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PURPOSE:

To establish a process whereby South Carolina Department of Disabilities and Special Needs (DDSN) annually recognizes one employee as the DDSN Employee of the Year.

POLICY:

It is the policy of DDSN that outstanding employees be recognized for their accomplishment and rewarded appropriately. One such recognition initiative is the DDSN Employee of the Year Award.

PROCEDURES:

1. Each DDSN Regional Center shall nominate their respective Employee of the Year for selection as the DDSN Employee of the Year (calendar year).
2. Nomination forms and pertinent instructions are contained within the attachment.
3. All DDSN Regional Centers shall submit their nominations to the Central Office (Attn.: Director-Human Resources) no later than February 1, of the following year.
4. A special selection committee appointed by Human Resources will review the nomination packets and select the DDSN Employee of the Year.

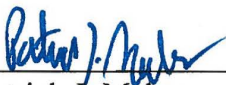
The Selection Committee will be composed of representatives from each of the DDSN Regional Centers, in direct care and others in support and administrative roles.

5. The winner will be publicly recognized by-DDSN during a Springtime Commission meeting as well as other prestigious forums.

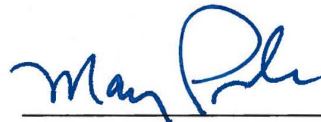
CRITERIA:

The Employee of the Year Nominee submitted for consideration must be:

1. The Regional Center Employee of the Year;
2. An employee in a permanent employment status;
3. Must not have been subject to a disciplinary action during the past calendar year nor subject to a pending disciplinary action at the time of nomination. Disqualifying disciplinary actions include Written Warnings, Suspensions, or Terminations for Cause.



Patrick J. Maley
Deputy Director



Mary Poole
State Director

To access the following attachments, please see the agency website page "Current Directives" at: <https://www.ddsn.sc.gov/providers/directives-and-standards/current-directives>

Attachment: Nomination Fact Sheet and Form

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