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Date: 7/11/2012 1:08:25 PM  
Subject: Award Categories

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6. AWARD CATEGORIES. The type of award granted shall be based on the category and level of recognition. The categories for which awards may be given are as follows:

a. Outstanding Service Achievement. This award is intended for individual employees, teams or groups of employees, and/or organizations whose work performance is extraordinary and for outstanding achievement or exemplary leadership/service that benefits the agency, community, Commonwealth, or nation. This award may be presented to those employees whose achievement is noteworthy for significant recognition at the agency level, but may not warrant the consideration or receipt of the Governor's Awards for Excellence. Awards shall be presented for:

(1) Sustained superior work performance resulting in exceptional quality, productivity, and/or creativity.

(2) Sustained outstanding supervisory or managerial leadership.

(3) Superior performance in completing a special project or assignment.

(4) Exceptional performance in responding to an emergency.

(5) Significant contribution having an agency- and/or Commonwealth-wide impact, e.g., technology.

(6) Development of improved methods or procedures that results in increased productivity, efficiency, cost savings or cost avoidance, revenue enhancement, or service.

Note: This award is not intended to replace the exceptional increment and cash performance award programs that can be used for management and non-represented employees. Agency heads should choose the appropriate program based on individual situations.

b. Retirement. Retirement awards shall be presented to employees for retirement after 15 or more years of service. Retirement for disability after five years of service and retirement for disability resulting from a work-related injury or disease, regardless of the years of service, should also be recognized.

c. Longevity. Longevity awards shall be presented to employees for 10 years of Commonwealth service and for each five-year increment thereafter.

d. Judicious Use of Sick Leave. Rewards shall be presented to employees with four or fewer days of sick leave use per calendar year for personal illness. Sick family, sick bereavement, sick for work-related injury, and sick for work-related injury medical appointments leave usage should not be included.

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