8%2011%20170&category=CODEOFLAWS&conid=7997621&result\\_pos=0&keyval=141&numrows=10](http://www.scstatehouse.gov/query.php?search=DOC&searchtext=8%2011%20170&category=CODEOFLAWS&conid=7997621&result_pos=0&keyval=141&numrows=10))  
**8-1-170, 8-1-180 and 8-11-190** ([http://www.scstatehouse.gov/query.php?search=DOC&searchtext=8%2011%20170&category=CODEOFLAWS&conid=7997621&result\\_pos=0&keyval=141&numrows=10](http://www.scstatehouse.gov/query.php?search=DOC&searchtext=8%2011%20170&category=CODEOFLAWS&conid=7997621&result_pos=0&keyval=141&numrows=10))
- State Human Resources Regulations (/files/2010HRRRegulations.pdf) 19-705.07.G. (/files/2010HRRRegulations.pdf) and 19-706.05.B. (/files/2010HRRRegulations.pdf)
- Employee Referral Bonus Program Sample (/files/Sample%20Employee%20Referral%20Bonus%20Program.pdf)
- Bonus Legislation (/files/Bonus%20Legislation%20Chart.pdf)

### Bonus Information

- Amount/Frequency of Bonuses and Source of Funds
- Approval Authority
- Eligibility
- Approval Criteria
- Documentation and Reporting Requirements

### Rewards & Recognition

- State Service Pin Awards

### Amount/Frequency of Bonuses and Source of Funds

- An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000.

- State, federal, and other sources of revenue may be used to award bonuses.
- Agencies using federal funds for bonuses must show that the use of these funds is in compliance with federal law.

### Approval Authority

- The Agency Director is the final authority responsible for approving employee bonuses.

### Eligibility

- All permanent and probationary employees in full-time equivalent positions are eligible to receive a bonus under these provisions.
- Agency Directors are not eligible to receive bonuses.
- Employees earning \$100,000 or more are not eligible to receive bonuses.
- Temporary grant and time-limited project employees are eligible to receive bonuses within the Appropriations Act guidelines for employee bonuses. The bonuses must be funded by the grant or time-limited project.



### Approval Criteria

Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

- Contributions to increased organizational productivity,
- Development and/or implementation of improved work processes,
- Exceptional customer service,
- Realized cost savings, or
- Other specific contributions to the success of the organization.

### Documentation and Reporting Requirements

- Agencies must develop a plan for awarding bonuses to employees and keep such plan on file at the agency.
- Agencies must also make available to employees the plan that explains the criteria for awarding bonuses.
- Agencies should submit plans to the Division of State Human Resources (DSHR) for information.
- Agencies must document the reason for any bonus payments awarded.
- Agencies must report the following information to DSHR regarding the payment of a bonus to any employee:
  - Name
  - Personnel Number
  - Date Awarded
  - Source of funds
  - Class
  - Reason for Awarding Bonus
  - Amount of Bonus
  - Comments

### Rewards and Recognition Programs

- Each agency can develop recognition programs that meet its needs. **S.C. Code Sections 8-1-180 and 8-11-190** allows State agencies and institutions to spend public funds on employee recognition. There is a \$50 limit on the amount that can be spent on each employee per award. The Annual Appropriation Act, Section 117.59, provides authority to fund employee award programs.
- All Internal Revenue Services (IRS) regulations must be adhered to when implementing a program. Under IRS regulations, all cash or gift certificate awards are taxable income unless considered a de minimis fringe benefit. The IRS has provided a list of FAQ's for government entities regarding de minimis fringe benefits at the link provided. <http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/De-Minimis-Fringe-Benefits> (<http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/De-Minimis-Fringe-Benefits>)
- If an agency wants to develop a rewards and recognition program, agencies can contact the Division of State Human Resources to find out more details about the type of help available.

### State Service Pin Awards

Each agency is responsible for administering the State service pin awards. The link to the State's vendor for State service pins is: [http://procurement.sc.gov/webfiles/MMO\\_spo/Contracts/pins-p2.pdf](http://procurement.sc.gov/webfiles/MMO_spo/Contracts/pins-p2.pdf) ([http://procurement.sc.gov/webfiles/MMO\\_spo/Contracts/pins-p2.pdf](http://procurement.sc.gov/webfiles/MMO_spo/Contracts/pins-p2.pdf))

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**SECTION 8-1-170.** Group productivity incentive programs.

State agencies are authorized to develop group productivity incentive programs for the recognition and award of team accomplishments through group performance. Employees of any organizational unit within each of the various agencies are eligible to share equally twenty-five percent of the identified savings resulting from reduced operational costs in the unit up to a maximum of two thousand dollars per employee in a fiscal year. The agency shall adopt policies and procedures to determine unit expenses or base data and for the year of participation in the group productivity incentive program. Records of proposals, actual dollar savings, and employee awards will be reported to the Department of Administration or its designee. Any bonus or cash award paid as a group productivity incentive shall not become a part of the employee's base salary and shall not be considered as compensation in terms of contributions to and determination of benefits for any of the state's retirement systems.

HISTORY: 1993 Act No. 178, § 7, eff July 1, 1993.

**Code Commissioner's Note**

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, § 5(D)(1), effective July 1, 2015.

**SECTION 8-1-180.** Tokens of recognition and other rewards; limit on amount per individual.

State agencies and institutions shall be allowed to spend public funds on employee plaques, certificates, and other events, including meals and similar types of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as a part of employee development programs of their agency or institution. Awards shall be limited to fifty dollars for each individual.

HISTORY: 1993 Act No. 178, § 7, eff July 1, 1993.

**SECTION 8-11-190.** Use of public funds to reward state employees.

State agencies and institutions must be allowed to spend public funds on employee plaques, certificates, and other events including, but not limited to, meals and similar types of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as a part of employee development programs of their agency or institution.

HISTORY: 1995 Act No. 145, Part II, § 25, eff June 29, 1995.

**117.55. (GP: Employee Bonuses)** State agencies and institutions are allowed to spend state, federal, and other sources of revenue to provide selected employees lump sum bonuses, not to exceed three thousand dollars per year, based on objective guidelines established by the Department of Administration. Payment of these bonuses is not a part of the employees base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. Employees earning \$100,000 or more shall not be eligible to receive bonuses under this provision. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the bonus received by the employee during the preceding fiscal year (July first through June thirtieth). The Human Resources Division of the Department of Administration shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso. Copies of the reports shall be made available to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee, upon request.



## EMPLOYEE BONUS FORM

Sections 117.55 of the 2017-2018 General Appropriation Act allows state agencies to award employee bonuses according to objective guidelines established by the Division of Human Resources. More than one bonus in a fiscal year may be given to an employee; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000. The bonus does not become a part of an employee's base pay. Agencies with bonuses using federal and other sources of revenue must maintain documents verifying that the bonuses are in compliance with any associated funding requirements.

Please complete this form and forward a copy to the Office of Human Resources when an employee bonus is awarded.

**Agency:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Class / Slot:** \_\_\_\_\_

**Amount of Bonus: \$** \_\_\_\_\_

**Date Awarded:** \_\_\_\_\_

**Source of Funds:**

- ☐ State Funds  
☐ Federal Funds      ☐ Check to indicate use complies with federal law.  
☐ Other Funds

**Reason:** *(Please indicate which of the following best represents the reason the bonus was awarded.)*

- ☐ 1. Contributions to increased organizational productivity  
☐ 2. Development and/or implementation of improved work processes  
☐ 3. Exceptional customer service  
☐ 4. Realized cost savings  
☐ 5. Other specific contributions to the success of the organization

**Comments:**

**Agency Representative:** \_\_\_\_\_



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# ON THE SPOT AWARD

## Presented To

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For outstanding job performance when it was needed most!

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2017-2018

Executive 07

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