

GA-04.02, "Employee Contributed Funds" 9/1/2000

SCDC POLICY/PROCEDURE

NUMBER: GA-04.02

TITLE: EMPLOYEE CONTRIBUTED FUNDS

ISSUE DATE: SEPTEMBER 1, 2000

RESPONSIBLE AUTHORITY: DIVISION OF INTERNAL AUDITS

OPERATIONS MANUAL:GENERAL ADMINISTRATION

SUPERSEDES: GA-04.02, GA-04.02(OP) (February 15, 1999)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS:NONE

PURPOSE: To establish general guidelines for the independent origination and management of Employee Funds and/or monetary pools contributed to or used solely by employees for the purchase of items not available for employee use or consumption through normal state means and/or resources.

POLICY STATEMENT: The South Carolina Department of Corrections recognizes that, although it cannot control the establishment of employee contributed funds, it can issue directives and procedures to ensure that such funds are in no way connected to, nor managed, operated, or monitored by, the Agency. Therefore, employee contributed funds established by employees to purchase items or supplies to be used for the common good of all participating employees are required to be maintained consistent with the following directives: (1) The funds must be managed and monitored by employees and not in any way imply management and/or control by the South Carolina Department of Corrections or the State of South Carolina; and (2) the funds are to be used solely by contributing employees and should be used to purchase items not available to employees by normal state supported means.

DEFINITIONS:

1. Employee Fund(s) refers to a fund set up and managed by employees of a division or institution to which employees contribute personal funds to purchase items or supplies to be used for the common good of all employees contributing to the fund. For purposes of clarification, items to be purchased may be such things as coffee and supplies, flowers, food, gifts, etc.

SPECIFIC PROCEDURES:

1. Any Employee Fund established by employees of any institution or division of the South Carolina Department of Corrections will be managed and monitored solely by employees and should be used by such employees for the purchase of items not available through normal state supported mechanisms (i.e., coffee and supplies for coffee, gift items for other employees, flowers, etc.). Under no circumstances will any employee fund be established to facilitate any "game of chance" (i.e., sports, wagering, pools, etc.) by any employee(s).

2. Any name given to any Employee Fund will not include the name(s) "South Carolina Department of Corrections" and/or "State of South Carolina," or use the name of any institution, department, or division operated by the State of South Carolina. The use of abbreviated names such as SCDC, S.C., etc., are also prohibited. Any name given to any Employee Fund will not imply (either directly or indirectly) any involvement or management of such funds by the South Carolina Department of Corrections, the State of South Carolina, or any institution, department, or division operated by the State of South Carolina.

3. The contribution of any personal funds by any employee to an Employee Fund will be voluntary.

4. Employee Funds must be maintained in either a bank account held under the name of one employee or in a petty cash fund to be controlled by only one employee. Under no circumstances will any Employee Fund be maintained at any facility or office operated by the Department of Corrections. The co-mingling of any Employee Fund monies with any authorized account operated, managed, or monitored by the South Carolina Department of Corrections or the State of South Carolina is prohibited.

6. Employees are prohibited from conducting fund-raising activities while on duty for the purposes of contributing to any Employee Fund. Employees are prohibited from activating or utilizing Employee Funds while on duty. All purchases and withdrawals made from and deposits made to any Employee Fund must be made by an employee(s) during his/her non-working hours.

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