

Beverly A. H. Buscemi, Ph.D.
State Director
David A. Goodell
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
Thomas P. Waring
Associate State Director
Administration



3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Website: www.ddsn.sc.gov

COMMISSION
William O. Danielson
Chairperson
Fred Lynn
Vice Chairman
Eva R. Ravenel
Secretary
Mary Ellen Barnwell
Katherine W. Davis
Gary C. Lemel
Vicki A. Thompson

Reference Number: 403-01-DD
Title of Document: DDSN Employee of the Year
Date of Issue: January 12, 2001
Effective Date: January 12, 2001
Last Review Date: February 3, 2016
Date of Last Revision: February 3, 2016 (REVISED)
Applicability: DDSN Regional Centers

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN 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.

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.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

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.

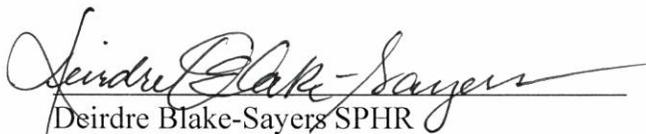
The Selection Committee will be composed of representatives from each of the DDSN Regional Centers, in direct care and others in support and administrative roles.

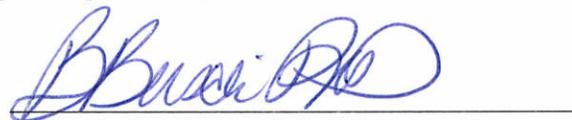
5. The winner will be publicly recognized by-DDSN during a Springtime Commission meeting as well as other prestigious forums.

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.


Deirdre Blake-Sayers SPHR
Director-Human Resources Management
(Originator)


Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)

To access the following attachment, please see the agency website page "Attachments to Directives" under this directive number at <http://www.ddsn.sc.gov/about/directives-standards/Pages/AttachmentstoDirectives.aspx>.

Attachment: Nomination Fact Sheet and Form

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN 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.