

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.2
Title: Employee Definitions
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Personnel employed by Horry-Georgetown Technical College are referred to as either (1) Unclassified Faculty Personnel, (2) Unclassified Non-Teaching Personnel (UNTP), (3) Institutional Officers or (4) Classified Employees.

Positions fall into three (3) categories:

1. Covered employee - a full time or part time employee occupying a part or all of a Full-time Equivalent (FTE) position who has completed the probationary period and has a "successful" or higher overall rating on the employee's performance evaluation and who has grievance rights.
2. Temporary Employee - a full time or part time employee who does not occupy an FTE position, whose employment is not to exceed one year and who is not a covered employee.
3. Temporary Grant Employee - a full time or part time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant and who is not a covered employee.