

STATE OF SOUTH CAROLINA  
WORKERS' COMPENSATION COMMISSION

Administrative Policies and Procedures

Subject: <b>Employee of the Year Policy</b>		Revision Number: 2.0
Policy Number: 2.30	Date: February 22, 2011	Page 1 of 4

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Policy Statement**

The Commission is charged with the responsibility of administering and regulating the Workers' Compensation Act. It is dedicated to providing an equitable and timely system of benefits to injured workers and to employers in the most responsive, accurate and reliable manner possible. This task can only be accomplished by challenging and encouraging employees to continue to provide expedient and professional services to the public we serve. The Commission's greatest asset is our employees. In an effort to reward and recognize employees who exemplify themselves in accomplishment of the Commission's mandate, the Employee of the Year policy is established. This policy sets forth the guidelines and criteria to be followed in selecting an Employee of the Year.

**Guidelines**

- A. The Employee of the Year shall be recognized each calendar year for exhibiting exemplary accomplishment of the Commission's mission and shall be awarded during the month of May in conjunction with the Employee Appreciation event.
- B. All full-time equivalent (FTE) employees of the Commission, with the exception of the Commissioners, the Executive Director, and the Department Directors are eligible to be nominated. All nominations must meet the nomination criteria set forth in this policy.
- C. Any employee may nominate an eligible employee from any department to be considered by the Employee of the Year Selection Committee for the Employee of the Year.

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- D. All nominations for the Employee of the Year Award shall be submitted no later than February 15 to the Executive Director. The Executive Director shall compile all nominations to be presented to the Employee of the Year Selection Committee.
  
- E. The Employee of the Year Selection Committee will rate each nominee based on the rating criteria set forth in this policy.

**Nomination Criteria**

Nominations must be submitted with full justification and the nominee must meet the basic criteria before being considered by the Employee Selection Committee.

- A. Quality of Work – refers to the employee demonstrating not only knowledge of job functions but also displaying a consistently good work ethic.
  
- B. Organizational Commitment – refers to the employee setting a good example for other employees; displaying a good attitude toward work, the Commission, peers, supervisors, and the public; displaying team spirit; helping fellow employees whenever possible.
  
- C. Other Contributions – refers to the employee's activities both within the workplace and community that go beyond the standard expectations in meeting the goals of the Commission. The explanation of this quality must describe how the activities contribute to making the person a better employee.

**Employee of the Year Selection Committee**

- A. The committee shall be selected by the Executive Director and comprised of three (3) individuals not employed by the Commission. Committee members shall not serve consecutive terms.
  
- B. The following criteria will be used by the committee to evaluate all employee nominations.
  - 1. Quality of Work – refers to the employee demonstrating not only knowledge of job functions but also displaying a consistently good work ethic. Performance related issues, current Employee Performance Management System (EPMS)

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review, and any behavioral issues will also be taken into consideration. The weighted value is thirty percent (30%).

2. Adherence to Commission Policies and Procedures – refers to the employee consistently complying with the Commission’s policies and procedures to include, but not limited to annual leave policy, sick leave policy, time and attendance policy, and dress code policy. Supporting documentation will be made available to the committee and each Department Director will provide a statement regarding nominees from within their respective department. The weighted value is thirty percent (30%).
  3. Organizational Commitment – refers to the employee setting a good example for other employees; displaying a good attitude toward work, the Commission, peers, supervisors, and the public; displaying team spirit; helping fellow employees whenever possible. The weighted value is twenty-five percent (25%).
  4. Other Contributions – refers to the employee’s activities both within the workplace and community that go beyond the standard expectations in meeting the goals of the Commission. The explanation of this quality must describe how the activities contribute to making the person a better employee. The weighted value is ten percent (10%).
  5. Participation in the Nomination Process – employees that are active in the nomination process by nominating a fellow employee, will receive a weighted value of five percent (5%).
- C. Each criterion has an assigned weighted value which will be used in the rating process. Each will be ranked on a scale of 1 – 5. The results will then be calculated on a weighted scale using the assigned weighted value of each item. The employee with the highest overall score will be awarded the Employee of the Year designation. Should the scoring result in a tie, the Executive Director will determine the winner.

**Recognition**

- A. Reserved parking space designated for the Employee of the Year for the period of June 1 – May 31.

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- B. Award a prepaid Visa or Master Card Gift Card to the maximum amount allowed by the Comptroller General's Office.
- C. Personal plaque presented at the Employee Appreciation Event.
- D. Letter of commendation from the Chairman and the Executive Director of the Commission to be presented at the Employee Appreciation Event and a copy retained the in the employee's personnel file.
- E. Name added to the Employee of the Year plaque to be prominently displayed in the Commission.
- F. Display a picture of the employee near the Employee of the Year plaque for the period of June 1 – May 31.
- G. Recognition in the Commission newsletter, bulletin boards and website.

**Forms and Retention**

All forms and supporting documentation will be retained for a period of two years in Human Resources.

- A. Employee of the Year Nomination Form
- B. Employee of the Year Evaluation Form