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The principles and values of equal opportunity and the right of all persons to work, learn, and advance on the basis of merit, ability, and potential shall be considered by Horry-Georgetown Technical College as fundamental to the Mission and Goals of the College.

**Statement of Equal Opportunity:**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest; Horry-Georgetown Technical College prohibits discrimination based on race, color, religion, sex, national origin, age, certain legally defined physical or mental disabilities or political affiliation.

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

The College has developed an Affirmative Action Plan to help us achieve our goal of equal employment opportunity for all. Members of our Board have reviewed the Plan and are committed to implementing the goals and timetables established in the Plan. The Associate vice President for Human Resources and Employee Relations will have overall responsibility for implementation of our Affirmative Action Plan. These responsibilities include development of specific goals and timetables, reporting progress to the President, and upon request, reporting to the President’s cabinet, Area Commission, Access/Equity and Opportunity Advisory council and the identified internal/external groups.

The Affirmative Action Program is a temporary measure and will remain in effect until our goals are
achieved. We expect the full cooperation of all employees of Horry-Georgetown Technical College in the implementation of this program.

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Associate Vice President for Human Resources and Employee Relations, Jacqueline Snyder, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, who will serve as the College's Section 504, Title II, and Title IX Coordinator; Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5247.

**Authority and Responsibility:**

The College President shall be responsible to cause the development, implementation and maintenance of administrative rules and procedures, and of an Affirmative Action/Equal Opportunity Plan, in compliance with, and furtherance of, this policy and other applicable federal and state rules and statutes. Supervising administrators shall be held accountable to achieve the actions and goals of the Affirmative Action/Equal Opportunity Plan.

The College President shall have responsibility to appoint an Affirmative Action/Equal Opportunity Officer, establish procedures and guidelines and take necessary strategic directions and actions to ensure implementation and understanding of these policies.
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 an FTE position who has completed the probationary period and has a “meets” 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.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.3
Title: Employment Practices
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 6-09-1994
Last Cabinet Review: 01-04-2016
Last Revision: 07-22-2015

_________________________________________________
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.

All employment decisions (recruitment, hiring, promotion and all other terms and conditions of employment) shall be made without discrimination of race, religion, sex, national origin, age, certain legally defined physical or mental disabilities, political affiliation, or any other protected classes deemed unlawful under the State or Federal law.

Horry-Georgetown Technical College shall be an Affirmative Action/Equal Opportunity employer and shall adhere to all state and federal laws applicable to employment decisions.

The President shall have authority to establish all full-time and part-time employment positions at the College, subject to applicable federal and state laws, and the South Carolina Technical College System regulations as well as budget requirements.

The establishment of executive officer positions (vice presidents) shall also include approval by the Area Commission. The President shall have authority to conduct proper employment searches and to employ all full-time and part-time personnel for positions established at the College.

All employees who currently teach for the College on an adjunct basis shall be encouraged to submit an application for a full-time teaching position appropriate to the discipline(s) and department(s). However, there shall be no other commitment to adjunct faculty members for consideration of employment to a full-time teaching position.

The President shall be expected to appoint an Affirmative Action/Equal Opportunity Officer to oversee the conduct of employment searches and assure that screening processes are conducted consistent with federal, state system and College employment policies and procedures.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.3.1
Related Policy: 3.1.3
Title: Employment Practices Procedure
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-25-2001
Last Cabinet Review: 01-04-2016
Last Revision: 09-21-2016

____________________________
President

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.

All personnel employed by the South Carolina Technical College System are considered State employees, and as such are subject to the rules and regulations of the State Human Resources Division (HRD), and statewide policies and procedures for the State Board for Technical and Comprehensive Education, as well as, all college policies and procedures. They are designated and referred to as either (1) faculty, (2) unclassified non-faculty personnel, (3) institutional officers, or (4) classified employees.

Positions fall into three (3) categories. These three categories are full-time equivalent (FTE), temporary and temporary grant. An employee may not occupy more than one FTE position.

1. Full-time Equivalent (FTE)
   FTE positions are established where there is a projected need for specific duties to be performed for a period for time to exceed twelve (12) months.

2. Temporary
   Temporary positions are established for a period not exceeding twelve (12) months to provide specific duties for a defined project, for peak workloads, and for short-term replacement of employees on leave of absence.

3. Temporary Grant/Time-Limited
   Temporary grant/time-limited positions are established for a period of time, not to exceed the length of the grant/project that funds the position, to provide specific duties as defined in the grant/project. Temporary grant positions must be funded in full by approved grant funds and may include State dollars only if they are required a match to a grant. Time-limited positions may be funded by Federal, State or Other funds.

   FTE, temporary, or temporary grant/time-limited positions may be established as full-time
or part-time positions depending on the number of work hours required to perform the assigned duties. The minimum normal working hours of a full-time position is 37.5 hours per week. A normal workweek of less than 37.5 hours is considered part-time.

I. Establishing New Positions

For a new position a Personnel Request for a Permanent Position Form must be initiated by the position supervisor, submitted to his/her supervisor and/or supervising Vice President for review and consent and approved by the President’s Cabinet. The form must include the position description outlining the proposed job duties and responsibilities, minimum/preferred qualifications and a justification for the position requested. Upon establishment of the approved position, the recruitment process may begin.

For a replacement, the position supervisor will review the current position description and make any proposed changes. The position supervisor will submit all forms to his/her supervisor and/or supervising Vice President for review and consent. Replacement position requests require President’s cabinet review. All forms will then be submitted to Human Resources Department for processing. Once the update process is complete the recruitment process may begin.

Affirmative Action/Equal Employment Opportunity Process

In keeping with its commitment to affirmative action and equal opportunity, and a standard of excellence, the College shall develop and implement institutional goals that exceed the State’s minimum hiring goals. An aggressive affirmative action search shall be conducted for those positions identified in the Affirmative Action/Equal Employment Opportunity Plan as “under-represented,” utilizing additional publications and outreach efforts. Accordingly for such positions, the position supervisor shall be expected to give consideration to those final candidates who are members of “under-represented” groups.

The Human Resources Department will meet with each screening committee chair/position supervisor to inform them of the College’s affirmative action/equal opportunity commitments and inform them as to the “under-represented” status in the EEO category in which the vacant position occurs.

II. Recruitment Process

- The supervising Vice President, in consultation with the Assistant Vice President for Human Resources and Employee Relations, may determine that there is a sufficient internal pool of full-time permanent employees such that the vacant position need not be advertised externally. Part-time employees may apply if the position is advertised externally. All internal applicants who are current full-time permanent employees and who meet the minimum qualifications for the vacant position may be invited to be interviewed by the Screening Committee for the position.

- The President, in consultation with the Area Commission and Assistant Vice President for Human Resources and Employee Relations, may determine that there is a sufficient pool of full-time permanent employees such that vacant vice presidential positions need not be advertised externally. Part-time employees may apply if the position is advertised externally. All internal applicants who are current full-time permanent employees and who meet the minimum qualification for the vacant position may be invited to be interviewed by the Screening Committee for the position.
In extenuating circumstances, such as when there are insufficient applicants for a position, the College President may make an exception to the Budget and Control Board’s Human Resources Division minimum requirements as this action is delegated under HEPA.

- Positions shall be advertised according to an identified list of publications. In consultation with the position supervisor, his/her supervisor and the supervising Vice President, additions may be made to the list with particular and additional recruitment sources.

- All vacant positions shall be advertised up to ten (10) days. If the hiring committee determines that the applicant pool does not have a sufficient number of qualified candidates, then they may request that the position be posted for additional time.

- If a position is advertised internally only, a timeline of three days will be permitted for employees to submit their applications to the Human Resources Department. The pool must consist of a minimum of two full-time permanent qualified employees in order for the Screening Committee to proceed with the interview process. If there is an insufficient pool of full-time permanent qualified internal candidates, the position will then be advertised externally.

- Upon completion of the internal interviews, the Screening Committee will forward the perceived strengths and weaknesses of the applicant to the supervisor(s) and/or supervising Vice President. At that time, the decision will be made by the supervising Vice President to continue with second level interviews or to advertise externally.

III. Screening Committee Selection Process

- The supervising Vice President, in consultation with the Assistant Vice President for Human Resources and Employee Relations, will appoint the members of the Screening Committee—which must include the position supervisor—for a given position and appoint the Committee Chair. With regard to faculty positions, the position supervisor shall be the Department Chair and the AVP will serve as an ex-officio member of the Screening Committee. Every effort will be made to arrive at a diverse membership on the Screening Committee. If appropriate, the committee members should be from a single campus.

- For faculty positions, the Screening Committee shall consist of 2 faculty members - one the Department Chair and the second within the teaching disciplines. A person external to the College with specific knowledge of the field may be appointed to the Committee for his/her expertise. For non-instructional positions, the Screening Committee shall consist of 3 members – the position supervisor and 2 from within the department/or division.

- The Human Resources Department shall provide orientation and training of supervisors and Screening Committees in the screening, selection, and appointment procedures, to assure the process for each employment position has been conducted consistent with federal, state and College employment policies and procedures.

- The Human Resources Department and the AA/EO Officer shall review the materials for screening and selection, noting any concerns or issues to be resolved by the supervising Vice President prior to scheduling interviews.

IV. Selection and Recommendation for Hire Process
• All applicants will be required to complete the college’s application form.
• The Human Resources Department will screen all applicants for satisfaction of the minimal required qualifications. For faculty vacancies, applicants must attach unofficial transcript(s) to demonstrate that the minimum qualifications are met in order to be considered an applicant.

• Those not possessing the minimum qualifications should be notified by HR office.

• The Screening Committee will, typically, begin screening applications within one week of the job posting closing.

• Upon receiving the applicant information, the entire Screening Committee will have one (1) week to conduct its screening efforts to select a minimum of two (2) candidates for interviews (per open position) from the qualified applicant pool. The Screening Committee must meet collectively to make the selection of the candidates. The Screening Committee must also supply the Human Resources Department with available dates and times in order to schedule the interviews. If an applicant resides outside of the country, the Human Resources Department and appropriate Vice President must review the application prior to a telephone or personal interview being conducted.

• The Human Resources Department will coordinate the interview schedule with the Screening Committee Chair. Telephone, video/audio access, videotaping, presentations, demonstrations, writing samples, or other desired and appropriate techniques may be considered and used by the Screening Committee.

• Upon receiving the names of the candidates to be interviewed, the Human Resources Department will, in a timely manner, schedule all interviews to be conducted by the Screening Committee. Prior to any interviews being conducted, a completed employment application must be received in the Human Resources Department. (Human Resources Department recognizes that some positions may require a longer time frame due to out-of-state travel.)

• The Screening Committee Chairperson must submit a list of questions to be asked during the interview to the Human Resources Department. This list must be received in Human Resources prior to the interviews being conducted.

• An approved interview form should be completed by the official(s) participating in the interview process.

• Within two (2) days of conducting the initial interviews, the Screening Committee will present the top two candidates to the supervisor(s), supervising Vice President, and Human Resources Department. The candidates will not be ranked or prioritized, but perceived strengths and weaknesses of each candidate as determined by the Committee will be provided.

• The President will be advised of the interview schedule for the final candidate(s) and be extended an opportunity to meet with the final candidate(s).

• After the supervisor(s) and supervising Vice President have conducted personal interviews, the Vice President will submit the final candidate to Human Resources Department for preparation of a salary analysis, reference check, and background
The HR Office and/or the Committee Chair or his/her designee will conduct applicant reference and background check(s), prior to awarding official offer letter of employment.

For positions that require testing for specific skills, the test will be administered and/or coordinated by the Human Resources Department prior to scheduled interviews with the Screening Committee. For teaching faculty vacancies, the two candidates shall be required to conduct a lecture/presentation in a classroom setting as part of the interview process. The lecture topic will be given to the Human Resources Department prior to scheduling the lecture interviews. The Screening Committee Chair is encouraged to inform other faculty members within the Department and/or students to observe the teaching presentation. In addition the candidate is required to complete a writing sample to demonstrate effective communication skills upon request.

If the Screening Committee is not able to present two candidates, the supervisor(s) and supervising Vice President will interview one candidate. However, following the interview(s), the supervising Vice President in consultation with the supervisor(s) may choose to recommend rejection of the candidate(s) and re-advertise. If an offer of employment is extended, but rejected, the supervisor(s) and supervising Vice President may recommend review of the application pool or re-advertise. If the position is re-advertised, then the original or a replacement Screening Committee will be used in the subsequent screening process.

If the timeline is not adhered to, the position may default back to the open pool of positions.

The Screening Committee Chair will provide a written reason why each minimally qualified candidate was not selected as a candidate; the supervisor(s) and supervising Vice President will provide the reason why each final candidate was not selected to be recommended for the appointment.

V. Appointment

The AVP for Human Resources and Employee Relations Department will prepare a salary analysis for approval by the supervising Vice President and President. The supervising Vice President, following approval of the appointment by the President, will contact the final candidate to make a salary offer on behalf of the College, or will delegate that responsibility as deemed appropriate. The human resource office should prepare the applicable employment agreement and schedule an orientation with the selected candidate.

Release of Information

- The College may, but is not required to, exempt from disclosure all materials, regardless of form, gathered during a search to fill an employment position, except that materials relating to the final pool of applicants under consideration comprised of at least three people for a position must be made available for public inspection and copying. In addition to making available for public inspection and copying the materials described in this item, the

Refer to HGTC Procedure 3.1.15.1 Background Check for additional information.
College must disclose, upon request, the number of applicants considered for a position. For the purpose of this item, materials, relating to the final pool of applicants comprised of at least three do not include an applicant’s income tax returns, medical records, social security number, or information otherwise exempt from disclosure by Article, 30-4-40 of the South Carolina Code of Laws.

- An I-9 Form must be completed and processed through E-Verify within three (3) business days of the employee’s hire date.

- Unless extenuating circumstances exist as approved by the supervising Vice President, official transcripts for all applicable full-time positions must be received within 30 days of date of employment or the appointment will be deferred.
Purpose:

These procedures apply to the travel reimbursement guidelines for candidates who have been selected to be interviewed for a position at the College. The guidelines will provide for consistent, fair and equitable treatment of all candidates being interviewed while reimbursing for travel expenses economically and in accordance with state and College procedures.

Human Resources will be responsible for informing candidates of the procedures stated below.

Faculty, administrative, and selected professional/technical candidates, selected by the Screening Committee (as approved by the supervising Vice President) to be interviewed for a position, may be reimbursed for normal travel expenses. The candidate will be responsible for scheduling travel arrangements and reimbursement will be made for the most economical mode of transportation. In addition, the candidate must make the travel arrangements with all economical considerations. All other travel expenses will be reimbursed in accordance with State and College guidelines. The Screening Committees are encouraged to utilize available technologies (i.e., conference calls) where possible to reduce travel cost.

The Human Resources Department will coordinate other aspects of the interview process (date, time, etc.) for the selected candidate.

The candidate will be reimbursed travel expenses upon submitting the acceptance letter to the College. However, if the College makes a job offer and the candidate declines, the College will not reimburse travel expenses unless the supervising Vice President determines extenuating circumstances exist.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.4
Title: Employment Agreements
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-04-2016
Last Revision: 01-04-2016

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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.

Horry-Georgetown Technical College has developed Employment Agreements for all employees except classified employees and Institutional Officers.

1. Teaching Faculty Employment Agreement
2. Temporary Classified Employment Agreement
3. Adjunct Curriculum Faculty Employment Agreement.
4. Part – Time Continuing Education Faculty Employment Agreement
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.5
Title: Telecommuting
Authority: Section 8-11-15 and Applicable State Human Resources Division of the SC Code of Law, As Amended; Guidelines of the General Appropriations Act
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Date Approved: 05-09-2002
Last Cabinet Review: 01-04-2016
Last Revision: 03-15-2006

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Chairperson

DISCLAIMER

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It is the policy of the Horry-Georgetown Technical College to authorize the College the option to allow eligible employees to voluntarily engage in telecommuting activities.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.5.1
Related Policy: 3.1.5
Title: Telecommuting
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Date Approved: 05-09-2002
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

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President

DISCLAIMER

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1. PURPOSE

The following procedure establishes the guidelines by which Horry-Georgetown Technical College employees may request to engage in Telecommuting activities. Telecommuting is a management option and not a universal employee benefit. Additionally, this procedure outlines employee/employer responsibilities under an approved telecommuting arrangement and serves to protect the interest of College. It is the College’s option to allow an employee to telecommute based on the guidelines set forth by the SBTCE and the College procedures.

2. DEFINITION

Telecommuting is a work arrangement whereby selected College employees are allowed to perform some or all of the normal duties and responsibilities of their positions, via the use of computers or other telecommunication equipment, at an alternate work location apart from the employee’s primary location of work. Telecommuting may be a part-time or a full-time arrangement.

While telecommuting is traditionally thought of as working from home, other types of telecommuting may apply. The College shall assess each situation on a case-by-case basis.
3. **GUIDELINES**

All telecommuting applications/agreements will be reviewed by Cabinet with final approval or disapproval by the College President. The State Human Resources Division requires the identification of a telecommuting coordinator, and the AVP for Human Resources and Employee Relations will be responsible for coordinating all Telecommuting applications. Employee participation is voluntary. Participation is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a telecommuting arrangement is not subject to the employee grievance process. Telecommuting may not be appropriate to all areas of College, especially those having limited staff and/or those areas requiring in person contact with customers.

4. **ELIGIBILITY**

The College may identify the job classes or positions with duties or portions of duties considered appropriate for telecommuting.

In order to be eligible to apply for telecommuting, an employee should have completed six months of satisfactory employment with the College. This six-month requirement may be waived at the discretion of the College President based on factors, such as recruiting, residency of potential employees, and anticipated duration. The College may identify a list of skills and characteristics deemed necessary for the employee to be a successful telecommuter. Employees in a warning period of substandard performance are not eligible for telecommuting.

5. **APPLICATION FOR TELECOMMUTING**

An eligible employee shall complete an application for telecommuting and submit the request to his/her supervisor for approval and through the Human Resources Office to be reviewed by Cabinet with final approval by the College President. The application for Telecommuting shall include the minimum requirements in the State Employee Telecommuting Guidelines. Normal workshop attendance, off-campus meetings, and professional development activities, are excluded and will be handled through other policies and procedures.

Requests for telecommuting will be considered on an individual basis. The College must approve the request prior to the employee beginning to telecommute. Upon approval, the employee agrees via a telecommuter's agreement to follow all requirements of the College’s procedure and any additional requirements agreed upon by the College and the employee.

6. **CONDITIONS OF TELECOMMUTING**

Telecommuting may not be used as a substitute for child, elder, or any type of dependent care. Telecommuters must make or maintain dependent care arrangements outside of the designated work location during the designated telecommuting hours.

Telecommuting may not be used as a substitute for other types of leave such as sick leave, family medical leave, annual leave, faculty non-work days, or workers compensation.

A regular telecommuting schedule to include specific hours and days of telecommuting must be established in writing via the telecommuting application prior to the start of the work arrangement and must be mutually agreed upon by the employee and the appropriate management of the College. Any change to the agreed upon schedule must be approved by appropriate management and documented. Telecommuting does not remove the need for an employee to report to the primary work location as needed by the supervisor. The manager or supervisor should provide reasonable notice when disruption of the telecommuting schedule is necessary; however, in
extreme circumstances, the employee may be required to report to the primary office without advance notice.

While working away from the primary office, telecommuting employees must be accessible for communication (e.g. land line or cellular telephone, PDA, pager, e-mail, etc.). The College may include in the Telecommuter's agreement the means and frequency by which regular communication shall be made.

The employee's duties, responsibilities, benefits and conditions of employment remain the same as if the employee were working at the College primary work location. The employee will continue to comply with Federal and state laws and regulations, as well as SBTCE and College policies and procedures, while working at the alternative location. This would include compliance with the State Ethics Act, which prohibits personal gain from the use of College equipment, time, or facilities.

Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will be compensated for all applicable pay, leave, overtime, and travel reimbursement as if all duties were being performed at the employee's primary work location.

Work hours, overtime compensation (for non-exempt employees), compensatory time, for non-exempt employees, and leave benefits will not change as a result of telecommuting. Requests to work overtime or use sick, annual, or other leave must be approved by the College in the same manner as employees working at the primary work location. An employee shall not work overtime unless authorized in advance by the College or as otherwise authorized by the College's overtime procedure.

Participation in telecommuting should be based on the ability of the employee to perform tasks that can be completed from alternative locations, such as a home office and management assessment of the employee's ability to complete those tasks satisfactorily. Typical functions that work well in a telecommuting situation include but are not limited to: data entry, research, writing projects, financial analysis, spreadsheets preparation, database maintenance, project management, graphic and design work, word processing, editing, computer programming, auditing, and drafting.

All non-exempt employees participating in a telecommuting arrangement must receive advance supervisory approval before working overtime. The employee must follow College work policies and procedures regarding work hours and schedules, including keeping records of time and attendance as if the work were performed at the primary office. The College may require record of hours worked submission for exempt and non-exempt employees who telecommute.

The employee agrees to designate a separate workspace at the alternative site for the purposes of telecommuting and will maintain this area in a safe condition, free from hazards and other dangers to the employee and the College's equipment. To ensure the safety of the workspace, the employee agrees to complete and return to the College a Telecommuting Work Space Checklist, which will certify the employee's alternate workspace and compliance with health and safety requirements. The employee must submit this checklist to the College before he/she may begin to telecommute. The employee agrees that the College shall have reasonable access to the workspace for the purposes of inspection of the site and retrieval of College-owned property. The College shall establish the time, frequency, or scope of such inspections.

The alternate work location is considered an extension of the employee's primary work location. Therefore, workers' compensation will continue to exist for the employee when performing official work duties in the alternate workspace during approved telecommuting hours. Any work related
injuries must be reported to the employee’s supervisor immediately and in accordance with established College reporting procedures.

The College may provide all or part of the equipment and/or services necessary for accomplishing work assignments.

The College will cover the cost of installation, repair, or maintenance of State-owned equipment necessary for accomplishing work assignments. The employee is responsible for any damage to State equipment resulting from gross negligence while in the employee’s possession. The employee should not allow family, friends, neighbors, etc. to use State-owned equipment.

The College’s security controls and conditions for use of the state owned equipment for the official work location will also apply to alternate work locations. All College records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the primary work location ensuring the confidentiality of all is essential.

No employee engaged in telecommuting will be allowed to conduct face-to-face, agency-related business at his/her alternate work site. The College will not be liable for injuries or damages to persons or property in the alternate work location except as provided above. Should the use of personally owned equipment be necessary to conduct telecommuting the responsibility for the care, maintenance and repair of the personal equipment shall be addressed by the telecommuting agreement.

7. **TERMINATION OF TELECOMMUTING**

The College may terminate the telecommuting arrangement at any time without cause.

Upon termination of the telecommuting arrangement or upon termination of employment, all College property, files, documents or other State-owned equipment at the alternative work site must be returned immediately.

Termination of a telecommuting arrangement is not subject to the employee grievance process.

Any change of employee status to include but not limited to promotions, transfers, reassignment may negate this telecommuting agreement. This would include but are not limited to the following: employee promotion, transfer, reassignment temporary or otherwise. This does not prohibit the negotiation of a new telecommuting agreement.

8. **REPORTING REQUIREMENT**

The College must provide to the HRD a report of the utilization of telecommuting. The System Office’s Human Resource Services shall coordinate the annual submission of telecommuting information to the Human Resources Division upon request.
ADDENDUM #1
Sample Telecommuting Application

The decision to telecommute should be based on the ability of an employee to work in a setting that may be in the employee’s home or other approved area, without immediate supervision. The following tool can be used by an employee as a basis for discussing the option of telecommuting with a supervisor. The employee should submit the application to a supervisor for evaluation and final approval by the agency head or designee.

Please answer the following questions rating your abilities, using the following scale:

5 – Always    4 – Usually    3 – Sometimes    2 – Rarely    1 – Never

1. I can develop regular routines and am able to get and meet deadlines. I am self-motivated, self-disciplined, and able to work independently; completing projects on time with minimal supervision and feedback; and I am capable of being productive when no one is checking in or watching at work.

Supervisory Rating

2. I have strong organizational and time-management skills; am results oriented; will remain focused on work while telecommuting and not be distracted by television, housework, or visiting neighbors; will manage my time and workload well, solve many of my own problems and find satisfaction in completing tasks on my own; am comfortable setting priorities and deadlines; and can keep my sight on results.

Supervisory Rating

3. I am comfortable working alone; can adjust to the relative isolation of working at home; and can set a comfortable and productive pace while working at home.

Supervisory Rating

4. I have a good understanding of the organization’s culture and environment. I am knowledgeable about the organization’s procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

Supervisory Rating

5. I have effective working relationships with co-workers and will be able to maintain such communications while telecommuting.

Supervisory Rating

6. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

Supervisory Rating

7. I am an effective communicator, have demonstrated effective communication between supervisors and co-workers, and am comfortable in using various methods of communication.
Supervisory Rating

8. I am in good standing with the agency on my previous and current performance reviews.

Supervisory Rating

9. Is my job appropriate for telecommuting? (Check those that apply.)

- My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- My job has minimal requirements for direct supervision or contact with the customer.
- My job requires low face-to-face communication and I have the ability to arrange days when communication can be handled by telephone or email.
- My job has minimal requirements for special equipment
- I am able to define tasks and work products with measurable work activities and objectives.
- I am able to control and schedule work flow.

Supervisory Rating

10. Is my alternate workplace an appropriate environment for telecommuting? (Check those that apply.)

- I have a safe, comfortable work space where it is easy to concentrate on work.
- I have the appropriate level of security required by the agency.
- I have the necessary office equipment and software that meet agency standards.
- I have a telephone, with separate home office line if required, an answering machine or voicemail, and internet access (where applicable).
- I have household members who will understand I am working and will not disturb my work.
ADDENDUM #2
South Carolina Sample Telecommuting Agreement

This is an agreement between (employee). This arrangement shall begin on and will terminate at the convenience of the agency no later than .

This agreement establishes the terms and conditions of telecommuting. The employee agrees to participate in the telecommuting program and to follow the applicable guidelines and policies. The agency agrees with the employee’s participation. The employee’s signature on this Agreement constitutes acceptance of the terms listed throughout the Telecommuting Guidelines (or Policy). (Note: the employee should initial each page of the policy and attach it to this Agreement).

Designation of Alternate Workplace and Hours:
The following are the working hours and locations agreed to by both parties:

<table>
<thead>
<tr>
<th>2. General Work Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. (Day)</td>
</tr>
<tr>
<td>6. P=Primary Workplace</td>
</tr>
<tr>
<td>17. Tuesday 18.</td>
</tr>
<tr>
<td>27. Thursday 28.</td>
</tr>
<tr>
<td>32. Friday 33.</td>
</tr>
<tr>
<td>37. Saturday 38.</td>
</tr>
<tr>
<td>42. Sunday 43.</td>
</tr>
</tbody>
</table>

Primary Workplace:
Address: ____________________________
Telephone Number: ________________________________

Alternate Workplace:
Address: ____________________________
Telephone Number: ________________________________
Fax: ________________________________
Cell Phone: ____________________________
E-Mail: ____________________________
Equipment Used in Alternate Workplace
The following table lists the agency or stat equipment that will be used at the alternate workplace (attach additional documentation if needed):

<table>
<thead>
<tr>
<th>Item</th>
<th>Inventory Number</th>
<th>Date Out</th>
<th>Date Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>51.</td>
<td>52.</td>
<td>53.</td>
</tr>
<tr>
<td>2.</td>
<td>54.</td>
<td>55.</td>
<td>56.</td>
</tr>
<tr>
<td>3.</td>
<td>57.</td>
<td>58.</td>
<td>59.</td>
</tr>
<tr>
<td>4.</td>
<td>60.</td>
<td>61.</td>
<td>62.</td>
</tr>
<tr>
<td>5.</td>
<td>63.</td>
<td>64.</td>
<td>65.</td>
</tr>
</tbody>
</table>

Special Conditions or Additional Agreements (List if applicable):

I have read and received a copy of the Telecommuting guidelines (or Policy) and fully understand issues regarding: pay, attendance, advancement, leave, overtime, office location, liability, workers compensation, operating costs, safety, evaluation, termination of agreement, and equipment maintenance.

We agree to abide by the terms and conditions of this agreement.

Employee: ___________________________ Date: ____________
Supervisor: _________________________ Date: ____________
Agency Head or Designee: ______________ Date: ____________
It shall be the policy of Horry Georgetown Technical College that individuals with supervisory or management authority may not cause the employment, appointment, promotion, transfer, or advancement of a family member to any position (FTE, temporary and/or temporary grant. Additionally, they may not participate in an action relating to discipline) under his/her direct supervision or significant influence or control, any such person related or connected as defined above. This policy applies to those having common law or non-traditional relationships involving either cohabitation or significant interdependence.

Horry-Georgetown Technical College shall adhere to all State Human Resource Regulations regarding the employment of relatives and to its definition of a family member. Persons considered to be related or connected under this policy include spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law. For purposes of this policy, immediate family is further defined by the State of South Carolina as:

1. a child residing in a candidate’s, public official’s, public member’s, or public employee’s household;
2. a spouse of a candidate, public official, public member, or public employee; or an individual claimed by the candidate, public official, public member, or public employee or the candidate’s public official’s, or public employee’s spouse as a dependent for income tax purposes.

Disclosure

Employees are expected to disclose relationships covered by this policy to the Human Resources Office and their supervisor whenever the relationships come into existence. Employees have up to 90 days after marriage (common law or non-traditional relationships either cohabitation or significant interdependence) to find employment in either a suitable unit within the agency, if possible, or outside the agency. An employee’s failure to disclose such information can lead to discipline up to and including termination.

Further, Area Commission members, the College President and employees of the College shall not advocate or influence employment in the College for any individual(s) who is a relative. Neither shall Commission members, the College President or employees advocate or influence preferential treatment for a relative in the determination of compensation or working conditions. The Commission members shall abstain from any action before the Commission of and affecting that of a relative.
Employees shall not initiate, participate in, or influence in any way departmental or institutional decisions involving a direct benefit to relatives. Direct benefit shall include screening and selection, initial appointment, retention, evaluation, promotion, salary, leave of absence or grievance/complaint adjustment.

When a relative of a Commission member is doing business with the College, or seeking to do business with the College, the Commission member shall not advocate or influence said business and shall abstain from any action before the Commission.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number:  3.1.7
Title:  Appointment to Permanent Status/Probationary Period
Authority:  Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility:  Assistant Vice President for Human Resources and Employee Relations

Original Approval Date:  04-08-1993
Last Cabinet Review:  01-04-2016
Last Revision:  11-13-2007

_________________________________________________
Chairperson

DISCLAIMER

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An employee appointed to fill an established FTE position on a full-time or part-time basis as a classified employee, unclassified non-teaching personnel or institutional officer shall serve in a probationary status and attain covered status upon completion of twelve (12) months of satisfactory service.

Initial faculty appointments shall be in probationary employment status for two academic years’ duration. An academic year with Horry-Georgetown Technical College shall be equivalent to thirty-nine (39) full weeks (Fall and Spring semester). Two full academic years’ duration shall equal seventy-eight (78) full weeks. Each week worked during the Fall and Spring semesters shall count towards the attainment of covered status. The weeks worked during the summer months do not count. Whether a faculty member does or does not work during the summer term(s) has no effect on the attainment of covered status.

The probationary period may not be extended for any employee.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.8
Title: Internal Promotions
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 01-04-2016
Last Revision: 11-08-2007

_________________________________________________
Chairperson

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All vacant positions within the College will be posted to allow qualified persons an opportunity to apply for these positions.
PROCEDURE

Number: 3.1.8.1  
Related Policy: 3.1.8  
Title: Internal Promotions  
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 02-28-1996  
Last Cabinet Review: 01-04-2016  
Last Revision: 11-08-07

DISCLAIMER

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When an employee moves to a higher pay band, the employee is eligible for a base salary increase as prescribed in the Classification/Compensation Procedure. Faculty members being appointed to Department Chair are not eligible for a base salary increase; however. They may receive a supplement to include a reduced teaching load and/or an administrative supplement.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.9
Title: Employee Evaluation System
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-04-2016
Last Revision: 09-21-2016

_________________________________________________
Chairperson

DISCLAIMER

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USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE
EMPLOYEE AND THE AGENCY.

The primary purpose of the evaluation process is to increase the overall efficiency of the College by helping each employee to improve his/her own performance. Other important purposes include:

1. To encourage continued growth and development of all employees.
2. To identify employees who have potential for promotion.
3. To provide information to employees, supervisors and managers to use in making work-related decisions.
4. To assist management in assigning work and delegating responsibility based on a mutual understanding of the employee's skills and abilities.
5. To enhance other personnel administration components such as selection and classification.
6. To provide an accurate and objective method for evaluating employee's performance.
7. To provide documentation to support recommendations for salary increases, promotions, transfers, demotions and dismissals.
8. To maintain a documented history of the employee's performance.
9. To identify training needs.

Employees to be Appraised

All classified employees, unclassified non-teaching personnel, and institutional officers who occupy permanent positions in the Technical College System shall have their performance evaluated in accordance with the Employee Performance Management System as approved by the State Board for Technical and Comprehensive Education and the Human Resources Division of the Budget and Control Board.

All faculty members who occupy permanent positions shall have their performance rated on an annual basis and in accordance with the Faculty Performance Management System (FPMS) Program. For purposes of the policy, permanent teaching faculty includes instructors, vocational teachers, librarians, department heads, and division heads. The Faculty Performance Management System is described in State Board Procedure No. 8-4-101.1. The College may develop its own faculty evaluation form consistent with criteria set forth in Procedure 8-4-101.1.
I. GENERAL INFORMATION

A. Purpose

The primary purpose of the EPMS is to increase the overall efficiency of the agency by helping each employee to improve his/her own performance. Other important purposes include:

1. To encourage continued growth and development of all employees.
2. To identify employees who have potential for promotion.
3. To provide information to employees, supervisors, and managers to use in making work-related decisions.
4. To assist management in assigning work and delegating responsibility based on a mutual understanding of the employee’s skills and abilities.
5. To enhance other Human Resource Management administration components such as selection and classification
6. To provide an accurate and objective method for evaluating employee’s performance.
7. To provide documentation to support recommendations for salary increases, promotions, reassignments, demotions, and terminations.
8. To maintain a documented history of the employee’s performance.
9. To identify employee strengths and training needs.

B. Employees to be Appraised

All classified, unclassified non-teaching personnel (excluding librarians) and institutional officers...
who occupy FTE positions shall have his/her performance evaluated in accordance with the EPMS Program. Faculty shall have their performance evaluated in accordance with SBTCE Procedure 8-4-101.1 [Faculty Performance Management System (FPMS)].

Temporary grant and time limited project employees are not covered by EPMS, but they should receive regular performance feedback. The College may use the EPMS to provide feedback.

C. Orientation and Training

Orientation on the Performance Management System for all employees of the South Carolina Technical College System (SCTCS) is encouraged.

Supervisory employees should also receive training that will concentrate on the criteria for evaluating his/her individual staff members.

D. Retention and Dissemination

All performance appraisal documents shall become a permanent part of the employee’s official personnel record. The supervisor is encouraged to give the employee a copy of both the approved planning and appraisal documents at the time of discussion. Upon request, however, the employee shall be furnished a copy of the performance appraisal document along with copies of the permanent attachments including the planning document and the final appraisal document. It is acceptable for the planning and appraisal documents to be created and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee, rater, and reviewer referenced throughout this procedure. Employees shall be able to view and print the approved documents.

E. Documentation

Only the standard state of South Carolina form or other approved document format shall be used for EPMS purposes.

Definitions

Universal Performance Appraisal (UPA) Date: - this agency procedure will allow locations (that elect to do so) to implement a UPA date for planning for and appraising employee performance annually. Each location that elects to do so must document a UPA date in writing. A list of locations using the UPA date option will be submitted in writing to HRD. The date of the UPA will be used every year until rescinded in writing and all annual performance appraisals will be completed by that date. The agency will ensure that the previously established performance review date will be maintained. Horry-Georgetown Technical College’s UPA date is June 30th.

Short Year Appraisal – any performance appraisal that evaluates an employee’s period of time less than twelve (12) months. (Exceptions: “trial” period appraisals and “warning notice” appraisals.)

Short Year Planning Document – Any EPMS planning document covering a period of time less than twelve (12) months. (Exception: “trial” period planning documents.)

F. Special UPA Date Provisions

1. The following provisions only apply to short year planning documents and appraisals that occur ninety (90) days prior to a location’s UPA date.

   a. If job functions have not substantially changed the planning stage from the previous performance period may apply as the planning stage for the ‘short year’ performance period.
   b. If job functions have changed from the previous planning stage, then the employee should
receive an updated planning stage document.

c. An abbreviated (i.e. checklist-type) document maybe used to evaluate the employee's performance prior to the end of the 'short year' performance period. This abbreviated document should contain an overall appraisal rating for the 'short year' performance period and the levels of performance ratings used on the abbreviated document, should correspond to the type levels of performance rating outlined in this procedure as approved by HRD.

d. An employee who does not receive a performance appraisal prior to the end of the 'short year' performance period (prior to UPA date) will receive a “Successful” rating by default.

II. RATING OFFICER

The Rating Officer is the employee's immediate supervisor. All planning documents and performance appraisals shall be written by the employee's supervisor who has first-hand experience or knowledge of the work being performed. The supervisor is responsible for the overall performance evaluation and for providing the employee with ongoing feedback on the performance of his/her duties and responsibilities. It is mandatory for all Rating Officers to be evaluated on the timely completion of each employee's performance appraisal.

Before the Rating Officer reviews either the planning document or final appraisal with the employee, he/she must review the document with the Reviewing Officer (see section III). The Rating Officer will then schedule a conference for discussion of the document with the employee. Both the planning and appraisal document must bear the signature of the Rating Officer, the Reviewing Officer and the employee (if possible). If an employee refuses to sign, notation should be made on the document of this fact. If possible the notation shall be witnessed by one signature of the Reviewing Officer or an employee of equal or higher band than the Rating Officer. The Rating Officer may use informal multiple sources of feedback to assist in evaluating the employee. These sources should be identified to the employee in the employee’s planning document.

III. REVIEWING OFFICER

The Reviewing Officer shall be the supervisor of the Rating Officer. The President, or in the case of the System Office, the Executive Director, may designate additional levels of review. The Reviewing Officer is responsible for reviewing the planning document and performance appraisal developed by the Rating Officer. The Reviewing Officer may provide comment on the success criteria selected and the overall rating. If agreement cannot be reached between the Rating Officer and Reviewing Officer, the Reviewing Officer may not change the overall rating, except with approval of the President, or in the case of System Office, the Executive Director.

IV. TYPES OF PERFORMANCE APPRAISALS

A. Probationary Performance Appraisal

The performance of each employee who has been given an original appointment shall be appraised prior to the completion of their initial twelve (12) month probationary period of state service. The probationary period may not be extended. The probationary review date marks the beginning of a new review period. Failure to complete a performance appraisal at the end of the twelve (12) months probationary period will automatically give the employee a “Successful” performance rating with all rights and privileges of a covered employee. Until an employee has successfully completed the probationary period, an employee has no right of appeal to the State Employee Grievance Committee; therefore, a supervisor is not required to follow the “Substandard Performance Process” to terminate a probationary employee. If an employee is not performing satisfactorily during the probationary period, the employee must be terminated before becoming a covered employee. After satisfactory completion of the probationary period, an employee may receive a Short Year Planning Document and a Short Year Appraisal to transition the employee to the UPA date.
B. Trial Period Appraisals

Each covered employee who has been demoted, promoted, reclassified, reassigned within six months or less of his review date or transferred to a position or experiences an unclassified, non-faculty State title change in which he has not held permanent status in the class or unclassified State title, shall be appraised prior to completion of a six (6) month trial period in the position. The trial review date marks the beginning of a new performance period. If an employee does not receive a “Successful” performance rating prior to the six (6) month trial review date, the employee will receive a “Successful” performance rating by default and obtain covered status in the new classification. The six (6) month trial period may be extended up to ninety (90) calendar days upon written notice of the extension to the employee prior to the end of the initial six (6) month trial period. An employee who is promoted may be demoted to the class from which promoted, if the demotion occurs within the trial period, without having appeal rights to the State Employee Grievance Committee.

C. Regular (Annual) Performance Appraisal

All covered employees shall have a regular (annual) performance appraisal no more than ninety (90) calendar days prior to their established review date. The appraisal must be reviewed and discussed with the Reviewing Officer prior to discussion with the employee. The completed document should be forwarded to the Human Resources office at least twenty (20) calendar days prior to the employee’s review date. If an employee does not receive a performance appraisal prior to his/her performance review date, the employee shall be rated “Successful” by default. HRD

Each college has the option to implement a Universal Performance Appraisal program (UPA). Such a program would permit the performance appraisals and planning documents for all classified employees, unclassified non-teaching, and institutional officers to be accomplished within a specific period and due on a common date specified by the college. If the college wants to use the UPA option, then the college must develop an appropriate policy and update its local procedures to reflect the change in appraisal date and establish other appropriate internal procedures. Such internal policies/procedures/plans must be reviewed by the System Office Human Resource Division Director and approved by the State Human Resources Division (HRD) prior to implementation.

If the UPA Program is adopted, individual college or System Office will phase in the Universal Performance Appraisal date. As of the effective date of this policy, an employee who reach his/her Established Review Date require a Short Year Planning Document and Short Year Appraisal as necessary to transition the employee from the Established Review Date to the Universal Performance Appraisal date.

D. Interim Performance Appraisals

An Interim performance appraisal is one conducted during the rating period other than a probationary, trial or regular (annual), or short year (if applicable) appraisal.

Interim appraisals should be used periodically to call attention to commendable items or problem areas, to identify serious errors in an employee’s overall performance or to simply give the employee feedback. For addressing substandard performance, see section V. C. below. Interim performance appraisals must not be used to calculate retention points for reduction in force purposes.

E. Review Date Changes

An employee’s performance review date shall be changed for the following reasons:

1. An employee who is in trial status and has had the trial period extended shall have the performance review date advanced up to 90 calendar days for the time period such
extension is in effect.

2. An employee on approved leave with or without pay for more than thirty (30) consecutive work days may have the performance review date advanced one calendar day for each calendar day on leave, not to exceed ninety (90) calendar days after those first thirty (30) workdays, if the normal review date occurs within the period of approved absence, or within two months of the normal review date.

3. A covered employee who within thirty (30) calendar days of his performance review date receives a “Warning Notice of Substandard Performance” shall have the performance review date advanced one calendar day for each calendar day such warning is in effect, up to ninety (90) calendar days.

F. Other Options

1. A team evaluation may be substituted for individual performance appraisals. For this to occur, policy and procedures must be developed to incorporate the team evaluation into the college or System Office’ EPMS Policy and Procedure.

2. The System Office/College may establish a numerical weighting system for evaluating employees.

3. The System Office/College may link the employee’s performance evaluation to the appropriate work unit’s mission, objectives, or training plans. When used, written statements of such mission, objectives, and/or training plans should be provided to the employee.

4. Before implementation, items 1, 2, or 3 above must have an implementation plan and policy reviewed by the Director of Human Resource Services of the System Office and approved by the State Human Resources Division (HRD) prior to implementation to ensure compliance with state regulations and procedures.

V. LEVELS OF PERFORMANCE

A. Job Functions (duties plus success criteria), Objectives and the Overall Rating will be evaluated as follows:

**UNSUCCESSFUL** - Substandard work performance that is below the job requirements and expectations as evaluated according to the success criteria. Before this rating is given, a review process must take place that includes a warning notice of substandard performance and meetings with the employee. (See Substandard Performance, Section V.C.) For the overall rating, a detailed explanation is required to support a rating of “Unsuccessful.” Any employee who receives an overall rating of “Unsuccessful” must be removed from the position (demoted, terminated or reassigned).

**SUCCESSFUL** - Work that meets the expectations and requirements of the assigned position throughout the rating period as evaluated according to the success criteria (see section IV); performance may fluctuate during the rating period to include exceeding the job requirements and expectations in some areas.

**EXCEPTIONAL** - Work that is consistently above the expectations and requirements of the job as evaluated according to the success criteria throughout the rating period. For the Overall Rating, a detailed explanation is required to support a rating of “Exceptional”

B. Performance Characteristics

The performance characteristic – ‘Promote Equal Opportunity’ (required for supervisors and managers) and other performance characteristics, if used, should be evaluated as either “Pass” (meets requirements) or “Fail” (fails to meet requirements). Performance characteristics may be alternatively included as success criteria in job duties or objectives.
C. Substandard Performance

Substandard performance is performance that is less than minimum performance requirements and will result in an employee receiving a formal rating of “Unsuccessful” unless improvement is shown. If during the performance period an employee is considered “Unsuccessful” in any essential job function and/or objective significantly impacting performance, the rater, with approval of the reviewing official, shall provide the employee with a written “Warning Notice of Substandard Performance.” In order to ensure that covered employees are given adequate notice of his/her substandard performance and are allowed the opportunity to improve such performance prior to the formal appraisal, the following procedures shall be observed:

1. The warning notice shall provide for an improvement period of no less than thirty (30) days and no more than one hundred twenty (120) days.

2. The rater must develop a performance improvement plan for approval by the Reviewing Officer. The rater should include the employee in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the employee does not agree upon the timing and content of the work improvement plan, the Rater with the approval of the Reviewing Officer, will make the final determination of the content and time period.

3. Warning notices of substandard performance shall:
   A. Be in writing and labeled as a "Warning of Substandard Performance."
   B. Be addressed to the employee whose performance is in question.
   C. List job functions/objectives where performance is deficient. Explain the deficiencies and list ways to improve such deficiencies.
   D. Specify time periods for improvement and possible consequences (termination, demotion, reassignment).
   E. Be presented to the employee for signature of acknowledgment and placed in the employee’s personnel record. If the employee refuses to sign, the rater should have an appropriate witness attest to such.
   F. Include that a rating of “Unsuccessful” shall result if performance is not brought up to standard in the time period specified.
   G. Include a plan for meetings to discuss the employee progress during warning period.

4. During the warning period, the employee and the Rating Officer shall have regularly scheduled meetings during which they discuss the employee's progress. Documentation is required to verify that these counseling sessions were held. Copies of the documentation shall be placed in the employee's official personnel record and given to the employee upon request.

5. If the employee's performance is rated “Successful” or above on all essential job functions/objectives which significantly impact performance, noted in the warning notice of substandard performance, by the end of the warning period, the position status shall continue. If the employee is rated “Unsuccessful” on any essential job function or objective which significantly impacts performance as noted in the written warning of substandard performance by the end of the warning period, the employee shall be removed from the position immediately (demoted, terminated or reassigned).

6. Once a time frame for improving substandard performance has been given, the employee must be rated by that specified time or the employee will receive a “Successful” rating by default.

7. If an employee has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function(s) and/or objective(s) significantly impacting performance for a third time within a 365 day period, the employee shall be removed from
the position upon the third occurrence of such substandard performance by issuing the “Unsuccessful” appraisal and letter of termination, demotion, or reassignment. A warning notice is not required on the third occurrence within a 365 day period. After the end of the second warning period, the employee should be provided with notice of the possible consequences should performance again deteriorate.

8. Normally, a written warning for substandard performance may not extend beyond the employee’s UPA date. If the warning notice is issued less than 30 calendar days before the employee’s UPA date, the UPA date would roll forward one day for each day the warning notice of substandard performance is in effect up to 90 calendar days.

Should the UPA date roll, and the employee receives a “Successful” or above rating on all essential job functions and/or objectives significantly impacting performance as noted in the warning notice, the employee may require a Short Year Planning Document and a Short Year Appraisal to move the employee back to the UPA date.

9. The substandard performance process is not required to demote or reclassify downward an employee in a trial period to the same class or a class in an equal or higher band from which promoted, if the demotion occurs within the trial period. An employee in his/her trial period may not be terminated or demoted to a lower banded class than that from which promoted for performance reasons, without following the substandard performance process.

10. The substandard performance process above is not required to terminate the employment of a probationary employee.

VI. SUCCESS CRITERIA

Success criteria statements are required and must be defined for each job duty and objective on which an employee is evaluated. Success criteria are statements/explanations of factors that specify the level of performance necessary to obtain a “Successful” rating. Performance characteristics may be alternatively reflected through success criteria.

VII. EPMS Document

A. Planning Document

Within six (6) weeks of the beginning of the rating period the Rating Officer and the employee should have a planning conference. The conference will include a review of job functions, objectives may be required and performance characteristics. Additionally, success criteria should be reviewed for each job function and objective if used. Job functions and objectives should be updated as necessary for only major changes in position requirements.

The Rating Officer should initially meet with the employee to discuss the planning document and how it relates to the employee’s job functions (and objectives, if used) for the upcoming year. After this discussion, the Rating Officer shall complete the planning document. Prior to discussing the completed planning document with the employee, the Rating Officer will meet with the Reviewing Officer to discuss the planning document. Once the planning document is approved by the Rating Officer and Reviewing Officer, the Rating Officer will meet with the employee to review the planning document. It shall be mandatory for all raters to be evaluated on the timely completion of each employee’s performance appraisal.

Each employee will certify that he/she has reviewed the planning document. In those instances where the Rating Officer and employee cannot agree upon the items in the planning document, the rater’s decision will be final. The employee may request a copy from the Rating Officer so that he/she can
reference the criteria during the rating period. Should significant changes occur to the employee’s job
during the rating period, the planning document should be modified to incorporate such changes.

B. Job Functions

Job functions are those overall job responsibilities that are unique to a particular position. Job functions
relate specifically to an employee’s position, but generally not at the detailed level. The development of
job functions is the most critical aspect of developing criteria to evaluate the employee because it is job
specific. Therefore, it is imperative that the employee's planning document be current and accurately
reflects the duties and responsibilities of the position. Success criteria must be defined for each job
duty. A job function is defined as a job duty plus related success criteria.

The Rating Officer will be responsible for developing job functions duties from the employee’s position
description through discussion with the employee. During the review of the planning document, the
Rating Officer and employee will have the opportunity to discuss the accuracy of the job functions as
they relate to the work performed by the employee. Should the Rating Officer decide to change the job
functions to be evaluated, the Rating Officer will in turn modify the employee’s planning document to
reflect the change. However, should the Rating Officer feel that the job functions accurately reflect the
areas of responsibility desired in a particular position, no change will be made. In those instances
where the supervisor and employee cannot agree upon the job functions, the supervisor’s decision will
be final. It shall be mandatory for all rater to be evaluated on the timely completion of each
employee’s performance appraisal.

It is suggested that, for the purpose of the planning document and performance appraisal, no job
function should consist of less than ten percent (10%) of the employee’s specific job duties. Items of
less than ten percent (10%) may be able to be evaluated together with other items. When rating officers
are having difficulty developing job functions, he/she should consult his/her Human Resource Office for
assistance.

C. Objectives

Objectives are those specific projects, programs or other nonrecurring issues that should be focused
upon by the employee during the rating period. These projects or programs items may be at the
direction of the Rating Officer or jointly determined by the employee and Rating Officer.

Assignment of objectives to employees may be required; however, if used, success criteria must be
developed for each objective. Objectives may be added or deleted during the rating period. Objectives
should only be replaced or deleted if the objectives are no longer important or not a priority to the
department. Objectives may be added if their completion date is within the rating period.

Objectives, if used, must be a factor in determining the overall employee performance rating.

D. Performance Characteristics

Performance characteristics may be used to clarify the expectation of the supervisor. If used, the
performance characteristics selected may only be used as a communication tool to emphasize those
items that are important to success in performing the job functions (and objectives, if used) in the
planning document. The performance characteristics shall be given no weight in the determination of
the overall performance rating. Ratings given on the performance characteristics should be either
“Pass” or “Fail. Comments should be made for any ratings of “Fail”.

In addition to general Performance Characteristics, Management Characteristics for supervisors and
managers have been developed. All managerial performance characteristics are required for
supervisors and managers. Management characteristics are designed to evaluate supervisors and
managers on their ability to plan, organize, control, motivate, develop, promote equal opportunity, and
complete planning document, and appraisals. All supervisors will be rated on each management
characteristic listed above as either “Pass” or “Fail”. Additional management characteristics may be added if they related specifically to the job.

E. **Overall Summary**

In the overall summary, the overall rating is determined and space is provided for a Rating Officer to include written comments.

Written comments are required to be made by the Rating Officer on any employee whose overall performance is either "Exceptional" or "Unsuccessful. Written comments are encouraged, but not required, for a “Successful” rating. An employee's strengths and developmental opportunities relating to their performance over the rating period should be noted.

The Rating Officer is encouraged to provide comments recommending actions to be taken by the employee or College/System Office to improve or maintain the employee’s performance or potential.

A separate written response may be made by the employee if he/she wishes to express an opinion (agreement or disagreement) regarding the performance appraisal.
ADDENDUM #1

GENERAL PERFORMANCE CHARACTERISTICS

This addendum provides supervisors and employees with a list of general performance characteristics and definitions if they are used in the process of defining or clarifying supervisory expectations.

FUNCTIONAL QUALITIES

1. Technical Competence - Possesses necessary knowledge and skill to effectively perform duties and applies this knowledge appropriately.

2. Self-Management - Works with minimal supervision, manages own time effectively, maintains control on all current projects/responsibilities and follows up on all relevant issues.

3. Job Knowledge - Possesses necessary familiarity with assigned position and follows appropriate procedures.

4. Quantity of Work – The extent to which the employee produces an amount of acceptable work in order to meet schedules over which he/she has control.

5. Quality of Work – The extent to which the employee neatly, thoroughly and accurately completes job assignments according to established quality standards. Continuously improves quality of work.

6. Problem Analysis – Able to identify problems and relevant issues and breaks problem into components. Sees relationships and alternative solutions and arrives at sound conclusions through logical process.

7. Accuracy of Work – The degree to which the employee makes minimal mistakes or errors that require correction.

8. Time Management – Employee reports for work promptly and effectively and efficiently uses time to accomplish job tasks.

9. Safety - Follows established safety practices and corrects unsafe work practices.

10. Responsibility - Asks for work after competing assignments and does not make excuses but addresses problems squarely. Offers action plans to resolve problems.

11. Concentration - Able to put aside distractions and stays with a job until complete. Able to stick to assignments and gets results in spite of difficulties.

PERSONAL QUALITIES

12. Judgment - Reasons, compares, understands, and thinks rationally on the job. Makes quality work related decisions based on sound conclusions and separates facts from opinions.

13. Leadership – Reliable in guiding others to the accomplishment of objectives/responsibilities, development of teamwork, and the resolution of conflict/problems.


15. Dependability - Meets work schedules and fulfills job responsibilities and commitments. Consistently meets deadlines and follows instructions.
INTERPERSONAL QUALITIES

16. Acceptance - Gains confidence of others and earns respect of subordinates, peers and superiors. Values diversity and respects opposing opinions.

17. Team Work - Degree to which employee works effectively and cooperatively with others to achieve organizational goals. Degree of responsiveness to organizational needs.

18. Adaptability - Adapts to job or organizational changes. Readily accepts new responsibilities and assignments.

19. Communication Ability - Presents clear and accurate information, (both verbally and written) to other employees, peers and superiors.

20. Client Service - Effectively and efficiently meets the needs of those served by continually assessing performance based on customer feedback.

21. Listening Skills - Ask meaningful questions and listens closely and respectfully before offering comments.
ADDENDUM #2

ADDITIONAL PERFORMANCE CHARACTERISTICS FOR MANAGERS

This addendum provides a list of required additional performance characteristics (with definitions) for those persons in managerial and supervisory positions. These required additional managerial performance characteristics should be included on the planning document.

SELECTED MANAGEMENT CHARACTERISTICS

MANAGEMENT QUALITIES

1. Planning and Organizing

   Establishes a course of action for meeting an objective. Allocates resources and personnel for best effect within budget limits. Develops schedules for activities and projects. Sets and observes priorities in order to avoid backlogged work. Effectively matches short-term goals to contribute toward longer range plans.

2. Controlling

   Monitors and facilitates employees' activities; establishes and maintains effective procedures to monitor and control activities within the employees' responsibilities

3. Delegating

   Allocates responsibilities to employees to help develop their career potential. Uses staff members effectively by delegating decision making and other responsibilities to the appropriate employee(s). Provides clear instructions and leadership so delegated tasks are properly completed. Monitors the progress and results of delegated assignments and keeps informed of developments in area of responsibility. Where appropriate, establishes and empowers teams to improve work systems and processes.

4. Motivating

   Creates an organizational environment or climate in which employees can perform to the best of their abilities. Establishes employee motivation by giving employees timely and regular recognition and feedback for work performed. Ensures that employees are aware of the possibility of advancement and growth. Develops a sense of trust and responsibility.

5. Developing

   Develops positive learning environments for both self and employees by identifying and providing continuing education and professional development opportunities to stay abreast of the current state of the art in one's field.

6. Promoting Equal Opportunity

   Assists in meeting agency affirmative action goals in hiring, promotion, or placement; demonstrates personal and organization unit commitment to equal opportunity; shows progress toward achieving an integrated/representative work force; and contributions toward minority/female programs and other social/economic equal opportunity goals.

7. Planning and Appraising Employee Performance
Administers EPMS program for subordinate employees on a timely basis.
These procedures are in accordance with the policies and procedures of the South Carolina State Human Resources Division (HRD), for establishment and administration of the Faculty Performance Management System (FPMS).

I. GENERAL INFORMATION

A. Purpose

The primary purpose of the FPMS is to increase the overall efficiency of the agency by helping each faculty member to improve his/her own performance. Other important purposes include:

1. To encourage continued growth and development of all faculty members.

2. To identify faculty members who have potential for promotion.

3. To provide information to faculty members, supervisors, and managers to use in making work-related decisions.

4. To assist management assigning work and delegating responsibility based on a mutual understanding of the faculty members' skills and abilities.

5. To enhance other Human Resource Management administration components such as selection and classification.

6. To provide an accurate and objective method for evaluating faculty performance.

7. To provide documentation to support recommendations for salary increases, promotions, reassignments, demotions, and dismissals.

8. To maintain a documented history of the faculty member's performance.
9. To identify employee strengths and training needs.

B. Faculty Members to be Appraised

All faculty members who occupy FTE positions shall have his/her performance evaluated in accordance with the FPMS program. For faculty in full-time equivalent (FTE) positions who work during the summer, summer performance shall not be excluded from the overall evaluation.

C. Orientation and Training

Orientation on the Performance Management System for all faculty members of the South Carolina Technical College System (SCTCS) is encouraged.

Supervisory faculty members should also receive training that will concentrate on the criteria for evaluating the individuals he/she supervises.

D. Retention and Dissemination

All performance appraisal documents shall become a permanent part of the faculty member’s official personnel file. The supervisor is encouraged to give a copy of both the approved planning document and appraisal documents at the time of discussion. Upon request, however, the faculty member shall be furnished a copy of the performance appraisal document along with copies of the permanent attachments including the planning document and the final appraisal document. It is acceptable for the planning and appraisal documents to be created and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee, rater and reviewer referenced throughout this procedure. Employees shall be able to view and print the approved documents.

E. Only the standard SCTCS form or other approved document shall be used for FPMS purposes.

II. Rating Officer

The Rating Officer is the faculty member’s immediate supervisor. All planning documents and performance appraisals shall be written by the Rating Officer who has first-hand experience or knowledge of the work being performed. The Rating Officer is responsible for the overall performance evaluation and for providing the faculty member with ongoing feedback on the performance of his/her duties and responsibilities. It is mandatory for all Rating Officers to be evaluated on the timely completion of each employee’s performance appraisal.

Before the Rating Officer reviews the planning or appraisal documents with the faculty member, he/she must review it the reviewing officer (see Section III). The Rating Officer will then schedule a conference for discussion of the document with the faculty member. Both the planning and appraisal documents must bear the signature of the Rating Officer, the Reviewing Officer, and the faculty member (if possible). If a faculty member refuses to sign, notation should be made on the document of this fact. If possible the notation shall be witnessed by one signature of a faculty member of equal or higher band than the rating officer.

The rating officer may use informal multiple sources of feedback to assist in evaluating the faculty member. These sources should be identified to the faculty member in the faculty member’s planning document.
III. Reviewing Officer

The Reviewing Officer shall be the supervisor of the Rating Officer. The President may designate additional levels of review. The Reviewing Officer is responsible for reviewing the planning document and performance appraisal developed by the Rating Officer. The Reviewing Officer may provide comment on the success criteria selected and the overall rating. If agreement cannot be reached between the Rating and Reviewing Officer, the Reviewing Officer may not change the overall rating, except with approval of the President, before the appraisal is discussed with the faculty member.

IV. Types of Performance Appraisals

A. Probationary Performance Appraisal

The performance of each faculty member shall be appraised prior to the completion of his/her probationary period. This period shall not be extended. Failure to complete a performance appraisal at the end of the probationary period will automatically give the faculty member a "Successful Performance" rating with all rights and privileges of a covered faculty member. Until a faculty member has successfully completed the probationary period, a faculty member has no rights of appeal to the State Employee Grievance Committee; therefore, a supervisor is not required to follow the "Substandard Performance Process" to terminate a probationary faculty member. If a faculty member is not performing satisfactorily during the probationary period, the faculty member must be terminated before becoming a covered faculty member. After satisfactory completion of the trial period, the employee may require a Short Year Planning Document and a Short Year Appraisal in order to transition the employee to the UPA date.

B. Trial Period Appraisals

A covered classified employee who has been promoted to a faculty classification may be appraised prior to completion of a six (6) month trial period in the position. The trial review date marks the beginning of a new performance period. If an employee does not receive a "Successful Performance" rating prior to the six (6) month trial review date, the employee will receive a Successful Performance" rating by default and obtain covered status in the new classification. The six (6) month trial period may be extended up to ninety (90) calendar days upon written notice of the extension to the employee prior to the end of the initial six (6) month period. An employee who is promoted may be demoted to the same class from which promoted, if the demotion occurs within the trial period, without having appeal rights to the State Employee Grievance committee. After satisfactory completion of the trial period, the employee may require a Short Year Planning Document and a Short Year Appraisal in order to transition the employee to the UPA date.

C. Regular (Annual) Performance Appraisal

All faculty members in FTE positions shall have a regular (annual) appraisal no more than 90 calendar days prior to his/her performance review date. The appraisal must be reviewed and discussed with the Reviewing Officer prior to discussion with the faculty member. The completed document must be forwarded to the Human Resources Management office at least twenty (20) calendar days prior to the faculty member’s review.

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2 Reference College Procedure #3.2.3.3; Compensation Plan for Unclassified Faculty Personnel.
3 Reference procedure #3.2.3.3; Compensation Plan for Unclassified Faculty Personnel
date. If a faculty member does not receive a performance appraisal prior to his/her performance review date, the faculty member shall be rated "Successful Performance" by default. All performance ratings must be reported to the SCTCS Office Human Resources Services no later than the beginning of the new academic year.

Each college has the option to implement a Universal Performance Appraisal program (UPA). Such a program would permit the performance appraisals and planning documents for all classified employees, unclassified non-teaching, and institutional officers to be accomplished within a specific period and due on a common date specified by the college. If the college wants to use the UPA option, then the college must develop an appropriate policy and update its local procedures to reflect the change in appraisal date and establish other appropriate internal procedures. Such internal policies/procedures/plans must be reviewed by the System Office Human Resource Division Director and approved by the State Human Resources Division (HRD) prior to implementation.

If the UPA Program is adopted, individual college or System Office will phase in the Universal Performance Appraisal date. As of the effective date of this policy, an employee who reach his/her Established Review Date require a Short Year Planning Document and Short Year Appraisal as necessary to transition the employee from the Established Review Date to the Universal Performance Appraisal date.

D. Interim Performance Appraisals

An interim performance appraisal is one conducted during the rating period other than a probationary or regular (annual) appraisal. Interim appraisals may be used periodically to call attention to commendable items or problem areas or to identify serious errors in a faculty member's overall performance or simply give the faculty member feedback. For addressing substandard performance, see section V.C. below. Interim performance appraisals shall not be used to calculate retention points for reduction in force purposes.

E. Review Date Changes:

An employee's performance review date shall be changed for the following reasons:

1. A faculty member who is in a trail status and has had the trail period extended shall have the performance review date advanced up to 90 calendar days for the time period such extension is in effect.

2. A faculty member on approved leave with or without pay for more than 30 consecutive workdays may have the performance review date advanced one calendar day for each calendar day on leave not to exceed 90 calendar days after those first 30 workdays, if the normal review date occurs within the period of approved absence, or within two months of the normal review date.

3. A covered faculty member who within 30 calendar days of his performance review date receives a "Warning Notice of Unsuccessful Performance", shall have the performance review date advanced one calendar day for each calendar day up to 90 calendar days.

4. A covered faculty member who is reassigned to another position in a different discipline at the same College or within the SCTCS within six months or less of his review date shall have the performance review date advanced six months from the data of the reassignment. In this event, a subsequent short term evaluation cycle will
be needed to transition the faculty member to the universal review date.

F. Other Options

1. Team evaluation may be substituted for individual performance appraisals. For this to occur, policies and procedures must be developed to incorporate the team evaluation into the College FPMS Policy and Procedure.

2. Each College and the System Office may establish a numerical weighting system for evaluating faculty members.

3. Each College and the System Office may link the faculty member’s performance evaluation to the appropriate work unit’s mission, objectives, or training plans. When used, written statements of such mission, objectives, and/or training plans will be provided to the faculty member.

4. Before implementation, items 1, 2, or 3 above must have an implementation plan and policy reviewed by the Director of Human Resource Services of the System Office and approved by the State Human Resources Division (HRD) prior to implementation to ensure compliance with state regulations and procedures.

V. Levels of Performance

A. Job Functions (duties plus success criteria), Objectives and the Overall Rating will be evaluated at one of three (3) levels of performance as follows:

UNSUCCESSFUL - Substandard work Performance that is below the job requirements and expectations as evaluated according to the success criteria. Before an overall unsuccessful rating is given a substandard performance, process must take place that includes a written warning and meetings with the faculty member. For the overall rating, a detailed explanation is required to support a rating of “Unsuccessful.” (See Substandard Performance, section V.C.) Any faculty member who receives an overall rating of "Unsuccessful" must be removed from the position (demoted, terminated or reassigned).

SUCCESSFUL - Work that meets the expectations and requirements of the assigned position throughout the rating period as evaluated according to the success criteria (see Section IV); performance may fluctuate during the rating period to include exceeding the job requirements and expectations in some areas.

EXCEPTIONAL - Work that is consistently above the expectations and requirements of the job as evaluated according to the success criteria throughout the rating period.

B. Performance characteristics

The performance characteristic – ‘Promote Equal Opportunity’ (required for supervisors and managers), and other performance characteristics, if used, should be evaluated as either “Pass” (meets requirements) or “Fail” (fails to meet requirements). Performance characteristics may be alternatively included as success criteria in job duties or objectives.

C. Substandard Performance

Substandard performance is performance that is less than minimum performance
requirements and will result in a faculty member receiving a formal rating of "Unsuccessful" unless improvement is shown. If during the performance period a faculty member is considered "Unsuccessful" in any essential job function/objective which significantly impacts performance, the rater, with approval of the reviewing official, shall provide the faculty member with a written “Warning Notice of Substandard Performance.” In order to ensure that covered faculty members are given adequate notice of his/her substandard performance and are allowed the opportunity to improve such performance prior to the formal appraisal, the following procedures shall be observed:

1. The warning notice shall provide for an improvement period of no less than thirty (30) calendar days and no more than one hundred twenty (120) calendar days.

2. The rater must develop a performance improvement plan for approval by the Reviewing Officer. The rater should include the faculty member in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the faculty member does not agree upon the timing and content of the work improvement plan, the Rater with the approval of the Reviewing Official, will make the final determination of the content and time period.

3. Warning notices of substandard performance shall:
   a. Be in writing and labeled as a "Warning of Substandard Performance."
   b. Be addressed to the faculty member whose performance is in question.
   c. List job functions/objectives where performance is deficient, explain the deficiencies and list ways to improve such deficiencies.
   d. Specify time periods for improvement and possible consequences (termination, demotion, reassignment).
   e. Be presented to the faculty member for signature of acknowledgment and placed in the faculty member's Human Resource Management file. If the faculty member refuses to sign, the rater should have an appropriate witness attest to such.
   f. Include the proviso that a rating of "Unsuccessful" shall result if performance is not brought up to standard in the time period specified.
   g. Include a plan for meetings to discuss faculty member progress during the warning period.

4. During the warning period, the faculty member and the Rating Officer shall have regularly scheduled meetings during which they discuss the faculty member's progress. Documentation is required to verify that these counseling sessions were held. Copies of this documentation shall be placed in the faculty member’s official Human Resource Management file and given to the faculty member upon request.

5. If the faculty member’s performance is rated “Successful” or above on all essential job functions/objectives which significantly impact performance, noted in the warning notice of substandard performance by the end of the warning period, employment shall continue. If the faculty member is rated "Unsuccessful," on any essential job function or objective which significantly impacts performance as noted in the written warning of substandard performance by the end of the warning period, the faculty member shall
be removed from the position immediately.

6. Once a time frame for improving substandard performance has been given, the faculty member must be rated by that specified time or the faculty member will receive a "Successful" rating by default.

7. If an faculty member has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function/objective which significantly impacts performance for a third time within a 365 day period, the faculty member shall be removed from the position upon the third occurrence of such substandard performance by issuing the "Unsuccessful" appraisal and a letter of termination, demotion or reassignment. A warning notice is not required on the third occurrence within a 365 day period. After the end of the second warning period, the faculty member should be provided with notice of the possible consequences should the performance again deteriorate.

8. Normally, a written warning for substandard performance may not extend beyond the employee’s UPA date. If the warning notice is issued less than 30 calendar days before the employee’s UPA date, the UPA date would roll forward one day for each day the warning notice of substandard performance is in effect up to 90 calendar days.

   Should the UPA date roll, and the employee receives a “Successful” or above rating on all essential job functions and/or objectives significantly impacting performance as noted in the warning notice, the employee may require a Short Year Planning Document and a Short Year Appraisal to move the employee back to the UPA date.

9. The substandard performance process above is not required to terminate the employment of a probationary faculty member.

VI. Success Criteria

Success criteria statements are required and must be defined for each job duty and objective on which a faculty member is evaluated. Success criteria are statement/explanations of factors that specify the level of performance necessary to obtain a "Successful" rating. Performance characteristics may be alternatively used as success criteria.

VII. FPMS Documents

A. Planning Documents

Within six (6) weeks of the beginning of a new rating period the Rating Officer and the faculty member should have a planning conference. The conference will include a review of job functions, objectives (may be required) and performance characteristics. Additionally, success criteria should be established for each job duty and objective. Job functions and objectives should be updated as necessary for major changes in the position requirements.

The Rating Officer should initially meet with the faculty member to discuss the position description and how it relates to the faculty member’s job duties/objectives for the upcoming year. After this discussion, the Rating Officer shall complete the planning stage document. Prior to discussing the completed planning document with the faculty member,
the Rating Officer will meet with the Reviewing Officer to discuss the completed document. Once agreement has been reached and the document is signed by the Rating Officer, and the Rating Officer, the Rating Officer, will meet with the faculty member to discuss the planning stage.

Each faculty member will sign the planning stage document indicating he/she has reviewed the criteria by which he/she will be rated. In those instances where the Rating Officer and faculty member cannot agree upon the items in the planning document, the rater’s decision will be final. The faculty member should receive a copy from the Rating Officer so that he/she can reference the criteria during the rating period.

Should significant changes occur to the faculty member’s job during the rating period, the planning document should be modified to incorporate such changes.

B. Job Functions

Job functions are those overall job responsibilities that are unique to a particular position. Job functions relate specifically to a faculty member’s position description but generally not at the detailed level of specific duties or tasks. The development of job functions is the most critical aspect of developing criteria to evaluate the faculty member because it is job specific. Therefore, it is imperative that the faculty member’s position description be current and accurately reflects the duties and responsibilities of the position. Success criteria must be defined for each job duty. A job function is defined as a job duty (or combination of duties) plus related success criteria.

The Rating Officer will be responsible for developing job functions from the faculty member’s position description through discussion with the faculty member. During the planning stage the Rating Officer and faculty member will have the opportunity to discuss the accuracy of the job functions as they relate to the work performed by the faculty member. Should both the Rating Officer and faculty member agree to change the job functions to be evaluated, the Rating Officer will in turn modify the faculty member's position description to reflect substantial changes. However, should the Rating Officer feel that the job functions accurately reflect the areas of responsibility desired in a particular position, no change will be made. In those instances where the Rating Officer and faculty member cannot agree upon the job functions, the Rating Officer’s decision will be final. Also, it shall be mandatory for all raters to be evaluated on the timely completion of each employee’s performance appraisal.

It is suggested that, for the purpose of the planning document and performance appraisal, no job function should consist of less than ten percent (10%) of the faculty member’s specific job duties on the position description. Items of less than ten percent (10%) may be combined and evaluated with other items. When Rating Officers are having difficulty developing job functions, he/she should consult his/her Human Resource Officer for assistance.

C. Objectives

Objectives are those specific projects, programs or other nonrecurring activities that should be focused upon by the faculty member during the rating period. These projects, programs, or other non-recurring activities may be at the direction of the Rating Officer or jointly determined by the faculty member and Rating Officer.

Assignment of objectives to faculty members is may be required. If objectives are identified, success criteria must be developed. Objectives may be added or deleted during
the rating period. Objectives may be added or deleted during the rating period. Objectives should only be deleted if the objectives are no longer important or not a priority to the respective work are. Objectives may be added if his/her completion date is within the rating period. Objectives, if used, must be a factor in determining the overall employee performance rating.

D. **Performance Characteristics**

Performance characteristics may be used to clarify the expectations of the Rating Officer. When used, the performance characteristics selected may only be used as a communication tool to emphasize those items that are important to success in performing the job functions (and objectives, if used) in the planning document. The performance characteristics shall not be given weight in the determination of the overall performance rating. Ratings given on the performance characteristic should be either “Pass” or “Fail”. Comments should be made for any ratings of “Fail”.

In addition to general Performance Characteristics, Management Characteristics for supervisors and managers have been developed. The only required characteristic to be assigned and rated for supervisors and managers is “Promote Equal Opportunity”. Required management characteristics designed to evaluate supervisors and managers on his/her ability to plan, organize control, motivate, develop, promote equal opportunity (required), and complete planning documents and performance appraisals. All supervisors and managers will be rated on each management characteristic as either “Pass” or “Fail”. Additional management characteristics may be added if they relate specifically to the job.

E. **Overall Summary**

In the overall summary, the overall rating is determined and space is provided for a Rating Officer to include written comments.

Written comments should be made by the Rating Officer on the faculty member’s overall accomplishments, strengths and weaknesses related to the faculty member’s performance or potential.

The Rating Officer is encouraged to provide comments recommending actions the faculty member or college should undertake to improve or maintain the faculty member’s performance or potential.

A written justification/rationale is required for an overall rating of "Exceptional" or "Unsuccessful." While a justification is not required for a "Successful," rating, written comments are encouraged.

A separate written response may be made by the faculty member if he/she wishes to express an opinion (agreement or disagreement) on the performance appraisal.
ADDENDUM #1

Suggested Faculty Job Functions

1. Job Duty: Instructional Development – Suggested success criteria include developing and maintaining course documentation; reviewing and selecting text books for courses in subject area; maintaining audio-visual and/or other materials for courses taught; being organized and will prepared for class; scheduling of class and lab time effectively.

2. Job Duty: Teaching Performance – Suggested success criteria include providing students with course syllabus, grading/attendance policy, and other relevant information in a timely manner; relating instructional materials, discussions and other course activities to course objectives; demonstrating effective interaction skills; using practical examples and test; returning test results in a timely manner; relating tests to course objectives; following acceptable department and college grading policies. In addition, the faculty member shall, at least annually, participate in conducting a college student evaluation of at least one section of every course he/she teaches.

3. Job Duty: Student Advisement – Suggested success criteria include maintaining required office hours; publicizing office hours and availability; referring students to other persons for appropriate assistance; maintaining appropriate records; meeting with students in a timely manner; displaying sensitivity to students' needs and problems.

4. Job Duty: College and/or Community Service – Suggested success criteria include: assisting with recruitment as required; assisting with job/transfer placement or recommendations as required; cooperating with or participating in projects/activities of other instructional and support areas in fulfillment of the colleges’ mission; serving effectively on college/community committees.

5. Job Duty: Professional Development – Suggested success criteria include: developing an annual professional development plan in conjunction with supervisor; attending courses/seminars/workshops as required or planned; writing manuscripts or presenting papers at conferences, etc.; doing research projects in subject field.

6. Job Duty: Instructional Management – Suggested success criteria include submitting reports in a timely manner; arranging physical environment as much as possible for effective learning; adhering to class schedules; providing effective classroom/lab supervisors; maintaining accurate records; providing disciplinary action where appropriate.
ADDENDUM #2

General Performance Characteristics

This addendum provides supervisors and faculty members with a list of general performance characteristics and definitions if they are used in the process of defining or clarifying supervisory expectations.

FUNCTIONAL QUALITIES

1. Technical Competence - Possesses necessary knowledge and skill to effectively perform duties and applies this knowledge appropriately.

2. Self-Management - Works with minimal supervision, manages own time effectively, maintains control on all current projects/ responsibilities and ensures follow up on all relevant issues.

3. Job Knowledge - Possesses necessary familiarity with assigned position and follows appropriate procedures.

4. Quantity of Work – The extent to which the faculty member produces an amount of acceptable work in order to meet schedules over which he/she has control.

5. Quality of Work – The extent to which the faculty member neatly, thoroughly and accurately completes job assignments according to established quality standards. Continuously improves quality of work.

6. Problem Analysis – Able to identify problems and relevant issues and breaks problems into components. Sees relationships and alternative solutions and arrives at sound conclusions through logical process.

7. Accuracy of Work – The degree to which the faculty member makes minimum-mistakes or errors that require correction.

8. Time Management – Faculty member reports for work promptly and effectively and efficiently uses time to accomplish job tasks.

9. Safety - Follows established safety practices and corrects unsafe work practices.

10. Responsibility - Ask for work after completing assignments and does not make excuses but addresses problems squarely. Offers action plan to resolve problems.

11. Concentration - Able to put aside distractions and stays with a job until complete. Able to stick to assignments and gets results in spite of difficulties.

PERSONAL QUALITIES


13. Leadership - Reliable in guiding others to the accomplishment of objectives/responsibility, development of teamwork and the resolution of conflict/problems.

15. Dependability - Meets work schedules and fulfills job responsibilities and commitments. Consistently meets deadlines and follows instructions.

INTERPERSONAL QUALITIES

16. Acceptance - Gains confidence of others and earns respect of subordinates, peers and superiors. Values diversity and respects opposing opinions.

17. Team Work - Degree to which faculty member works effectively and cooperatively with others to achieve organizational goals. Degree of responsiveness to organizational needs.

18. Adaptability - Adapts to job or organizational changes. Readily accepts new responsibilities and assignments.

19. Communication Ability - Presents clear and accurate information (both verbally and written) to other faculty members, peers, and superiors.

20. Client Service - Effectively and efficiently meets the needs of those served by continually assessing performance based on customer feedback.

21. Listening Skills - Ask meaningful questions and listens closely and respectfully before offering comments.
ADDENDUM #3

Additional Performance Characteristics for Managers

This addendum provides a list of required additional performance characteristics (with definitions) for those persons in managerial and supervisory positions. These required additional managerial performance characteristics should be included on the planning stage document.

Selected Management Characteristics

MANAGEMENT QUALITIES

1. Planning and Organizing

Establishes a course of action for meeting an objective. Allocates resources and personnel for best effect within budget limits. Develops schedules for activities and projects. Sets and observes priorities in order to avoid backlogged work. Effectively matches short-term goals to contribute toward longer range plans.

2. Controlling

Monitors and facilitates faculty members' activities; establishes and maintains effective procedures to monitor and control activities within the faculty members' responsibilities.

3. Delegating

Allocates responsibilities to faculty members to help develop his/her career potential. Uses staff members effectively by delegating decision making and other responsibilities to the appropriate faculty member(s). Provides clear instructions and leadership so delegated tasks are properly completed. Monitors the progress and results of delegated assignments and keeps informed of developments in area of responsibility. Where appropriate, establishes and empowers teams to improve work systems and processes.

4. Motivating

Creates an organizational environment or climate in which faculty members can perform to the best of his/her abilities. Establishes faculty member motivation by giving faculty members timely and regular recognition and feedback for work performed. Ensures that faculty members are aware of the possibility of advancement and growth. Develops a sense of trust and responsibility.

5. Developing

Develops positive learning environments for both self and faculty members by identifying and providing continuing education and professional development opportunities to stay abreast of the current state of the art in one's field.

6. Promoting Equal Opportunity

Assist in meeting agency affirmative action goals in hiring, promotion, or placement; demonstrates personal and organizational unity commitment to equal opportunity; shows progress toward achieving an integrated/representative work force; and contributes toward minority/female programs and other social/economic equal opportunity goals.
7. Planning and Appraising Faculty Member Performance

Administers FPMS program for subordinate faculty member on a timely basis.
I. Definition of Probationary Status

Initial faculty appointments shall be in probationary employment status of not more than two full academic years’ duration. An academic year at Horry-Georgetown Technical College shall be equivalent to thirty-nine (39) weeks (Fall and Spring semester). Two full academic years’ duration shall equal seventy-eight (78) weeks. Each week worked during the Fall and Spring semesters shall count towards the attainment of covered status. The weeks worked during the summer months do not count. Whether a faculty member does or does not work during the summer term(s) has no effect on the attainment of covered status. The probationary period may not be extended.

II. First Year Probationary Status

An Interim evaluation of performance will be conducted on or before March 1 of the first year of the faculty member’s employment. (Dates may be adjusted based upon initial employment date of the faculty member). The rating for first year probationary faculty overall can be a Successful or Unsuccessful. The College shall advise the 1st year probationary Associate Professor (“Associate Professor” is defined as a probationary faculty member) the need to extend the offer of employment for an additional year on or about April 1 of the faculty member’s first year.

III. Second Year Probationary Status

An annual evaluation of performance in conjunction with a summative interview by the Senior Vice President and the written and oral portfolio will be conducted on or before March 15th of the second year of the faculty member’s employment. Prior to March 31st, the Senior Vice President for Academic Affairs provides to the President a recommendation from Associate Professor to Professor or advising a discontinuation of employment for the second year Probationary faculty (Associate Professor). (Dates may be adjusted based upon initial employment date of the faculty member).
upon initial employment date of Faculty). In the 2nd year associate Professors are evaluated utilizing the FPMS Rating System.

IV. Interview Summative Interview by the Senior Vice President

A summative interview will be conducted by the Senior Vice President with the probationary faculty member to assess his/her performance during the probationary period.

V. Portfolio

Associate Professors (Probationary Faculty) will be required to prepare & present a professional portfolio, which is to include, but is not necessarily limited to, documentation that demonstrates effectiveness & success in pedagogy, innovation in teaching, curriculum development, college leadership, student centeredness, technology curriculum development & student assessment.
It is the policy of Horry-Georgetown Technical College that all employees who resign, retire or are terminated will participate in an Exit Interview. The Exit Interview is designed to identify the reason for separation, explain benefits, rights and privileges of the terminating employee and to ensure the return of all College property, paperwork and records.
I. Voluntary

A letter of resignation will be submitted to the President with a copy to the immediate supervisor, Associate Vice President/Dean, Supervising Vice President and Human Resource Office not less than two (2) weeks before his/her last work day. The letter will include the employee's name, position, and the date of termination.

The President will respond with a Letter of Acceptance. A copy will be forwarded to the immediate supervisor, the next ranking officer and to the Human Resource Office.

Upon receipt of a copy of the letter of resignation and acceptance, the Human Resource Office will schedule an Exit Interview with the employee.

The employee shall complete a Termination Questionnaire and complete all necessary paperwork exiting them from benefits in which they are enrolled. Also, the employee will be explained all rights and privileges that they are entitled. The employee will sign the Termination Checklist indicating he/she has been informed of all applicable benefits.

At the time of the Exit Interview the employee may ask questions regarding his/her personal file or address any problems or concerns the employee has. The Human Resource Office will inform the Supervisor of Building and Grounds of the termination. Prior to the termination date, the Inventory Control Department will conduct a departmental inventory audit. The employee will return all college property, including keys, to the Inventory Control Department. The Human Resource Office will summarize the data from the Termination Questionnaire and discuss it with the appropriate vice-president and/or immediate supervisor.

II. Involuntary

When an employee at Horry-Georgetown Technical College has been involuntarily terminated with causes, the Human Resource Office will send by registered mail a letter outlining the employee's rights, privileges and benefits and all other necessary paperwork needed to exit them from benefits in which they are enrolled. The Human Resource Office will coordinate with the
supervisor of Building and Grounds the returning of all keys and equipment, which belong to the College.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.11
Title: Temporary Grant and Time-Limited Positions/Employment
Authority: S.C. Code Ann.§ 8-11-196, As Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 01-04-2016
Last Revision: 06-16-2016

______________________________
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.

It shall be the policy of Horry-Georgetown Technical College to establish temporary grant positions and/or permanent and temporary provisions. The hiring of employees to fill such positions as specified in federal grants, public charity grants, private foundation grants, contracts, and research grants as approved by State authorities.

At the time the College receives a Notification of Grant Award by a federal, public charity, private foundation or research grant, a request to establish a temporary grant position shall be submitted for approval.

Employees appointed to temporary grant/time-limited positions are considered to be employed at will, whether or not the grant under which they are working has expired. This means that temporary grant employees may be terminated at any time without cause, without grievance rights, and without any right to compensation beyond the date of termination.

Employees appointed to temporary grant-funded positions will have their performance evaluated in keeping with policies and procedures governing the processes used for similarly situated employees filling permanent positions.
I. Use of Temporary Grant/Time-Limited Positions

The College will utilize temporary grant/time-limited positions when staffing approved ongoing, renewable grants or contracts. Positions funded by approved non-renewable grants may also be established as temporary grant/time-limited positions. All future positions funded fully by federal or state grant money will be consistently staffed in this manner and, any expansion in staffing to existing grants will be handled in a similar manner. Also, current grant funded FTE positions that are vacated will be reestablished as temporary grant/time-limited positions for the duration of the grant period.

II. Characteristics of Temporary Grant/Time-Limited Positions

A. A temporary grant position does not occupy a FTE position. In order to be categorized as a temporary grant position, the position must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a Federal grant. No other funds, in whole or in part, may be used to pay the salaries and/or benefits of employees occupying temporary grant positions.

B.

C. Time-limited project positions are non-FTE positions established to perform work directly associated with a time-limited project. In order to be categorized as a time-limited position the projects must be specific work products or services provided by one state agency to another state agency, local government, or other public or private entity over a specified time period as a contractual arrangement between the agencies. Time-limited positions may be funded by Federal, State or Other funds. Only funds authorized within the time-limited project may be used to pay the employee’s salary and benefits.
D. A temporary grant/time-limited position may not exist beyond the duration of the grant or timelimited project or any subsequent renewal of it. When the grant/project or any subsequent renewal ends, temporary grant/time-limited employees will be terminated and his/her positions will cease to exist.

E. A position description is required for each temporary grant/time-limited position established. The appropriate job description will be developed by the position supervisor and Vice President. The appropriate classification will then be recommended by the Human Resources Department for processing.

F. Advertising and recruitment for employees to fill temporary grant/time-limited positions is the same as for FTE employees within established local college procedure.

III. Establishing a Temporary Grant/Time-Limited Position

A. The College’s grant office processes the approval of the grant through the Office of Grant Services’, and submits all appropriate documentation such as GS-5, GS-7, or FPR, and the budget documentation.

B. Once the grant/project has been awarded the Associate Vice President for Human Resources and Employee Relations will complete the Human Resources Division Request for Temporary Grant Action form and submit all appropriate documentation to the System Office Human Resources (HRS) in order to establish a temporary grant/time-limited position:

1. A copy of the approved grant or contract award which specifies the beginning and ending date of the award; and

2. A copy of the position description for each position authorized by the award.

C. Upon receipt of the information listed above, the System Office HRSD will review and concur to assure appropriateness of the recommended class title based on the duties described in the position description.

D. The System Office HRS will notify the State Executive Budget Office of Grant Services of the position(s) to be established. The Office of Grant Services will forward the request for temporary positions to the Department of Administration Division of State Human Resources (HRDDSHR). HRDDSHR will establish all temporary grant/time-limited positions and HRS will then notify the respective college when the positions have been established. The System Office HRS will then notify the College of the establishment of the temporary grant/time-limited position(s).

E. After notification the College may fill the position within established College procedures.

IV. Temporary Grant/Time-Limited Positions Renewal

A. Ensure through the College’s grant office that the grant/project has been renewed and that sufficient funding exists for the positions.

B. Once funding has been confirmed, the Human Resources Department submits the request for temporary grant form in accordance with Section III, above. (Check renewal
C. If the grant renewal allows funding for a new position, two copies of a newly created position description is to be included in the documentation submitted to the System Office HRS.

V. Terms of Employment for Temporary Grant/Time-Limited Employees

A. Employees filling temporary grant/time-limited positions must sign a Temporary Grant/Time-Limited Employment Appointment which specifies the terms and conditions of his/her employment including his/her entitlement to benefits, if any.

B. Temporary grant/time-limited employees are considered to be employed at will, whether or not the grant or project under which they are working has expired. This means that temporary grant/time-limited employees may be terminated at any time without cause, without grievance rights, and without any right to compensation beyond the date of termination. Any unused annual leave earned under the temporary grant employment status will be paid out in those cases where the grant provided funding for benefits. Any unused sick leave/Faculty Non-Work Days will be forfeited.

C. Temporary grant/time-limited employees will not be entitled to any compensation beyond the date of termination other than for such part of the grant that has been performed.

D. Temporary grant/time-limited employees may be eligible for the same benefits available to employees filling covered positions with the exception of permanent or probationary employment status, if funding for benefits is provided in the grant. Benefits may include, but are not limited to, eligibility for health and dental insurance, annual and sick leave, faculty staff development activities and State retirement (TGP/time-limited employees are ineligible for ORP Programs) benefits, which are to be administered within established college guidelines. Bonus leave earnings are an agency option based on availability of grant funds.

E. Temporary grant/time-limited employees who have been selected for a position under a different grant/or project must terminate from one position before being hired into the second position. The employee’s salary and benefits must be determined in the same manner as for any new employee. Annual and sick leave and Faculty Non-Work Days, if applicable, may be transferred from one grant or time-limited project to another provided the receiving grant or time-limited project has the available funds to accept the liability of the employee leave balances from the previous grant or time-limited project and the transfer is acceptable to the grant or time-limited project sources. Transfers from one grant or time-limited position to another must be consistently applied for each grant/time-limited project.

F. Temporary grant/time-limited employees are considered to be employed at will and are not covered by the state Employee Performance Management System (EPMS)/Faculty Performance Management System (FPMS) however these employees will have their performance evaluated in keeping with policies and procedures governing the processes used for similarly situated employee filling FTE positions.

G. Service in a temporary grant/time-limited positions may, at the discretion of the College President, be counted toward the completion of the required probationary period for a FTE position.
VI. Compensation

The Executive Director/System President has delegated authority for selected pay actions to the College President. All proposed pay actions shall comply with the College and/or System Office HRS to ensure that requested pay actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated pay actions are subject to audit by the System Office. The Executive Director/System President reserves the right to withdraw delegation authority from an individual college based upon non-compliance with State Board for Technical and Comprehensive Education (SBTCE) system procedures.

The South Carolina Constitution prohibits any retroactive payment of salary increases. Therefore, approval of requested pay actions must be accomplished prior to the desired effective date of the action.

A. Salary Determination for Temporary Grant/Time-Limited Employees

The College President may approve the establishment of a beginning salary up to the maximum of the salary range based on available funding. Salaries for employees in temporary grant-time-limited positions shall be determined through an assessment of the individual’s education and experience in the related field and consideration of internal salary equity.

B. Salary Increases

Temporary grant/time-limited employees’ eligibility to receive increases in accordance with the College’s pay plan and is dependent on availability of grant/project funds. The College President may approve other salary increases up to the maximum of the salary range based on available funding. All other salary increases for employees in temporary grant/time-limited positions shall be determined through an assessment of the individual’s education and experience in the related field and consideration of internal salary equity.

VII. Changing from a FTE position to Temporary Grant/Time-Limited Status

A. An employee in a FTE position may be hired into a temporary grant/time-limited position, provided the following conditions are met:

1. The change from FTE employment status to temporary grant/time-limited status must be voluntary;

2. Prior to entering temporary grant/time-limited status, the employee in a FTE position must be paid for unused annual leave/Faculty Non-Work Days earned in the FTE position; and

3. The employee must sign the Temporary Grant/Time-Limited Employment Appointment to attest to his or her understanding and acceptance of the terms and conditions of employment in temporary grant/time-limited status.

B. An employee in a FTE position who voluntarily accepts a temporary grant/time-limited position will;

1. Forfeit grievance rights
2. Forfeit covered state service status
3. Experience a break in service*
4. Forfeit all sick leave
5. Forfeit reduction-in-force rights
*Employee participating in the TERI

VIII. Changing from Temporary Grant/Time-Limited Status to a FTE Position

A. A temporary grant/time-limited employee may apply for and be considered for employment in a FTE position in the same manner as any other applicant. There is no guarantee or obligation to compensate a temporary grant/time-limited employee at his/her same rate of pay when offering employment to a FTE position. Salary recommendation for FTE employment situations will be determined in accordance with applicable College policies and procedures.

B. Six (6) months of continuous satisfactory service worked as a temporary grant/time-limited employee may, at the discretion of the College President, count towards either the attainment of covered status or the accrual of service for bonus leave purposes. Discretion should be exercised in a manner to ensure that all similarly situated employees are treated consistently and equitably.

C. If the grant/project provides funding for benefits, any unused annual leave/Faculty Non-Work Days earned under temporary grant/project status will be paid out before the employee enters a FTE position. Any sick leave accrued and/or any compensatory time earned will be forfeited.

VIII. Termination of Temporary Grant/Time-Limited Employees at End of Grant

A. Written notification will be given to the affected employees by the college prior to the ending date of the grant. The termination effective date should be the last day worked, but not later than the grant or project ending date.

B. Reduction-in-Force plans are not required for the termination of temporary grant/time-limited employees at the conclusion of the grant or project.
HORRY-GEORGETOWN TECHNICAL COLLEGE
TEMPORARY GRANT/TIME-LIMITED EMPLOYMENT APPOINTMENT AGREEMENT

SECTION I: ELIGIBILITY FOR BENEFIT(S) (completed by the College’s Human Resource Officer in conjunction with the Grant Director)

Please check the benefit(s) to which this employee will be entitled as provided for in the grant or contract:

- A. Annual Leave (in keeping with State Human Resources Regulation 19-709 and all applicable college policies and procedures)
- B. Faculty Non-Work Days (in keeping with all applicable college policies and procedures)
- B. Sick Leave (in keeping with State Human Resources Regulation 19-710 and all applicable college policies and procedures)
- C. Compensatory Time (in keeping with State Human Resources Regulation 19-707.02 and all applicable college policies and procedures)
- D. Other Leave With Pay (in keeping with State Human Resources Regulation 19-712 and all applicable college policies and procedures)
- E. Insurance plans offered through the state’s Public Employee Benefit Authority (PEBA)
- F. Retirement plans offered through the state’s Public Employee Benefit Authority (PEBA)

Grant Director: ___________________________ Date: ____________________
HR Officer’s Signature: ______________________ Date: ____________________

SECTION II: TERMS/CONDITIONS OF EMPLOYMENT (completed by the Temporary Grant/Time-Limited Employee)

I understand that Horry-Georgetown Technical College is employing me in a Temporary Grant/Time-Limited position, and my employment in this position is at will which means my employment may be terminated at any time with or without cause. I further understand that any disciplinary actions, up to and including termination, are not subject to administrative appeal. I understand that when the grant or any subsequent renewal ends, as a temporary grant/time-limited employee, I will be terminated and shall not be entitled to grievance rights or to any compensation beyond the date of termination.

I understand that as a temporary grant/time-limited employee that my performance will be evaluated in keeping with College and State policies and procedures governing the processes.

I understand that as a temporary grant/time-limited employee I forfeit my permanent state status, will experience a break in service and forfeit reduction-in-force rights.

I understand that all annual leave, if any, must be taken during the period of my employment unless the funds to pay for unused annual leave are specifically provided in the grant, any sick leave/faculty non-workdays accrued and/or any compensatory time earned will be forfeited. Neither the College nor the State of South Carolina is obligated to further employ me upon termination of these funds.

I understand that if the grant or project which is funding my position does not provide for benefits, I am not eligible to enroll in the health or dental plans, South Carolina Retirement System, Optional Retirement Program, or any other benefits, which require an employer contribution.

I understand that as a temporary grant/time-limited employee, I am not required to have withholdings made from my paycheck for retirement. If the grant that I am being employed under offers this benefit, I may choose to participate. If I currently have funds on deposit with the South Carolina Retirement System and the grant or project provides this benefit, I am required to participate.
( ) **I Do Not** want to be a member of the South Carolina Retirement System. I do not currently have funds on deposit with the SC Retirement System.

( ) **I want** to be a member of the South Carolina Retirement System. I understand that once enrolled, a percent of my salary, as designated by the S.C. Retirement Systems, will be deducted for retirement, and that I must continue to participate as long as I am employed with a covered employer.

( ) **I want** to enroll in Optional Retirement Program where eligible.

I understand that I must complete a S.C. Retirement System enrollment form before my enrollment can become effective. I further understand that I must contact the college’s Human Resources office to obtain additional information about the Retirement System, and if necessary, complete an enrollment form.

**Retired:** _____ Retired member of the South Carolina Retirement System and currently receiving benefits.

_____ Retired member of the Police Officers Retirement System and currently receiving benefits.

**SECTION III: ACCEPTANCE AND SIGNATURE (completed by the Temporary Grant Employee)**

I have read and understand the above conditions and the attached Horry-Georgetown Technical College Temporary Grant Positions/Employment policy and procedure with respect to my employment. My signature below indicates my voluntary acceptance of the terms and conditions of employment.

Employee Name:__________________________________ SSN:__________________________________

Title of Position: ________________________________ Date Position Ends (if Known):________

Employee Signature:______________________________ Date:____________________________
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.12
Title: Employment Outside Horry-Georgetown Technical College
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President of Human Resources and Employee Relations

Original Approval Date: 04-13-2001
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

______________________________
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.

Full-time employment at Horry-Georgetown Technical College shall be considered as the employee’s primary employment. It shall be the responsibility of the employee to advise his/her supervisor and Human Resource Services of any and all employment outside of Horry-Georgetown Technical College prior to the acceptance of the outside employment.

The College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or is determined to be a conflict of interest.

Acceptance of secondary employment without proper prior approval will be grounds for disciplinary action, up to and including termination of employment. It is the responsibility of the employee to notify her/his immediate supervisor and Human Resources of his/her intent to accept any secondary employment.
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.

It is the responsibility of the employee to notify his/her immediate supervisor and Human Resource Services of his/her intent to accept any secondary employment. Additional employment of any kind must be approved by the employee’s supervisor(s), or his/her designee and appropriate Vice President after the following determinations have been made by the Human Resource Officer:

1. The additional employment will not interfere with the employee’s full-time assignment.

2. The additional employment could not be reasonably construed as a conflict of interest. Appropriate counsel including but not limited to the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.

3. The additional employment will not be performed during the employee’s normally scheduled hours of work unless the employee is taking annual leave or leave without pay.

4. The additional employment is not with a State agency.5

5 For Secondary State/Dual Employment within State Government refer to policy #3.2.5.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.13
Title: Position Descriptions
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 9-21-2016
Last Revision: 11-14-2007

Chairperson

DISCLAIMER

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It is the policy that all employees of Horry-Georgetown Technical College be provided a copy of their position description. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning the position. The position description shall define essential and marginal functions to be performed by the employee and shall be reviewed annually by the supervisor with the employee during the planning stage process of the review period.

It is the responsibility of the supervisor to keep position descriptions up-to-date and make minor changes as they occur during the year. Once these changes have been made, a new position description should be submitted to Human Resources.
The purpose of the English Fluency Requirements for faculty employment is to ensure that all covered and adjunct faculty who teach one or more credit courses possess adequate proficiency in both the written and spoken English language.
PROCEDURE

Number: 3.1.14.1
Related Policy: 3.1.14
Title: English Fluency Requirements for Faculty Employment
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 05-23-2001
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

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.

This procedure was developed to comply with policy 3.1.14 and the English fluency in Higher Education Act (S.C. Code Ann. 59-103-160). The purpose of this procedure is to define methods to ensure that all faculty assigned to full-time equivalent (FTE) positions and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that student complaints regarding an instructor’s English fluency are appropriately addressed.

Exclusion: This procedure does not apply to the following instructional settings: continuing education courses; student participating and activity courses, such as clinic studios and seminars; special arrangement courses, such as individualized instruction and independent study courses; courses designed to be taught predominately in a Foreign Language; and courses taught by visiting faculty.

I. Applicants for covered and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.

A. If an applicant becomes a finalist for a faculty position but his/her own written or oral English proficiency is judged by the screening official(s) to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, which is comprised of the Sr. Vice President for Academic Affairs; an English instructor, an instructor of Developmental Studies; and the AVP for Human Resources and Employee Relations. The committee will ensure that an English fluency evaluation is made on the basis of previously agreed upon criteria developed with faculty and student input. The applicant will be evaluated by the committee through the performance of at least the following minimum proficiency exercises:

1. Providing written response of at least one (1) page to an essay question
concerning either teaching methods or the academic discipline.

2. Conducting an oral instructional presentation related to the subject area. At least half of the presentation should use the lecture method.

B. The function of the committee may be incorporated into an already established committee but may include representatives from the English or Developmental Studies departments, the administration, the college human resources office, as well as representatives of appropriate race and sex groups. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls the security to ensure that the exercises completed by the applicant(s) are independent and original work. Candidates must be judged by committee consensus as proficient in both exercises prescribed in “A” above.

C. Standardized tests or other proficiency testing instruments with validity relative to the position may be used only to corroborate the results of the minimum exercises prescribed in A above.

The Student Grievance Procedure should be used whenever concern exists about a faculty member’s ability to write and speak fluently in the English language if English is the faculty member’s second language.

D. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action.

E. An instructor assigned to a covered position who is judged deficient by the Committee will be given one academic term to develop sufficient skills to be judged proficient by the evaluation committee. If during the term, the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken up to and including termination.

F. Any adjunct instructor judged deficient by the committee may be immediately terminated.

G. The College will annually report to the State Board for Technical and Comprehensive Education a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.
Horry-Georgetown Technical College

Policy

Number: 3.1.15
Title: Background Checks
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-09-2007
Last Cabinet Review: 07-22-2015
Last Revision: 07-22-2015

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.

Horry-Georgetown Technical College strives to create a safe and secure work and learning environment to ensure that its employees are qualified to perform the jobs for which they are hired. Accordingly, it is the policy of Horry-Georgetown Technical College to require that a Criminal Background check be conducted on all new hires—full time and part time. Employment will be contingent upon the results of the criminal background check. Conducting criminal background checks will ensure that individuals invited to join the College have honestly presented their background and qualifications in oral representations and in written materials, including the employment application and any supporting documents.
Horry-Georgetown Technical College requires, at a minimum, a Background Investigation, reference checks, E-Verify, credit checks (applicable to prospective employees who will be responsible for handling or spending public funds) and most consumer reports applicable to the respective position to be performed on all newly hired employees—full time and part time. The Background Investigation will be honored for the duration of employment; however, Temporary Staff and Adjunct Faculty Employees who are being hired into a full time (FTE) position and who have been employed by the College for at least one calendar year prior to full time (FTE) Employment, will also be subject to a new Background Check.

The College will also require a Background Investigation on employees, as previously defined, who have an inactive work period of twelve months or more and return to work. During the advertisement of positions and/or application/interview process, applicants will be informed of the College Background check procedure.

Employees hired prior to the implementation of the HGTC Background Investigation Procedure will be subject to a Background Investigation if there is reasonable cause or in the event of a break in service of more than 15 calendar days. An employee experiences a break in State Service when the employee (1) separates from State service and is paid for unused annual leave; (2) moves from a full-time equivalent (FTE) position to a temporary, temporary grant or time limited position.

An applicant cannot be denied employment based solely on the conviction or arrest of a crime; however, a Review Committee will consider the nature of the offense, when it occurred, specific circumstances and its relevance to the job in question. Based on the results of the background
investigation, the Committee will decide whether to deny or terminate employment. The Committee will consist of the Assistant Vice President for Human Resources, the appropriate Vice President and the Senior Vice President. As necessary the Committee will contact legal counsel and/or the Public Safety Division for additional guidance. The Committee will only be consulted when the results of a candidate’s Background Investigations are questionable. The Committee’s decision to deny employment or rescind a job offer based on the results of the Background Investigation can be appealed to the College President. The Committee’s decision to terminate employment based on questionable results of the Background Investigation must be approved by the President.

An outside agency licensed to perform Background Checks will conduct all investigations. To ensure confidentiality of all applicant information, Human Resources will coordinate the background investigation process. Information obtained from background checks will be confidential and will comply with the Fair Credit Reporting Act. Only the Review Committee will be consulted when necessary. Supervisors involved in the hiring of a candidate will only be informed of a satisfactory or unsatisfactory status of the Background Investigation. Human Resources will maintain a copy of the Background Investigation.

The Background Investigation will include at a minimum the following and cover the past seven years:

- Criminal history search, including convictions, deferred adjudications or judgments, and pending criminal charges involving felonies, Class A, Class B and Class C violations (County, State and Federal)
- Social Security Number verification with address verification
- Sexual Offender and Predator Registry search
- Office of the Inspector General List of Excluded Individuals/Entities
- General Services Administration List of Parties Excluded from Federal Programs
- Homeland Patriot Act known Terrorist and Narcotic Trafficking
- Motor Vehicle Records
- *Select positions may be subject to a credit history report

The final candidate(s) will be requested to sign a Disclosure and Consent Form. Candidates who refuse to sign the form will be considered withdrawing from the pre-employment process and no longer viewed as a candidate for the vacancy. The job offer will be extended to the selected candidate, contingent upon the results of the background investigation. If the results are satisfactory, the job offer will stand. If the results reflect issues of concern, the Committee will be asked to render a decision. The Committee’s decision may result in rescinding the original offer. For full time positions, there is the option to not extend the offer until the results of the background investigation have been received, or an offer may be made contingent upon satisfactory results of the Background Investigation. Supervisors hiring for part time positions— instructional or non-instructional, will extend contingent job offers and ask candidates to sign the Disclosure and Consent Form.

Applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the College will:

- provide the applicant a copy of or access to the background check report issued by the designated company
- inform the applicant of their rights
- provide the investigation company contact information to challenge the accuracy of the report
- notify the applicant that the designated company was not involved in any decisions made by the College.

Falsification of information, including omission of relevant information, may result in an offer not being made, an offer being rescinded or other disciplinary action, including termination, and will be
addressed through the College’s disciplinary action procedure.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.16
Title: Working Hours
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 7-22-2015
Last Revision: 7-22-2015

Chairperson

DISCLAIMER

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Normal working hours for all FTE employees are 37.5 hours per week. All employees have regular work hours assigned upon employment with the College and changes must be approved by the appropriate VP or President if applicable.
1. Normal Working Hours

Normal working hours for all FTE employees are 37.5 hours per week. All employees have regular work hours assigned upon employment with the College and changes must be approved by the appropriate Vice President or President if applicable.

2. Four ½-Day Work Schedule

The 4 ½-Day work schedule is a flexible operating schedule that allows the College to better serve the students, save energy and minimize travel and commuter problems associated with heavy weekend traffic. This procedure outlines the guidelines for the 4 ½-Day work week schedule for all employees. Teaching faculty will be provided guidelines regarding the calendar, faculty schedules, faculty loading guidelines, faculty office hours and employment agreements for each Academic Year.

A. The normal College operating hours for the Four ½-Day Work Schedule are 7:45 a.m. – 5:00 p.m. Monday through Thursday, and 8:00 a.m. – 12:30 p.m. on Friday. The schedule provides for a one-hour lunch break Monday through Thursday, but no lunch break on Friday.

B. All offices, which typically provide evening services to the public, will maintain evening hours until 7:00 p.m. Monday through Thursday, and until 12:30 p.m., on Friday. (Special hours may be observed as needed during Registration.) These offices include, but are not limited to Enrollment Development, Financial Aid, Career Services and Counseling, Records, Assessment, Continuing Education, Student Accounts and Telecommunications.

C. Due to the possibility of varying work schedules, the supervisor of each respective department will be responsible for assigning personnel to work schedules to accommodate the service needs of the College. If some service are required to be opened at times outside the normal College operating hours, flexible scheduling may be required.
D. The standard schedule may be adjusted to accommodate those employees with specific hardships, with approval of the supervising Vice President or President if applicable.

E. Annual Leave and Sick Leave Request

1. When an employee submits a Sick Leave or Annual Leave request, it will be necessary to indicate Working Hours for that day(s) on the Leave Request Form.

2. If a request is for a full day, Monday through Thursday, indicate 8.25 hours for the absence and 4.5 hours for the absence on Friday. If the leave request is for less than a full day, indicate the actual hours absent.

3. For faculty, the information stated above would only be applicable for Sick Leave Request. It will not be necessary for faculty to submit paperwork for the designated Faculty Non-Work Days.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.17
Title: Reduction in Force
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 07-22-2015
Last Revision: 07-22-2015

_________________________________________________
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.

It is the policy of Horry-Georgetown Technical College to release covered6 employees in an equitable manner should a Reduction in Force become necessary. Reasonable efforts consistent with the State HRD Human Resource guidelines should be made to limit the adverse impact on both Horry-Georgetown Technical College and the affected employee.

6 Covered employee means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has grievance rights in accordance with SBTCE procedure 8-6-100.1.
I. Purpose and Scope

The purpose of this procedure is to prescribe the manner in which covered employees of Horry-Georgetown Technical College are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College’s covered employees. A reduction in force does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time-limited project employees and employees exempt from the State Employee Grievance Procedure Act.) The development, administration, and implementation of reduction in force plans are specific to Horry-Georgetown Technical College.

The College President may find it necessary to implement a reduction in force for one or more of the following four reasons:

a. Reorganization; or
b. Work Shortage; or
c. Loss of Funding; or
d. Outsourcing/Privatization

II. Management Decisions

The College President will have responsibility for determining the necessity to implement a reduction in force.

The College President shall determine the following items prior to developing the reduction in force plan:

a. The reason(s) for the reduction in force;
b. Which competitive area(s) of the College are to be impacted by the reduction in force;
c. Which State Class title(s) within the competitive area(s) are to be affected (competitive groups); and
d. The number of positions in each State class title(s) that are to be eliminated, demoted, reassigned or have a reduction in hours.

III. Competitive Area(s)

The College President shall determine the competitive area(s) the reduction in force will impact. The College President should establish a competitive area that is clearly distinguishable from the staff/faculty in other areas and where the interchange of employees would not be practical. This competitive area may be broadly defined as the College or narrowly defined such as a department, a unit/division, or a geographical location.

IV. Competitive Group(s)

The College President shall determine the competitive groups(s) based on the State class title(s) within the competitive area(s) that the reduction in force will affect. If the reduction in force is to apply to more than one State class title, each State class title will be treated separately, except where the reductions are to be made in a State class title series (e.g., Auditor I, Auditor II, Auditor III, Auditor IV) or the College’s normal career paths.

V. Position Identification

The College President shall identify the position(s) within the competitive area(s) and competitive group(s) by identifying the following information:

a. State Class Title;
b. State Class Code;
c. State Pay Band Level, if classified position;
d. Total number of positions in the State class title within the competitive area; and
e. Total number of positions in the State class title within the competitive area that are to be eliminated, demoted, reassigned or have the hours reduced.

VI. Retention Points

The College shall calculate retention points for covered employees in the competitive area(s) and competitive group(s) to be used in determining which covered employees are to be involuntarily demoted, reassigned, have reduced hours, or separated. Retention points shall be based on the total scores of annual performance appraisals, excluding interim appraisals, for the past three (3) years and the length of continuous State service. The sum of the retention points for performance, and length of continuous State service are the total retention points for an employee.
A. Performance Appraisal Points

The College will determine the total score for an annual performance rating by using the following numerical values assigned to the EPMS/FPMS performance ratings:

<table>
<thead>
<tr>
<th>EPMS/FPMS Performance Rating</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional Performance Requirements</td>
<td>6.0</td>
</tr>
<tr>
<td>Successful Performance Requirements</td>
<td>2.0</td>
</tr>
<tr>
<td>Unsuccessful Performance Requirements</td>
<td>0.0</td>
</tr>
</tbody>
</table>

For any year that the College did not complete an EPMS/FPMS evaluation for an employee/faculty member, a numerical value of 2.0 will be assigned for Meets Performance Requirements. In cases where an individual transfers from another State agency utilizing four performance ratings, a performance rating of Substantially Exceeds will be converted to Exceeds and a numerical value of 6.0 will be assigned as shown in the conversion chart below:

<table>
<thead>
<tr>
<th>EPMS/FPMS Performance Rating</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantially Exceeds to Exceeds Performance Requirements</td>
<td>6.0</td>
</tr>
<tr>
<td>Exceeds to Exceeds Performance Requirements</td>
<td>6.0</td>
</tr>
<tr>
<td>Meets to Meets Performance Requirements</td>
<td>2.0</td>
</tr>
<tr>
<td>Below to Below Performance Requirements</td>
<td>0.0</td>
</tr>
</tbody>
</table>

B. Continuous State Service Points

Covered employees will receive one (1) retention point for each full year of continuous state service. Partial years of service of six (6) months or more of continuous state service will be credited with a half of a point (.50) retention point and less than six (6) months of service will receive no retention points.

C. Exception to Procedure for Retention Point Calculation

If every position in the competitive area is being eliminated, the College is not required to calculate retention points. For positions reestablished within one year of the RIF, in the same competitive area and in the same state class title, the College must calculate retention points at the time of recall. The College must calculate retention points using continuous state service and performance appraisal points based on the effective date of the reduction in force.

VII. Sequence of Reduction in Force

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee. If two (2) or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the agency hire date will determine the order of the employees affected. The individual hired last in the year will be the individual affected by the RIF.

Bumping rights are provided for covered employees who have accumulated more retention
points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are only provided downward.

If an employee is allowed bumping rights to another position the employee must accept the assignment in writing within three (3) business days, or the bumping rights will be waived and the position held by the individual (being allowed the bumping rights) will be eliminated.

VIII. Tiebreaker Method

If after using the agency hire date to determine the order of affected employees a tie still exists, the College will utilize a non-discriminatory, random method to break the tie. The method to be used for all entities within the South Carolina Technical College System will be the last four (4) digits of the social security number. The individual with the lower number will be the individual that will be separated.

IX. Retention of Necessary Qualifications

No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when the College determines that a Retention of Necessary Qualifications applies.

If an employee is competing for a position that is not being eliminated and the College asserts that an employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The College may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

When the Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented in the reduction in force plan to be submitted to the State Human Resources Division (HRD) for review and approval for procedural correctness. The College should retain documentation to support any retentions made on this basis.

X. Writing the Reduction in Force Plan

Once the College has made the decisions outlined above and prior to the implementation of a reduction in force, the College President or his/her designee shall develop the reduction in force plan. This plan must include the following:

a. The reason for the reduction in force;

b. The identification of the competitive area(s);

c. The identification of the competitive group(s) [State class title(s)];

d. The number of position(s) to be eliminated, demoted, reassigned or hours reduced in each State class title;

e. A list of the covered employee, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:

   1. Name;
   2. Age, Race, and Gender; and
   3. Retention Points
f. Justification of any Retention of Necessary Qualifications used in the reduction in force plan; and
g. The College’s efforts to assist employees affected by the reduction in force.

XI. Approval Process

The College’s reduction in force plans must be approved by the College President and submitted to the System Office Human Resource Services (HRS) for review and compliance with SBTCE policy and procedure as well as the Human Resources Division regulations and guidelines. Once the review process has been completed for the College reduction in force plan, the System Office HRS shall submit the following information to the HRD for review and approval for procedural correctness:

a. The reduction in force plan as outlined in Section X;
b. An organizational chart including each position (designated with the State class title and incumbent’s name) within the competitive area(s); and
c. A sample letter to employees affected by the reduction in force which only includes information as outlined in Section XII, along with:
   1. A list of the employee’s reinstatement rights;
   2. The procedure for the recall of an employee; and
   3. The employee’s grievance rights.

XII. Implementation of the Reduction In Force

A. The College should notify an employee affected by a RIF (which has been approved for procedural correctness by HRD) in writing a minimum of seven (7) working days prior to the effective date of the RIF.

B. The College shall only communicate the following components of the reduction in force Plan to each affected employee after HRD approves the reduction in force Plan for procedural correctness and before the reduction in force becomes effective:

a. The reason for the reduction in force;
b. The competitive area(s) and competitive group(s) in which the employee competed;
c. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee’s State benefits, (e.g., health insurance, optional life insurance, retirement);
d. The employee’s reinstatement rights, (e.g., reinstatement of all sick leave; option of buying back all, some, or none of the annual leave, or, in the case of faculty (separated from the SCTCS), faculty non-work days if reinstated to a faculty position at the rate at which it was paid out);
e. The employee’s recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
f. The manner in which the College will notify the employee of any such vacancies;
g. The requirements of S.C. Code of laws Ann. Section 8-11-185, which requires the College to report information about the employees affected in a reduction in force to the HRD; and

Upon request, the College will make available to its affected employee(s) the reduction in force plan.
XIII. Recall and Reinstatement Rights

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force.

A. Recall Rights

If a vacancy occurs, within the competitive area, in the same State class title as the position the employee held prior to the reduction in force, the College will recall employees in the inverse order of the reduction in force. The College will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten (10) working days, the employee’s recall rights are waived. Should the employee accept the job offer, the college will reinstate the employee’s accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave or faculty non-workdays (if reinstated to a faculty position) at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The recalled employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140 (D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-2-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140 (D). When an employee is recalled, this time will not be considered punitive in the determination of retiree insurance eligibility.

B. Reinstatement Rights for Separated Employees

An employee affected by a reduction in force may apply for any State job for which he/she meets the agency’s minimum training and experience requirements. Should the employee accept a job offer to an Full Time Equivalent position, which receives benefits, he/she is entitled to the restoration of employee benefits, including the employee’s accumulated sick leave, and will provide the employee the option of buying back all, some, none of his annual leave at the rate it was paid out at the time of the separation from the agency/entity where he/she was previously employed. Upon returning to employment in an insurance eligible Full Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire.

The reinstated employee may purchase retirement service credit under the leave of absence provision in S.C. Code of Laws Section 9-1-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140(D). When an employee is reinstated, this time will not be considered punitive in the determination of retiree insurance eligibility.

XIV. Salary Reductions – Due to Budgetary Reductions

When a covered employee is assigned lower level responsibilities or demoted as a result of a reduction in force implemented due to budgetary reductions, the employee’s salary may be reduced on the effective date of the reduction in force. The College President, at his/her discretion, may reduce the employee’s salary to a salary either between 0%-15% below the employee’s current salary or between the current salary and the midpoint of the lower pay band. In exercising this discretion, the College President may use the option which results in the greatest cost savings.
XV. Grievance Rights

A reduction in force is an adverse employment action considered as a grievance only if the College, or as an appeal if the State Human Resources Director, determines that there is a material issue of fact that the agency inconsistently or improperly applied its reduction in force policy or plan.
It is the policy of Horry Georgetown Technical College that upon employment an employee shall be notified in writing of the terms and conditions of his/her employment. The initial terms of employment shall be provided to the employee and signatures obtained by the employee and the College representative certifying notification, prior to submission to their personnel file. This shall also be written notification to the employee of changes in employment status to include, but not limited to: salary range, promotion, reclassification, band allocations, and changes in hours. Such notifications shall comply with all state and federal requirements.
PROCEDURE

Number: 3.1.18.1
Related Policy: 3.1.18
Title: Notification of Employment Status
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 11-13-2007
Last Cabinet Review: 7-22-2015
Last Revision: 11-13-2007

_________________________________________________
President

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.

Written notification of the terms and conditions of employment status shall be given to each employee at the time of appointment and at least seven calendar days prior to the effective date of subsequent employment status changes. This does not apply to wage increases. The initial terms of employment shall be provided to the employee with a signed copy certifying notification submitted to their personnel file.

Employment status terms and conditions include, but are not limited to: position title, effective date, work schedule, band or salary range, individual pay rate/salary, method of payment, required deductions and period of probationary or trial status. Notification will be issued by a letter of confirmation from the President’s Office.

Such notification may include letters of appointment or similar documents, employee handbooks and local and state policies and procedures.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.1
Title: Direct Deposit and Distribution of Payroll
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 7-22-2015
Last Revision: 7-22-2015

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.

It is the policy of Horry-Georgetown Technical College to provide two methods of payment to all covered employees. The College provides direct deposit or distribution of payroll checks on the last official College working day of each month.
All employees are required to direct deposit their payroll check. Employees enrolling in direct deposit will have a one month waiting period for verification of their account through the Federal Reserve System. Direct deposit is a process whereby the banking institution which maintains the College’s payroll account automatically deposits the employee’s payroll check to their designated bank account on the last official College working day of the month. On the last official College work day of the month, employees may access their payroll information electronically through Employee Self Service.

Employee Self Service - PAYROLL STUBS

To View Earnings History, Deduction History, Pay Stubs and Direct Deposit Allocations

- Log on to WaveNet
- Click Employee Self Service Tab
- Choose Academic and Employee Services
- Choose Administrative Services
- Choose Employee
- Choose Pay Stubs

EXCEPTION:
Employees who do not have an account through a banking institution are not mandated to direct deposit their check. However, at any time during the employee’s employment he/she obtains an account through a banking institution, the employee is required to enroll in direct deposit at that time. Employee’s receiving a “live” check may pick up their payroll check from the Human Resources Department on the Conway Campus, The Student Accounts Office on the Grand Strand Campus and the Administrative Office on the Georgetown Campus. Employees who prefer to have their checks mailed or desire to have another person, including a fellow employee, pick up their payroll check, must notify the Human Resources Department in writing prior to the pay date. If an employee designates someone other than a fellow employee to pick up his/her check, the designated individual must provide the Human Resources Department with a picture ID in addition to the signed authorization.

In no event may another individual, including an employee, pick up a check for a fellow employee without prior approval as described above.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.2
Title: Changes in Payroll Deduction
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 06-13-1996
Last Cabinet Review: 7-22-2015
Last Revision: 7-22-2015

_________________________________________________
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.

Employees wishing to initiate a status change that will affect payroll deductions (e.g., changing the number of dependents, insurance or credit union changes, etc.) should contact the Human Resources Department.
Employees wishing to initiate a status change that will affect payroll deductions such as changing number of dependents or making credit union or insurance changes should contact the Human Resources Department. All payroll deductions must have authorization from the employee. Such changes must be submitted to the Human Resources Department by the 18th of each month.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.3
Title: Employment/Salary Plans
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-11-1994
Last Cabinet Review: 07-22-2015
Last Revision: 07-22-2015

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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.

It is the policy of Horry-Georgetown Technical College to determine the salary and conditions of employment of Unclassified Institutional Officers; Unclassified Non-Teaching Personnel; Unclassified Faculty (Covered, Full-time); Covered, Full-time Classified Personnel; Adjunct Faculty (credit and non-credit); and Temporary Classified Personnel in accordance with the prescribed guidelines as outlined in the respective procedures. The procedures shall comply with the State Human Resources Division regulations.
I. POSITION ESTABLISHMENT

A. Senior Vice President and Vice President level positions.

The South Carolina Budget and Control Board Human Resources Division (HRD) delegates authority for the classification actions for this level of vice president to the College President upon written agreement. The request to establish such a position will specify the title, area of overall functional responsibility, and the rationale for the establishment of the position. The request should demonstrate that the position had authority to make decisions necessary to fulfill the assigned responsibilities, and is, in fact, the chief officer for the major functional area(s) to be administered. The request will be supported by a completed State of South Carolina Position Description and an organizational chart that illustrates the positions reporting relationships with the College.

B. Associate Vice President and Assistant Vice President level positions.

The South Carolina Budget and Control Board Human Resources Division (HRD) delegates authority for the classification actions for this level of vice president to the College President upon written agreement. All proposed classification actions shall be reviewed by human resources department to ensure that classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. The request will be supported by a completed State of South Carolina Position Description and an organizational chart that illustrates the positions reporting relationships with the College.

II. DEFINITION OF VICE PRESIDENT POSITIONS

Senior Vice President (UC03)
Positions assigned to this classification will report directly to the President and will have unique functionality to any other Vice President position. Positions assigned to this class are primarily responsible for the overall daily operations of the college and may supervise other Vice President positions. A college may have no more than one Senior Vice President Position.

**Vice President (UC04, UC05, UC07, and UC08)**

Positions assigned to this classification will report directly to the President or Senior Vice President. Positions assigned to this classification can serve as Chief Operational Officer for single or multi-campus/locations.

**Associate Vice President (UC61)**

Positions assigned to this classification will report directly to the President or other Institutional Officer Position. Positions assigned to this classification may serve as Chief Operational Officer for a branch campus. The Associate Vice President position supervises and directs Professional level staff.

**Assistant Vice President (UC63)**

Positions assigned to this classification will report directly to the President or other Institutional Officer Position. Positions assigned to this classification may serve as Chief Operational Officer for a branch campus. The Assistant Vice President position supervises Professional level staff.

### III. MINIMUM REQUIREMENTS

Individuals appointed to a vice president’s position in the South Carolina Technical College System (SCTCS) shall possess at least the minimum qualifications indicated in the Vice President Classification Specifications as indicated below.

**Senior Vice President**

Master’s degree plus eight (8) years of progressively responsible related work experience.

**Vice President**

Master’s degree required, an earned doctorate preferred, plus seven (7) years of progressively responsible related work experience. In lieu of the required Master's degree, certification as a CPA is acceptable for the vice president for business position.

**Associate Vice President**

Master’s degree plus seven (7) years of progressively responsible work experience.

**Assistant Vice President**

Master’s degree plus five (5) years of progressively responsible related work experience.

### IV. CONDITIONS OF EMPLOYMENT

Senior Vice Presidents, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents are considered to have covered status in their respective position upon successful completion of the twelve (12) months probationary period. If the employee
has covered status and is promoted, demoted, reclassified, reassigned or transferred into a Vice President position, he/she will serve a six (6) months trial period.

Holidays, annual, sick, and other leave for institutional officers will be administered in accordance with the procedures set forth in Horry-Georgetown Technical College's leave policies for classified employees.

V. **ANNUAL SALARY RANGES**

*Senior Vice President:* The salary range shall be indexed at ninety (90%) of the respective presidential salary range.

*Vice President:* The salary range shall be indexed at eighty-five (85%) of the respective presidential salary range.

*Associate Vice President:* The salary range shall be indexed at eighty-five (85%) of vice presidential salary range.

*Assistant Vice President:* The salary range shall be indexed at eighty-five (85%) of associate vice presidential salary range.

1. **Institutional Officer Salary Ranges Effective July 2015**

<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP III Senior Vice President</td>
<td>$116,990</td>
<td>$148,653</td>
<td>$181,357</td>
</tr>
<tr>
<td>GROUP III Vice President</td>
<td>$110,490</td>
<td>$140,395</td>
<td>$171,281</td>
</tr>
<tr>
<td>GROUP III Associate Vice President</td>
<td>$93,916</td>
<td>$119,335</td>
<td>$145,588</td>
</tr>
<tr>
<td>GROUP III Assistant Vice President</td>
<td>$79,828</td>
<td>$101,434</td>
<td>$123,749</td>
</tr>
</tbody>
</table>

These ranges are normally updated annually and distributed with the SBTCE’s Fiscal Year Salary Increase Guidelines.

VI. **SALARY ACTIONS**

HRD delegates authority for pay actions on all positions covered by this procedure to the System/College President upon written agreement. All proposed pay actions shall be reviewed and/or approved by College human resources staff to ensure that requested pay actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated pay actions are subject to audit by HRD. HRD reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas.

Non-delegated pay actions must be submitted through the college’s human resources office to the System Office for review and evaluation prior to submission to HRD for consideration. The System Office shall serve as the college’s liaison/facilitator for non-delegated pay actions with HRD.

The South Carolina Constitution restricts any retroactive payment of salary increases. Therefore, approval of requested pay actions must be obtained prior to the desired effective date of the action.
SETTING OF APPOINTMENT SALARY

1. New Hires

The College President is responsible and accountable for setting salaries at an appropriate and equitable level up to the maximum of the respective salary group. The establishment of an initial appointment salary shall be determined by the extent to which the individual’s education and related work experience exceeds the required position qualifications, market conditions, and salary equity. The Assistant Vice President for Human Resources and Employee Relations shall prepare a salary analysis for the selected Senior Vice President, Vice President, Associate Vice President and Assistant Vice President Positions and submit to the President for approval. The analysis shall include, but not limited to, salaries of comparable positions within the College, Technical College System, College and University Personnel Association, regional Two Year Technical/Community Colleges or other appropriate agencies/institutions. The analysis shall include the following factors:

   a. Internal equity among similarly situated individuals within the respective classification or grouping;
   b. Documented external market conditions;
   c. Budgetary considerations; and
   d. Other relevant factors which impact the selection process.

2. Current State Employee

   a. Movement

      When a state employee moves from a classified position to an unclassified Vice President position, the employee’s salary may be increased up to the maximum of the new salary range.

   b. Promotional, Demotion, Reassignment or Transfer Appointments

      When an employee moves from a classified position to an unclassified position or, an unclassified position from another state agency to an unclassified position at the College or, from one unclassified category (faculty, UNTP, VP) to another unclassified category (faculty, UNTP, VP), the agency shall determine whether the new position has a higher, lower, or equivalent level of job duties or responsibilities than the former position.

      Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer. In the case of a promotion or transfer, the employee’s salary may be increased by up to the maximum of the new salary range.

A. SALARY INCREASES

Senior Vice Presidents, Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents are eligible to receive salary increases on an annual basis in keeping with the provisions of the State Budget and Control Board’s fiscal year policies, SBTCE fiscal year salary increase guidelines, as well as the College’s Employee Salary Pay Plan and/or internal policies, procedures, or guidelines. No increase will be allowed which will cause a Vice President’s salary increase to exceed the legislated limit for unclassified employees, nor will an increase be
allowed which will cause a Vice President’s annual base salary to exceed the maximum of their assigned salary range.

1. **Legislated Increase**

   General and Merit increases shall be provided to employees in accordance with the provisions of the General Appropriations Act and the policies and guidelines set forth by HRD.

2. **In-Range Salary Increases**

   The following in-range salary increases may be considered when circumstances warrant. An in-range salary request shall be submitted/requested utilizing the Request for Classification/Compensation Form.

   **a. Performance Increase**

   The President may recognize and reward a Senior Vice President, Vice President, Associate Vice President and Assistant Vice President in FTE positions, whose exceptional performance contributes to the achievement of the College’s mission, goals, and objectives. The granting of a performance increase must be based upon performance related criteria. No performance increase can be awarded which will cause an employee’s base salary to exceed the maximum salary for their respective position. The College shall:

   i. establish internal procedures for the administration of a performance increase program;
   ii. identify specific exceptional performance rationale;
   iii. determine the amount of increase to be awarded; and
   iv. designate resources within their existing budget to adequately fund the awarding of performance increases
   v. Assure that all similarly situated eligible employees are treated consistently and equitably.

   While an official performance appraisal is not required, the granting of a performance increase must be based upon performance related criteria. No increase can be awarded which will cause an employee’s base salary to exceed the maximum salary of their respective position.

   **b. Additional Skills/Knowledge Increase**

   A written request from the Vice President must be approved by the President before the Vice President begins the process of acquiring the additional skills and knowledge.

   At a minimum, the written request, based upon Degree or Certification obtainment, must include the following:

   i. Additional skills/knowledge to be obtained;
   ii. Type of training;
   iii. Expected date of completion;
   iv. How the new skills/knowledge gained directly relates to the job;
   v. How the new skills/knowledge enhance the position;
   vi. How the new skills/knowledge assist(s) with the accomplishment of departmental goals;
vii. How the new skills/knowledge contribute(s) to the overall mission of the College; and
viii. Any efficiencies gained, increased productivity, increased work quality, cost savings or other quantitative measures.

The Vice President is responsible for providing creditable evidence that he/she obtained additional skills/knowledge upon completion.

These requests may be awarded based on the following schedule. No increase may place a Vice President's salary above the maximum of their respective salary range.

**Degrees:**

(i) The College may award up to $2,000/annually based upon the benefit of the degree to the College. This Degree cannot be for meeting the minimum requirements of the position.

**Certifications:**

Employees earning certain recognized national professional certifications, as approved, may receive a special base pay increase as prescribed below:

- **Level I** - up to $400/12 months for obtaining certification earned through continuing education and/or academic courses; demonstrate proficiency in a specialized skill/field as recognized by a regional national board or a regionally accredited institution of higher education.

- **Level II** - up to $800/12 months for passing a national examination and take the requisite number of required courses or an employee attaining the Professional Development Institute Certificate.

(ii) Additional technical skills to keep abreast of current technology or knowledge required to maintain current job responsibilities are not to be considered for an additional skills/knowledge increase.

c. **Retention Increase.**

College presidents wishing to retain the services of an employee in their current position may grant an increase for the purpose of retention, provided such increase does not place the employee’s base salary above the maximum of the salary range and does not create an internal equity issue. In order to grant a retention increase, a bonafide job offer, verified and documented by the College, must come from another employer, either within (not within the SCTCS) or outside of state government. An employee shall receive no more than one (1) retention increase in a twelve (12) month period. The College President may offer increases up to 15% if the bona fide job offer is from another state agency. The College President may consider increases up to the maximum of the employees pay range where the bona fide offer is from an employer outside of state government. The System Office requests to award increases in excess of 15%, the request must be in writing and submitted to HRD for consideration.
**d. Additional Job Duties and/or Responsibilities Increase**

(i) This increase may be granted to a Senior Vice President, Vice President, Associate Vice President and Assistant Vice President when he/she is assigned significant and/or substantial additional duties and/or responsibilities and/or broader responsibilities within the current position or another position in the same pay range within the SCTCS. An employee’s salary may be increased upon the recognition of the additional job duties and/or responsibilities, provided such increase does not place the employee’s base salary above the maximum of the salary range and the increase does not create an internal equity.

(ii) Upon approval of the requested salary adjustment utilizing the Request for Classification/Compensation Form, a revised position description must be completed by the Vice President with approval of the President, outlining the new duties and responsibilities and forwarded to the Human Resources Department.

(iii) A Senior Vice President, Vice President, Associate Vice President and Assistant Vice President’s salary may be internally approved for an increase up to 15 percent of his/her current salary for additional duties and responsibilities and cannot exceed the maximum of the salary range. The Human Resources Department shall prepare a salary analysis to include a review of comparable positions, salaries, and years of related experience within the College and the technical college system. Upon approval of the salary by the President, a salary justification shall be written by the Associate Vice President for Human Resources and Employee Relations.

(iv) An increase of more than 15% must be submitted to HRD for consideration. Should the additional duties and/or responsibilities be taken away from the Senior Vice President, Vice President, Associate Vice President and/or Assistant Vice President within six months of the date that the salary increase is awarded, the salary may be reduced up to the amount of the additional job duties and/or responsibilities increase.

**e. Transfer Increase**

The salary of an employee of another State agency (not within the SCTCS System) may be increased up to 15% when the employee accepts a position in a comparable class and/or salary range of his/her current position provided such increase does not place the individual’s base salary above the maximum of the appropriate salary range. Prior to awarding a transfer increase, verification that the employee is employed at another State agency will be conducted. In addition, the Human Resources Department will make a comparison of salaries of similarly situated employees to ensure the requested salary does not create a salary inequity among current employees in the same or equivalent job unless a substantial exception is warranted. A salary analysis for the transfer increase will be prepared and forwarded to the President for approval.

**B. SPECIAL SALARY ADJUSTMENTS**

The College may award an increase for documented cases of a substantial salary inequity among similarly situated employees and other salary increases not otherwise
covered in this procedure. The Human Resources Department shall conduct an analysis of comparable positions, both internal and external, having similar functional responsibilities, authority and accountability. Upon the approval of the President, the Human Resources Department shall prepare a written justification and a comparable analysis demonstrating the existence of a substantial salary inequity for approval of the State Human Resources Division prior to the awarding or a special salary adjustment.

C. TEMPORARY SALARY ADJUSTMENTS

The College President may consider awarding a temporary salary adjustment for employees in FTE positions for time limited situations such as assuming additional job duties and/or responsibilities not performed in his/her primary position. Normally, the specified period of time will not exceed one (1) year. Such requests may not exceed 15% of the employee’s annualized salary. Requests for awarding a temporary salary adjustment in excess of 15% must be in writing and submitted to HRD for approval prior to the requested effective date. A Temporary Salary Adjustment shall be awarded to a full time employee who assumes substantial duties and responsibilities not performed in the primary position that is temporary in nature and shall not be added to their base salary. The salary adjustment must be removed when the circumstances that warranted such an increase are no longer present. Typically, the adjustment shall be made as a result of the employee assuming higher and/or more complex duties and/or responsibilities. A supervisor will not be eligible to receive a temporary salary adjustment when assuming a subordinate’s duties and responsibilities.

The affected employee shall be informed in writing that this situation is temporary in nature, that the temporary salary adjustment will not be added to his/her base salary, and that the temporary salary adjustment will be discontinued once the temporary situation is no longer effective. A temporary salary adjustment may allow an employee’s salary to exceed the maximum of the respective salary range during the specified period of time when approved by the College/HRD. Requests to extend a temporary salary adjustment must be approved by HRD on or before the expiration of the previously approved time period.

D. BONUSES

The College President may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. The administration of bonuses are to comply with guidelines established by the Budget & Control Board. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

i. Contributions to increased organizational productivity;
ii. Development and/or implementation of improved work processes;
iii. Exceptional customer service;
iv. Realized cost savings; or
v. Other specific contributions to the success of the organization

The College will develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees. The College will provide certain information, via an electronic report, regarding the awarding of bonuses to SCTCS for use in complying with HRD reporting requirements.
E. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the SCTCS System shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the SCTCS System, HRD may require submission of appropriate documentation attesting to the availability of funding.
I. CLASSIFICATION ACTIONS

The South Carolina Budget and Control Board’s Human Resources Division (HRD) delegates Authority for classification actions to the College President upon written agreement. All delegated classification actions are subject to audit by HRD. HRD reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas. Classification actions shall be accomplished through the use of a position description form. All proposed classification actions shall be reviewed by College human resources staff to ensure that classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. An updated organizational chart illustrating the position’s reporting relationships within the institution shall be prepared and maintained.

II. DEFINITION OF UNCLASSIFIED NON-TEACHING PERSONNEL POSITIONS

Level I—Assistant Academic Program Director:

Positions assigned to this classification will normally be responsible for the direction and supervision of major related sections/departments within the key functional areas or will
provide overall management for a special service or activity within the College. These positions will report directly to an institutional officer or other chief officer of the College and generally supervise one or more professional level positions.

Level II—Associate Academic Program Director:

Positions assigned to these classifications will normally be limited to those with responsibilities that encompass one or more of the major functions of the College and who report directly to an institutional officer and generally supervise one or more professional level positions.

II. POSITION ESTABLISHMENT

A Personnel Request for Permanent Position Form shall be submitted to establish an unclassified non-teaching personnel group position and shall be approved by the position supervisor, appropriate Vice President, and President. The position supervisor will submit a position description outlining the proposed job duties and responsibilities, a justification for the position requested and an organizational chart that illustrates the positions reporting relationship within the college. All paperwork shall be submitted to the Human Resources Department for review and forwarded to SBTCE for concurrence of the establishment of the position and for processing.

III. MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

All personnel appointed to unclassified non-teaching personnel positions at Horry-Georgetown Technical College shall possess at least the minimum qualifications as indicated in the Unclassified Non-Teaching Classification Specification.

IV. ANNUAL SALARY MAXIMUM

The maximum salaries for unclassified non-teaching personnel positions shall be indexed in the following manner.

Level II – Associate Academic Program Director –
At 85% of the maximum of Group I Senior Vice President Range.

Level I – Assistant Academic Program Director –
At 85% of the Associate Academic Program Director maximum.

V. SALARY ACTIONS

HRD delegates authority for pay actions to the College President. All proposed pay actions shall be reviewed by the College human resources staff to ensure that requested pay actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated pay actions are subject to audit by HRD. HRD reserves the right to revoke parts or all rights of delegated authority from an individual College based upon audits that reveal deficient areas.

Non-delegated pay actions must be submitted through the College’s human resources office to the System Office for review and evaluation prior to submission to HRD for consideration. The System Office shall serve as the College’s liaison/facilitator for non-delegated pay actions with HRD.

The South Carolina Constitution restricts any retroactive payment for salary increases. Therefore, approval of requested pay actions must be accomplished prior to the desired effective date of the action.
1. New Hires

The College President is responsible and accountable for setting UNTP salaries at an appropriate and equitable level up to the maximum of the respective salary group. The establishment of an initial appointment salary shall be determined by the extent to which the individual’s education and related work experience exceeds the required position qualifications, market conditions, and salary equity. The Assistant Vice President for Human Resources and Employee Relations shall prepare a salary analysis for the position. The analysis shall include, but not limited to, salaries of comparable positions within the College, Technical College System, College and University Personnel Association, regional Two Year Technical/Community Colleges or other appropriate agencies/institutions. The analysis shall include the following factors:

   a. Internal equity among similarly situated individuals within the respective classification or grouping;
   b. Documented external market conditions;
   c. Budgetary considerations; and
   d. Other relevant factors which impact the selection process.

2. Current State Employee

   a) Movement from a Classified Position to an Unclassified Position

   When an employee moves from a classified position to an unclassified position or an unclassified position from another agency to an unclassified position at the College, or from one unclassified category (faculty, UNTP, VP) to another unclassified category (faculty, UNTP, VP), the College shall determine whether the new position has a higher, lower, or equivalent level of job responsibilities than the former position. Based on that determination, the movement will be a promotion, demotion, reassignment, or transfer, and the employee’s status will be governed by HRD regulations. Additionally, if the successful candidate is currently employed in a FTE position within state government, salary consideration will be in keeping with the appropriate promotion, demotion, reassignment or transfer appointment guidelines as prescribed by HRD regulations.

VII. SALARY INCREASES

Unclassified non-teaching personnel are eligible to receive salary increases on an annual basis in keeping with the provisions of HRD fiscal year policies, SBTCE fiscal year salary increase guidelines, as well as the College’s Employee Salary Increase Pay Plan and/or internal policies, procedures, or guidelines. No increase will be allowed which will cause any unclassified non-teaching personnel salary increase to exceed the legislated limit for unclassified employees, nor will an increase be allowed which will cause an unclassified non-teaching personnel’s annual salary to exceed their group maximum.

The following in-range salary increases may be considered when circumstances warrant. An in-range salary request shall be submitted/requested utilizing the Request for Classification/Compensation Form.
1. **Legislated Performance Pay Increase.**

When prescribed within the annual General Appropriations Act, legislated performance pay increases shall be provided to all eligible employees in accordance with the Employee Pay Plan in Section 8-11-940 of the South Carolina Code of Laws and the provisions of the annual General Appropriations Act.

2. **Additional Skills/Knowledge Increase**

The College President may recognize employees who gain additional skills and/or knowledge that relate directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the College. Increases may be granted for the purpose of addressing such situations in keeping with a College plan that assures that all similarly situated employees are treated consistently and equitably. The increase may not place the employee’s base salary above the maximum salary for the respective position. Additional technical skills to keep abreast of current technology or Knowledge required to maintain current job responsibilities are not to be considered for an additional skills/knowledge increase. Increases greater than 15% must be submitted in writing to the State Human Resources Division for review. HGTC has adopted the following guidelines to assist in the consideration of this type of pay action:

a) A written request from the employee must be approved by the position supervisor, Associate Vice President for Human Resources and Employee Relations, appropriate Vice President with final approval of the President before the employee begins the process of acquiring the additional skills and knowledge. The employee must provide evidence of obtaining additional skills/knowledge upon completion.

b) At a minimum, the written request, based upon Degree or Certification obtainment, must include the following:

1. Additional skills/knowledge to be obtained;
2. Type of training;
3. Expected date of completion;
4. How the new skills/knowledge gained directly relates to the job;
5. How the knowledge/skills enhance the position;
6. How the new knowledge/skills assist(s) with the accomplishments of department goals;
7. How the new knowledge/skills contribute(s) to the overall mission of the College; and
8. Any efficiencies gained, increased productivity, increased work quality, cost savings or other quantitative measures.

**These requests may be awarded based on the following schedule:**

1) **Degrees:**

The College may award up to $2,000/annually based upon the benefit of the degree to the College. The Degree cannot be for meeting the minimum requirements of the position.
2) Certifications:

Employees earning certain recognized national professional certifications, as approved, may receive a special base pay increase as prescribed below:

**Level I** - up to $400/12 months for obtaining certification earned through continuing education and/or academic courses; demonstrate proficiency in a specialized skill/field as recognized by a regional national board or a regionally accredited institution of higher learning.

**Level II** - up to $800/12 months for passing a national examination and take the requisite number of required courses or an employee attaining the Professional Development Institute Certificate.

3. Additional Job Duties and/or Responsibilities Increase

The College President may grant an increase when an employee is assigned significant and/or substantial additional job duties and/or broader responsibilities, either within his/her current position or another position in the same group within HGTC. An employee's salary may be increased for the recognition of the additional job duties and/or responsibilities provided such increase does not place the employee's base salary above the maximum for the respective position and the increase does not create an internal equity issue. Increases greater than 15% should be submitted to the State Human Resources Division for review. In the event the additional job duties and/or responsibilities are taken away from the employee within (6) months of the date that the increase is awarded, the salary may be reduced up to the amount of the additional job duties and/or responsibilities increase. HGTC has adopted the following guidelines to assist in the consideration of this type of pay action:

a) Upon approval of the salary action utilizing the Request for Classification/Compensation Form, a revised position description must be completed by the Vice President with approval of the President, outlining the new duties and responsibilities and forwarded to the Human Resources Department for processing. All personnel actions are to be approved by the appropriate Vice President and President prior to the employee being informed of the proposed action.

b) The Human Resources Department will prepare a salary analysis to include a review of comparable positions, salaries, and years of related experience within the College and the technical college system. Upon approval of the salary and the revised position description by the appropriate Vice President and President a salary justification shall be written by the Compensation Manager. The Human Resources Department will be responsible for processing the compensation adjustment.

4. Transfer Increase

The College President may grant an increase when an employee from another state agency (not within the SCTCS) accepts a position in the same class as his/her current position. An employee’s salary may be increased for the recognition of a transfer, provided such increase does not place the employee’s base salary above the maximum for the respective position and the increase does not create an internal equity issue. Increases greater than 15% must be submitted to the State Human Resources Division for review. Prior to awarding a transfer increase, a salary analysis for the transfer increase will be prepared and shall be approved by the appropriate Vice President, with final approval of
the President.

5. Retention Increase

The College President may grant an increase for the purpose of retention of a current employee provided the increase does not place the employee's base salary above the maximum for the respective position and the increase does not create an internal equity issue. In order to grant a retention increase a bona fide job offer, that has been verified and documented by the College, must come from another employer, either within (excluding SCTCS) or outside of state government. An employee shall receive no more than one (1) retention increase in a twelve (12) month period. The College president may offer increases up to 15% if the bona fide job offer is from another state agency. The College President may consider increases up to the maximum of the employee's pay range where a bona fide job offer from an employer outside of state government exists. Retention increases in excess of 15% must be submitted to State Human Resources Division for consideration.

VIII. SPECIAL SALARY ADJUSTMENTS

The College President may award an increase for documented cases of substantial salary inequity among similarly situated employees and other salary increases not otherwise covered in this procedure. Comparisons shall be made with those internal and/or external positions/employees having similar functional responsibilities, authority, and accountability. Requests for awarding a special salary adjustment must include a written justification and a comparable analysis demonstrating the existence of a substantial salary inequity.

IX. TEMPORARY SALARY ADJUSTMENTS

The College President may consider awarding a temporary salary adjustment for employees in FTE positions for time limited situations such as assuming additional job duties and/or responsibilities not performed in his/her primary position. Normally, the specified period of time will not exceed one (1) year. Requests for awarding a temporary salary adjustment in excess of 15% must be in writing and submitted to HRD for approval prior to the requested effective date. The affected employee shall be informed in writing that this situation is temporary in nature, that the temporary salary adjustment will be discontinued once the temporary situation no longer exists. A temporary salary adjustment may allow an employee's salary to exceed the maximum for the respective position during the specified period of time when approved by the College/HRD. Requests to extend a temporary salary adjustment must be approved by the College/HRD (as applicable) prior to the effective date. A temporary salary adjustment will not be awarded for short-term reassignments of less than thirty (30) days in duration. Typically, the adjustment shall be made as a result of the employee assuming higher and/or more complex duties and/or responsibilities.

X. BONUSES

The College President may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. If an employee is awarded more than one bonus within a fiscal year, the combined total of bonuses must not exceed the amount specified in the current year General Appropriation Act. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:
1. Contributions to increased organizational productivity;
2. Development and/or implementation of improved work processes;
3. Exceptional customer service;
4. Realized cost savings; or
5. Other specific contributions to the success of the organization.

The College will develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees via an electronic report, regarding the awarding of bonuses to the SCTCS for use in complying with reporting requirements of HRD.

XI. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the College shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the College, the State Human Resources Division may require submission of appropriate documentation.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.2.3.3
Related Policy: 3.2.3
Title: Compensation Plan for Unclassified Faculty Personnel
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 05-29-1996
Last Cabinet Review: 05-07-2015
Last Revision: 09-20-2017

_________________________________________________
President

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.

Faculty includes all College personnel whose primary responsibility is direct classroom instruction or a combination of instructional, supervisory and/or management responsibilities in direct support of instruction. Professional librarians are considered to be faculty and are subject to the provisions of this procedure.

I. CLASSIFICATION ACTIONS

The State Human Resources Division (HRD) delegates authority for classification actions to the System/College presidents upon written agreement. All delegated classification actions are subject to audit by the HRD. The HRD reserves the right to revoke parts or all rights of delegated authority from an individual college based upon audits that reveal deficient areas. To establish a new position requires the completion of the Personnel Request for Permanent Position that must be approved by the Senior Vice President for Academic Affairs with final approval by the President. Requests to establish positions after executive approval shall be submitted to the Human Resources Department for processing. The position description shall be completed by the appropriate Assistant Vice President for Academics/Dean and forwarded to the Human Resources Department to ensure the proper classification of position. Each request shall include a South Carolina Position Description defining the purpose, specific duties and responsibilities, the minimum training and experience necessary to meet the performance requirements of the position and an organizational chart that illustrates the position's reporting relationships within the College. The number of teaching and/or supervisory/management faculty positions will vary among the colleges based on the organizational structure, number of students and disciplines taught, and the teaching/workloads assigned to faculty. The college President shall determine the optimum structure based on these factors and the resources available to the institution.

II. MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Faculty (including Librarians)
Horry-Georgetown Technical College employs competent faculty members qualified to accomplish the mission and goals of the College. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline in accordance with the Southern Associations of College and Schools Commission on Colleges (SACSCOC) guidelines. The College also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the College is responsible for justifying and documenting the qualifications of its faculty.

All faculty employed by Horry-Georgetown Technical College shall possess at least the minimum training and experience guidelines as specified in this section, consistent with standards of the Southern Associations of College and Schools Commission on Colleges (SACSCOC), Commission on Colleges, and other program accrediting bodies which mandate additional certification, experience and/or training, and other requirements as applicable to that program. Discipline specific guidelines can be found in the unclassified position specifications.

III. CONDITIONS OF EMPLOYMENT

A. Initial faculty appointments shall be in probationary employment status for two full academic years' duration. An academic year in the SCTCS shall be equivalent to thirty-nine (39) full weeks (Fall and Spring semester). Two full academic years' duration shall equal seventy-eight (78) full weeks. Each week worked during the Fall and Spring semesters shall count towards the attainment of covered status. The weeks worked during the summer months do not count. Whether a faculty member does or does not work during the summer term(s) has no effect on the attainment of permanent status.

If the employee has covered status and is promoted, demoted, reclassified, reassigned or transferred into a faculty position, he/she will serve a six (6) months trial period.

First year faculty, (hired at the beginning of the fall semester) shall be advised of the College's intent to extend the offer of employment for an additional probationary year on or about April 1 (the following semester). Prior to March 31, interim evaluation of the Associate Professor's performance will be conducted by the supervisor based upon prescribed duties and objectives as outlined in the Planning Stage Document. (Dates shall be adjusted based upon initial employment date). As a contingency of continued employment from probationary to permanent status, in their second year of probationary employment the Associate Professor will be required to prepare and present a professional portfolio to their respective Department Chair, appropriate Assistant Vice President/Dean and to the Senior Vice President for Academic Affairs by March 1.

The portfolio will be a document that shows evidence of demonstrated teaching and professional contributions to the College since their initial employment. The portfolio is to include, but is not necessarily limited to, documentation that demonstrates effectiveness and success in: pedagogy, innovations in teaching, curriculum development, College leadership, student centeredness, technology, diversity and multiculturalism, professional development and enrichment.

During the second year of probationary employment status of an Associate Professor, the

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7Adapted from The Principles of Accreditation: Foundation for Quality Enhancement, Section 3.7.1 Commission on College, Southern Association of Colleges and Schools. 2004.
College will recommend the cessation of the probationary status effective at the conclusion of the spring semester. An annual evaluation of the Associate Professor's performance in conjunction with the portfolio will be conducted on or before March 1. Prior to March 31, (spring semester of 2nd year) the Senior Vice President for Academic Affairs recommends to the President the status of granting permanent Professorship or advising of discontinuance of employment with the College. (Dates shall be adjusted based upon initial employment date.)

Appointments to faculty positions with supervisory and/or management responsibilities must be recommended by the appropriate Assistant Vice President for Academic Affairs/Dean with final approval of the Senior Vice President for Academic Affairs. Such appointments shall be continually assessed and evaluated and are appointed on an annual basis. The Human Resources Department will submit a list of current Department Chairs to the Senior Vice President for Academic Affairs for review by March 1st.

Changes to or rotations in Department Chair appointments are normally made at the beginning of each academic year. However, when institutional needs dictate, appointments may be changed at any time with at least thirty (30) calendar days written notice provided to the impacted Department Chairs. In such cases, the faculty member may be transferred to another faculty position and any pay supplement or reduction in a normal teaching load will be discontinued or adjusted as appropriate at the end of the notice period. Serious infractions of institutional or State policies, failure to meet established standards or other documented cause may result an immediate removal from the position or disciplinary action up to and including termination of employment.

Based upon a Dean's recommendation, the Senior Vice President for Academic Affairs may invite faculty to apply for Department Chair appointments. Letters of Interest shall be submitted to the Assistant Vice President/Dean for Academics. Should two or more faculty submit a Letter of Interest, the Assistant Vice President/Dean for Academics will submit a list of candidates with strengths to the Senior Vice President for Academic Affairs.

Department Chair appointments are not considered a promotion since faculty includes all personnel whose primary responsibility is direct classroom instruction or a combination of instructional supervisory and/or management responsibilities in direct support of instruction. For purposes of serving as a Department Chair, the base salary cannot be increased, only release time and/or administrative supplement may be granted. Specific guidance and administrative procedures involving appointments, release time, salary supplements are detailed in the College's Instructional Loading Guidelines for Faculty.

Faculty shall be employed either full- or part-time for the thirty-nine (39) week academic term. Additional compensation may be paid for teaching or other instructional related duties performed during any period beyond the basic thirty-nine (39) week employment period. Compensation for additional periods of employment may be up to (1/39th) of the full-time equivalent 39-week salary for each full week worked.

IV. ANNUAL SALARY MAXIMUM

The maximum annual salary for faculty positions is indexed at eighty-five percent (85%) of the maximum salary for Group I Senior Vice Presidents.

The maximum salary will normally be updated annually and distributed with the SCTCS Fiscal Year Salary Increase Guidelines.

V. SALARY DETERMINATION
The College has developed internal procedures that demonstrate a commitment to equitable and fair compensation among all similarly situated faculty employees. The procedure outlines the overall approval process to include delineating the roles of each college official who will be actively involved in the faculty salary determination process. Approval authority for faculty salary determination has been delegated to the President.

The South Carolina Constitution restricts any retroactive payment of salary increases. Therefore, approval of requested pay actions must be accomplished prior to the effective date of action.

A. SETTING OF APPOINTMENT SALARY

1. New Hires

The President is responsible and accountable for setting faculty salaries at an appropriate and equitable level up to the faculty maximum salary. Upon recommendation of the successful candidate to the President, by the Senior Vice President for Academic Affairs/Dean, the Associate Vice President for Human Resources and Employee Relations shall conduct a salary analysis utilizing the College’s faculty compensation analysis worksheet and develop a written justification stating the applicable compensable factors considered for the analysis. The employment application, as well as other supporting documentation, will be used in the determination of faculty salaries. The Senior Vice President for Academic Affairs recommends a salary to the President for final approval. The Human Resources Office is responsible for processing the approved paperwork.

The salary analysis will include the following compensatory factors listed below:

   a. Internal equity among similarly qualified faculty within the respective teaching discipline or related discipline,
   b. Documented External market conditions,
   c. Budgetary conditions, and
   d. Other relevant factors which impact the selection process.

2. Current State Employee

   a. Faculty Reassignment (movement from one college to another)

      A faculty member moving from one faculty position to another within the SCTCS will not normally be eligible to receive an increase in base pay upon reassignment. (Please refer to page 11 (#D) of this procedure which addresses the awarding of Substantial Additional Job Duties and/or Broader Responsibilities).

      Additionally, a faculty member who has received a cost of living increase for a fiscal year then moves to another college in a faculty position, is not eligible to receive a second cost of living increase in that fiscal year at the new institution.

   b. Promotional, Demotion, or Transfer Appointments

      If the successful candidate is currently employed in a full time equivalent (FTE) position within state government, excluding those persons currently serving in faculty positions within the SCTCS, in addition to the requirements above, the appropriate promotion, demotion or transfer appointment provisions of the State Human Resources Regulations will apply. (Note: Faculty members are not normally eligible to receive a base pay increase when accepting assignment to
another faculty position within the SCTCS (Please refer to Paragraph 2. a. above). Positions functioning in a faculty capacity are defined on Page 1 of this procedure.)

c. Movement from a Classified Position to an Unclassified Position (within the SCTCS, or from another agency)

When an employee moves from a classified position to an unclassified position the annualized salary may be increased up the maximum of the faculty pay range if the increase does not create an internal equity issue.

B. Teaching Load Reduction/Administrative Pay Supplement

1. The College's established range takes into account the normal teaching load assignments for each department. (See Instructional Loading Guidelines for Faculty.) At times, the established teaching load may not adequately reflect a faculty's workload. When an Assistant Vice President/Dean deems that a special situation exists, a memo of justification requesting a reduction in teaching load should be sent to the Senior Vice President for Academic Affairs for approval prior to the beginning of the semester. Some factors that could be considered are:

   a. types of classes (lecture/shop/laboratory/clinical),
   b. number and type of preparations,
   c. section size,
   d. time and location of the classes,
   e. more than five (5) preparations, and
   f. budgetary considerations.

2. The teaching load for Department Chairs may be reduced per Policy 8.2.1 to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. Department Chairs with a reduced teaching load are normally not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation.

3. When supervision of cooperative education programs, clinical learning experiences, work experience or other non-traditional instructional programs are assigned, teaching faculty shall not normally be scheduled for more than a total of thirty-seven and a half (37.5) hours per week to include scheduled instructional class periods, office hours and assigned supervisory responsibilities.

4. Assistant Vice President for Academic Affairs/Deans shall normally not be required to teach. However, extenuating circumstances may warrant assignment of teaching duties.

5. Faculty members may be authorized a reduction in the normal teaching load and/or maybe eligible to receive a pay supplement resulting from their assignment to a position having supervisory and/or management responsibilities.

6. The College has an institutional plan for the specific administration of awarding monthly pay supplements of up to 15% of the faculty member's annualized salary.

C. Salary Increases

Faculty members are eligible to receive salary increases, in keeping with the annual
provisions of the HRD fiscal year policies, SBTCE fiscal year salary increase guidelines and the College's Employee Salary Increase Plan. No increase will be awarded which will cause a faculty member's annualized base salary to exceed the faculty salary maximum. All salary increases must be awarded within the base 39-week period.

1. Legislated Increases

Effective no earlier than the beginning of the College's academic year (fall term), the awarding of an Annual Salary Increase to faculty members is accomplished through broad guidelines as normally developed by the President's Cabinet, in keeping with the General Appropriations Act and policies set forth by the State Human Resources Division. The College shall develop its pay plan, based upon funding capabilities, and utilize a consistent application of allowable compensable factors for awarding salary increases to all similarly situated faculty members. The College's Pay Plan shall be approved by the President's Cabinet and the Area Commission.

2. In-Range Salary Increases

a. Additional Skills/Knowledge Increase

Faculty members, after initial appointment, may be eligible to receive an additional skills or knowledge increase in keeping with college guidelines that assure that all similarly situated employees are treated consistently and equitably.

1. Eligibility

Faculty members who receive approval in writing from appropriate college management to pursue the attainment of a bachelor's master's or specialist's degree in his/her assigned teaching disciplines from accredited institutions may be eligible to receive an increase upon the completion of the degree. Note: a faculty member is eligible to receive compensation for only one (1) master's degree except in those instances where the attainment of additional master's degrees is relevant to the faculty member's teaching assignment. In disciplines for which no discipline specific master's program exists (i.e. industrial technologies, some health sciences), the attainment of a related master's (including a teaching degree), can qualify for a salary increase provided the faculty member and the college agree in advance of the receipt of the award. Faculty receiving Faculty who meet or exceed the State's minimum credential requirements and who earn recognized national certificates and/or degrees in their assigned disciplines/profession from accredited institutions may be eligible for a special base pay increase. Faculty applying for certification in their field, currently taking courses for additional degrees or planning to take additional courses should consult his/her Department Chair, Assistant Vice President/Dean and Senior Vice President for Academic Affairs to ensure the degree/certificate is consistent with the goals of the department and College.

2. Approval

A written request from the employee must be approved by the Academic Assistant Vice President/Dean, Assistant Vice President for Human Resources and Employee Relations, and the Senior Vice President for
Academic Affairs with final approval of the President before the faculty member begins the process of acquiring the additional degree and/or certification.

At a minimum, the written request, based upon Degree or Certification obtainment, must include the following:

Additional degree and/or certification to be obtained;
(a) Type of training;
(b) Expected date of completion;
(c) How the new knowledge gained directly from the degree and/or certification relates to the job
(d) How the degree and/or certification enhance the position;
(e) How the new degree and/or certification assist(s) with the accomplishments of departmental goals;
(f) How the new degree and/or certification contribute(s) to the overall mission of the College; and
(g) Any efficiencies gained, increased productivity, increased work quality, cost savings or other quantitative measures.

3. Verification

Upon completion of the certification or degree, the faculty member will submit an official transcript or other documentation certifying the degree and/or certification. The request shall be forwarded through the proper channels to include the approval of the Assistant Academic Vice President, approval of the Senior Vice President for Academic Affairs and approval of the President for funding. Upon approval, the President shall submit the request to the Human Resources Department for processing.

4. Compensation

The College may award up to $1,500/39 weeks for a degree based upon the benefit gained by the College. This degree cannot be for meeting minimum requirements of the position. Such special pay adjustment is awarded at the discretion of the President and upon justification by the Senior Vice President for Academic Affairs.

Faculty earning certain recognized national professional certifications, as approved, may receive a special base pay increase as prescribed below.

Level I- up to $300/39 weeks
Obtain certification earned through continuing education and/or academic courses; demonstrate proficiency in a specialized skill/field as recognized by a regional national board or a regionally accredited institution of higher education.

Level II- up to $600/39 weeks
Passed a national examination and take the requisite number of required courses.

Faculty who have received a base pay increase for certificates are expected to maintain their certification as long as they are employed in the same capacity.
Re-certification is not compensable. Such special pay adjustments are awarded at the discretion of the President.

Additional technical skills to keep abreast of current technology or knowledge required to maintain current job responsibilities are not to be considered for an additional skills/knowledge increase.

5. Approval

Special base pay increases for additional degrees and/or certifications are awarded at the beginning of the fall semester of the academic year. All special pay increases are subject to available funds. Faculty members must have attained either the advanced degree or certification during the immediate preceding academic year to be eligible to receive a salary increase. No increase will be allowed, which will cause an individual’s salary to the faculty salary maximum.

b. Performance Increase

The College President may recognize and reward faculty, in FTE positions, whose exceptional performance contributes to the achievement of the College's mission, goals, and objectives. Each college shall:

1). Establish internal procedures for the administration of a performance increase program,
2). Identify specific exceptional performance rationale,
3). Determine the amount of increase to be awarded, and
4). Designate resources within their existing budget to adequately fund the awarding of the performance increase.

While an official performance appraisal is not required, the granting of a performance increase may be based upon performance related criteria. No increase can be awarded which will cause faculty member’s base salary to exceed the faculty maximum salary.

c. Retention Increase

The College may wish to retain a faculty member in their current position and may consider awarding an increase for the purposes of retention provided such increase does not place the faculty member’s salary above the annual maximum salary. A job offer, verified and documented (by the College) must come from another employer, either within (not within the SCTCS system) or outside of state government. College presidents may offer increases up to 15% if the bona fide job offer is from another state agency. If the bona fide job offer is from an employer outside of state government, college presidents may offer increases up to the maximum of the faculty pay range. A faculty member shall receive no more than one (1) retention increase in a twelve (12) month period.

d. Substantial Additional Duties and Broader Responsibilities

The College may grant an increase when a faculty member is assigned substantial additional job duties and/or broader responsibilities that are permanent in nature and not inclusive of a faculty member’s core duties and/or responsibilities.
A faculty member’s salary may be increased for the recognition of the additional job duties and/or responsibilities, provided such increase does not place the faculty member’s twelve months base salary above the faculty maximum salary and the increase does not create an internal equity issue. In the event the additional job duties and/or responsibilities be taken away from the faculty member within six (6) months of the date that the salary increase is awarded, the salary may be reduced up to the amount of the additional job duties and/or responsibilities increase.

D. Special Salary Adjustment

The College may consider awarding an increase for documented cases of substantial salary inequity among similarly situated faculty. Upon request from the Senior Vice President for Academic Affairs, the Human Resources Office shall prepare an analysis and justification to include comparable positions, salaries, years of related experience and other appropriate documentation demonstrating the existence of a substantial salary inequity of identified College faculty. The analysis shall be submitted to the Senior Vice President for Academic Affairs for approval of the increases, with final approval of the President.

E. Temporary Salary Adjustments

A Temporary Salary Adjustment may be awarded to faculty in FTE positions for time limited situations, such as assuming additional job duties and responsibilities not performed in the primary position. Normally, the specified period of time will not exceed one (1) year. The affected faculty member shall be informed in writing that this situation is temporary in nature and shall not be added to their base salary. The salary adjustment must be removed when the circumstances that warranted such an increase are no longer present.

The Temporary Salary Adjustment request must include a detailed justification describing the specific duties and/or responsibilities being assigned and the anticipated period of time the circumstances will be in effect. A temporary salary adjustment will not be awarded for short-term reassignments of less than thirty (30) days in duration. Typically, approval of a temporary salary adjustment will not exceed one year. However, consideration will be given, on a case-by-case basis, when circumstances exist which warrant approval beyond one year. Requests to extend a temporary salary adjustment must be approved by the college prior to the effective date.

F. Bonuses

The College may award eligible employees in FTE positions a bonus not to exceed the amount specified in the current year General Appropriations Act. Bonuses may be awarded to recognize the accomplishments and contributions of individual faculty members. Examples of appropriate reasons for awarding bonuses are:

1) Contributions to increased organizational productivity;
2) Development and/or implementation of improved work processes;
3) Exceptional customer service;
4) Realized cost savings; or
5) Other specific contributions to the success of the organization.

The college will develop a plan outlining the criteria, maintain such plan on file, and make the plan available to faculty members. Colleges must electronically report certain
information regarding bonuses to the System Office Human Resource Services for use in complying with reporting requirements of HRD.

**G. Budgetary Certification**

All requests to increase the salary for position(s) or faculty within the College System shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the College, the State Human Resources Director of the State Human Resources Division may require submission of appropriate documentation.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.2.3.4
Related Policy: 3.2.3
Title: Adjunct Faculty Hiring Process & Compensation (Curriculum and Continuing Education)
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 06-13-2001
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

President

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.

I. Curriculum Adjunct Faculty Hiring Process

Adjunct Faculty (part-time/temporary faculty) of the College must meet or exceed the minimum academic credentials as set forth by Horry-Georgetown Technical College, The State Board for Technical and Comprehensive Education, The Southern Association of Colleges and Schools, Commission on Colleges, and/or other accrediting agencies or boards. Employment of adjunct faculty that do not possess the minimum academic credentials must be fully justified in writing by the Senior Vice President for Academic Affairs or designee, as described in the criteria by the Southern Association of Colleges and Schools, Commission on Colleges and/or any other Accrediting Agency or Board.

The Human Resources Department maintains a pool of adjunct applicants. Supervisors needing adjunct faculty should review the applications/resumes on file in the Human Resources Department or on-line via the HR Applicant Tracking system. The Human Resources Department will normally advertise for curriculum adjunct faculty prior to each semester in an effort to build a pool of applicants.

For adjunct faculty teaching curriculum courses, department chairs are responsible for contacting, interviewing and recommending qualified adjunct faculty to the respective Dean. Before employment is offered, at a minimum, an unofficial copy of the prospective employee’s transcript(s) must be provided to the appropriate department chair and attached to the recommendation form. Additionally, the Chairs should complete the Pre-Employment Faculty Profile to summarize the adjunct faculty member’s qualifying credentials. Department chairs will complete the Temporary Faculty Recommendation Form and forward the attachments to their respective academic dean. The dean is responsible for reviewing and concurring with the department chairs regarding the credentials of the recommended adjunct faculty and, upon approval, forwarding it to the Senior Vice President for Academic Affairs. The Senior Vice President for Academic Affairs will review the
rerecommendation, and upon approval forward the Recommendation Form and attachments to Human Resources for processing. As part of this process adjunct faculty members will be activated as HGTC employees. The appropriate salary will be electronically assigned according to the Adjunct Faculty Compensation Table. Exception to the discipline based compensation table can be made only with the approval of the appropriate Dean and Senior Vice President for Academic Affairs. Subsequently, HR will generate a Letter of Appointment for each adjunct faculty member.

Department chairs may assist the Human Resources Department in obtaining the necessary information in the temporary employment package. The package includes the following information and should be returned to the department chair or to the Human Resources Department prior to employment:

1. Horry-Georgetown Technical College Employment Application;
2. I-9 Form;
3. Temporary Employee Grievance Rights Statement;
4. Default on Certain Student Loans Statement;
5. W-4 Form;
6. Statement of Alcohol and Other Drug Use;
7. SC Retirement Systems information package;
8. Transcript Request Forms or Official Transcripts on File
9. Criminal Background Check Consent Form
10. Signed employment agreement.

*This form is submitted to the respective educational institutions by the Human Resources Department. If the official transcript is not provided by the employee to the college within 30 days of the official job offer being made, the college reserves the right to end employment or discontinue further employment in future school terms.

II. Continuing Education Hiring Process

Adjunct faculty teaching non-credit courses must meet qualifications as specified by the supervising program manager, who is responsible for program oversight, coordination, and administration. All prospective candidates for temporary, non-credit, part-time teaching assignments must complete an official employment application and submit necessary employment documentation to the College's Human Resource Department.

The program manager is responsible for interviewing and recommending qualified adjunct faculty, along with an hourly pay rate, to the Vice President for Workforce Development & Continuing Education who is responsible for reviewing credentials of the recommended adjunct faculty and approving the hourly rate of pay. Upon approval, the program manager will initiate a Continuing Education Temporary Faculty Letter of Appointment to be forwarded to the Vice-President for Workforce Development & Continuing Education.

A. Public Occupational Upgrading Classes (6200)

Occupational Upgrading classes are non-curriculum courses offered for professional, technical, occupation and vocational skills development or improvement that meet the Occupational Upgrading criteria and requirements as set forth by the South Carolina State Board for Technical and Comprehensive Education.

Public Occupational Upgrading classes are Occupational Upgrading classes that are advertised to, and made available for, the general public. The College sets an approved tuition fee per contact hour or class for Public Occupational Upgrading classes. There are some exceptions, with some classes priced higher per contact hour
The following Continuing Education Part-Time Faculty Pay Rates apply to instructors of Public Occupational Upgrading classes that are offered to the public at the approved public tuition fees:

*Base Pay...$20....... per hour  
*Senior Pay...$22........ per hour  
*Master Pay...$24....... per hour

Using the Base, Senior and Master Pay rates, Public Occupational Upgrading classes shall minimally meet 160% of all combined direct and indirect program expenses in order to be held.

Exceptions to the 160% tuition revenue policy may be made with the approval of the VP WDCE where extraordinary circumstances dictate that the class be held, or, with approval, if the class is deemed essential to fulfill certificate completion or other program completion requirements.

An advance in pay rate status may be attained only after the instructor has satisfactorily taught, or has been verified as teaching the requisite number of hours, or has been evaluated and examined by the program manager to warrant an increase in pay rate, and has been approved by the Vice President for Workforce Development & Continuing Education. Before an increased pay rate can be authorized, all adjunct faculty must have satisfactorily met the Continuing Education Division's established performance evaluation criteria as set forth in the Continuing Education Part-Time Faculty Handbook. For pay rate increases, accumulated classroom hours shall be calculated upon completion of a class. Increased pay rates shall take effect with the adjunct's next subsequent class.

Adjunct faculty having no previous teaching experience, or who cannot provide documented teaching hours at another institution, company or organization are required to begin at the base pay rate. Progression to the "senior” pay rate status requires approval by the Vice-President for Workforce Development & Continuing Education, in addition to meeting the required teaching hours and satisfactory performance evaluation. Master status may be attained after the instructor has satisfactorily taught 300 hours at the "senior” pay rate status as approved by the Vice-President for Workforce Development & Continuing Education, in addition to meeting the required Continuing Education Division's established performance evaluation criteria as set forth in the Continuing Education Part-Time Faculty Handbook.

All continuing education adjunct faculty pay rate increases, and payment above $25 per hour require approval of the Vice-President for Workforce Development & Continuing Education.

Permanent College faculty will be paid at an hourly rate in accordance with institutional policy then in effect at the time of the non-credit teaching assignment.

B. Community Interest/Personal Interest Classes (8100)

Personal Interest classes are offered to meet the needs of the community for cultural, recreational or avocational learning experiences:
The pay rate advancement procedure and approval for Personal Interest (8100) classes is the same as with the preceding Occupational Development (6200) classes.

Using the Base, Senior and Master Pay rates, Public Interest classes shall minimally meet 160% of all combined direct and indirect program expenses in order to be held.

In certain special instances, public courses, seminars and workshops may require a pay rate at the prevailing market rate, above WDCE policy. Salaries and services for instructional fees in excess of $25 per hour shall require the approval of the Vice-President for Workforce Development & Continuing Education.

Contractual training programs for business, industry and government are billed at a minimum rate of $125 per hour for instruction (texts, supplies, materials, food etc. are billed extra). Computer contractual training programs are billed at a minimum rate of $125 per hour for instruction. Laptop “Computers to Go” classes are billed at a base rate of $125 per contractual hour plus appropriate fees for setting up and taking down the lab. Salaries in excess of $25 per hour shall require the approval of the Vice-President for Workforce Development & Continuing Education.

Special public and contractual programs may require a contractual agreement with an independent contractor/consultant/trainer. Course tuition fees shall be adjusted to reflect increased instructional and other program costs in order to maintain the college’s 60% tuition revenue margin. Certain course provider and instructional service agreements are entered into through the purchase order policy and procedures and do not fall under the approved part-time faculty pay schedules.

When continuing education courses are to be offered at an off-campus site, the Vice President for Workforce Development & Continuing Education will evaluate the location of the course offering site considering the availability of qualified faculty in the immediate vicinity, the distance to be traveled and any other pertinent information, and will establish an amount to be added to the hourly rate of the adjunct instructor. All other payment for work to be performed (course development, travel, observation, etc.) outside of classroom or lab instruction must be approved by the Vice President for Workforce Development & Continuing Education.

Payroll Process

The College pays all temporary/adjunct faculty on the 15th of each month and are mailed so that the employee should receive his/her payroll check by the designated date.

Temporary/adjunct curriculum faculty shall be paid in (4) equal installments except summer term will be paid in three equal installments less any absences and holidays. Payroll checks will be mailed two (2) working days prior to the 15th of the month, less any absences. The Senior Vice President for Academic Affairs’ Office submits the Adjunct Faculty Absence Form to all department heads, the Evening Director and campus deans to report all absences. These forms are forwarded to the appropriate academic dean for verification with final review of the Senior Vice President For Academic Affairs. The Adjunct Faculty Absence Forms are then submitted by the Senior Vice President For Academic Affairs’ Office to the Payroll Office by the 5th of each month.
Continuing Education temporary/adjunct faculty shall be paid in arrears on the 15th of the month, less any absences. Time Rosters indicating hours to be paid are prepared and submitted from each division and the branch campuses in the Continuing Education Division to the Payroll Office by the 5th of each month. The rosters are verified by the appropriate Program Manager/Department Head and the Vice-President for Economic and Industrial Development and Corporate Outreach.

The Payroll Office should be informed when an employment agreement for any temporary/adjunct faculty terminates or the supervisor cancels the employment agreement. If payment is due, a copy of the employment agreement should be submitted to the Payroll Office indicating the termination/cancellation date and the amount to be paid with appropriate signatures.

Temporary/adjunct faculty shall not be paid in excess of the employment agreement amount. If additional hours are required, a revised employment agreement must be submitted to the Payroll Office with appropriate signatures.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.2.3.5
Related Policy: 3.2.3
Title: Temporary Employment
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 07-22-2015
Last Revision: 07-22-2015

President

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.

Horry Georgetown Technical College may employ individuals in a temporary status to perform specific duties and responsibilities for defined projects or a period of time. Temporary employees are those who work full-time or part-time hours which do not occupy a full-time equivalent (FTE) position and are not covered employees. Examples of temporary employees include, but are not limited to, adjunct faculty, seasonal staff and staff in temporary positions who work full or part-time hours.

All personnel employed in a temporary status are subject to the following provisions:

1) The period of employment, on a full-time or part-time basis, may not exceed 12 consecutive months.
2) Employees are eligible for retirement benefits under the SC Retirement System or State Optional Retirement Program (ORP).
3) Health Insurance Eligibility—
   A. Employees are eligible for health coverage benefits unless one of the following apply:
      i. Non-instructional staff and CCE (non-credit) adjunct employees who work less than 30 hours per week.
      ii. Credit adjunct faculty as calculated by the Reasonable Method or Safe Harbor Method described below.
      iii. Temporary employees who are employed in multiple positions that run concurrently who work or have service hours less than a combined total of 30 hours per week within guidelines 3.A. and B.
   B. The following two methods are to be used for determining adjunct eligibility.
      i. Reasonable Method
         Credit adjunct faculty who teach less than 75% of the college’s FTE faculty full load are not eligible for benefits. This translates to a range of 11 to 13 credit hours or 14 to 17 contact hours.
      ii. Safe Harbor Method (Service Hours Calculation)
         Allow 2.25 hours of service (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers) per week for each hour of teaching or classroom time (in
other words, in addition to crediting an hour of service for each hour of teaching in the classroom, this method would credit an additional 1.25 hours for activities such as class preparation and grading) and/or an hour of service per week for each additional hour outside of the classroom the faculty member spends performing duties he or she is required to perform (such as required office hours or required attendance at faculty meetings).

4) Non-instructional staff are not considered salaried employees and shall be paid at an hourly pay rate for actual hours worked during each pay period.
5) Adjunct teaching faculty can be paid a flat rate/per course not to exceed actual hours worked during each pay period.
6) Temporary employees are not eligible for paid leave nor other benefits normally associated with employees in FTE positions except as indicated above.
7) Temporary employees are deemed as employed at-will and will not be considered for either probationary or covered status. They do not have the right to submit grievances or appeals to the State Employee Grievance Committee and can only make an informal complaint by accessing the institution’s internal policy and/or procedure. Matters arising from alleged acts of discrimination because of race, color, religion, sex, national origin, age, and disability may be filed within the agency, the South Carolina Human Affairs Commission, or the Equal Employment Opportunity Commission.
8) Temporary employees do not have the rights or protection of the HGTC Reduction in Force Procedure and are subject to termination in order to provide continued employment for an employee affected by an institutional RIF.
9) Temporary positions are covered by the same employment laws as covered positions including Fair Hiring Practices, Nepotism, Fair Labor Standards Act, Family Medical Leave Act (FMLA), Patient Protection and Affordable Care Act (PPACA), etc.

Horry Georgetown Technical College has adopted the following procedure for administering temporary employment:

**Position Request and Approval**

A Position Request for Temporary Staff must be completely processed and approved, every fiscal year, by the appropriate Vice President or President (if applicable) and Cabinet before any temporary classified employment is undertaken. All position requests will be reviewed mid-year and are subject to change.

The Position Supervisor will complete the Position Request for Temporary Staff form and attach a job description outlining the proposed job duties/responsibilities, along with a justification for the position requested. The Position Supervisor will submit all paperwork to his/her supervisor and/or appropriate Vice President or President, if applicable, for approval. The approved request will be submitted to Human Resources - Classification and Compensation Coordinator, where the appropriate classification and salary range will be determined for the position. The Position Supervisor and/or appropriate Vice President will be notified of the assigned classification/salary range. The position request will be presented to Cabinet and/or the President for final approval. All approved position request will be provided back to Human Resources for processing.

Please note: If the position changes after the original submission, please submit a revised list of job duties to HR for review.

**Temporary Classified Staff Recruitment**

A. Temporary staff positions may be advertised in the following situations:
1. The position requested is a new position to the College.

2. The employment agreement with the employee currently in the position will not be renewed and a replacement will be hired.

B. Human Resources will post the temporary staff positions on the College’s webpage and any other approved sources of advertisement requested by the position supervisor.

C. The position supervisor will submit a list of interview questions to the Employment Specialist in Human Resources for approval.

D. Applicants will be reviewed by the supervisor and one other employee in the department, to be appointed by the Vice President of the department. The top candidates will be selected by the reviewers. The reviewers can then either:

   1. Interview the top candidates and forward the recommended candidate(s) to the appropriate Vice President for a second interview; or

   2. Forward the top candidates’ files to the appropriate Vice President to narrow it down to one or two candidates for an interview; or

   3. The Vice President of the division may have a different recommendation on how to proceed; please check with the Vice President on the appropriate departmental process.

E. The position supervisor will schedule and conduct the interviews after the interview questions and top candidates have been approved.

**Temporary Classified Staff Employment:**

The Position Supervisor will direct the recommended employee to complete a Temporary Employment Packet, in its entirety. The completed packet should be submitted to Human Resources for processing on or before the employees first day of employment to comply with the mandated E-Verification of employment eligibility.

The Employment Packet for Temporary Classified Employees can be located and/or printed by visiting the Human Resources webpage at [www.hgtc.edu/hr](http://www.hgtc.edu/hr). The following information is included in the employment packet:

- Horry-Georgetown Technical College employment application [www.hgtc.edu/hr](http://www.hgtc.edu/hr)
- Transcript Request Form
- Form W-4 (current year)
- South Carolina Retirement System Selections Memo and Non-Election Form; an enrollment form can be obtained by contacting Human Resources.
- Default on Student Loans Form
- Disclaimer Form
- I-9 Employment Eligibility Verification Form and Documents
- A copy of your social security card must be submitted for payroll purposes and submission to SCRS.
- Employee Data Sheet
- Parking Decal – Request from Public Safety by providing your H Number, a copy of your vehicle registration and drivers license.
Temporary Staff Recommendation:

New Employee(s):

Upon approval of the Position Request for Temporary Staff form and selection of the temporary employee, the Position Supervisor will submit a Temporary Staff Recommendation form, checking the box marked New Employee, to the Human Resources Department—Compensation and Classification Coordinator.

Upon receipt of the Recommendation Form, the Classification/Compensation Coordinator will conduct a salary analysis of the temporary employee’s education, work and/or teaching experience and in conjunction with the position supervisor, and/or applicable Vice President or President, if applicable, determine the appropriate hourly rate. Human Resources will then communicate the hourly rate to the position supervisor. In following, the Temporary Employment Specialist will prepare a Letter of Appointment and forward to the Position Supervisor, Vice President and/or President, if applicable, to obtain all applicable signatures and return to Human Resources for processing.

Upon receipt and verification of the completed Letter of Appointment, and the completed Temporary Employment Packet, Human Resources will forward all necessary paperwork to payroll for processing and a copy of the agreement will be submitted to the Position Supervisor for his/her records.

Returning Employee(s):

Upon approval of the Position Request for Temporary Staff form and selection of the returning temporary employee, the Position Supervisor will submit a Recommendation for Hire Form to the Human Resources Department – Classification and Compensation Coordinator, checking the box marked Returning Employee.

If the employee is returning without a rate increase, the appropriate pay rate will be inserted and the form will be forwarded to the Temporary Employment Specialist.

If the employee is returning with a request rate increase, an updated job description and justification for the requested increase must be attached to the Recommendation for Hire Form. The Classification and Compensation Coordinator will conduct a salary analysis of the temporary employee’s education, work and/or teaching experience and in conjunction with the position supervisor, and/or applicable Vice President or President, if applicable, determine if the hourly rate should be increased. Human Resources will then communicate the hourly rate to the position supervisor. In following, Human Resources - Temporary Employment Specialist will generate a Letter of Appointment and forward to the applicable Position Supervisor, Vice President and/or President when applicable, to obtain all applicable signatures and return back to Human Resources for processing.

Upon receipt and verification of the completed Letter of Appointment, Human Resources will forward all necessary paperwork to payroll for processing and a copy of the agreement will be submitted to the Position Supervisor for his/her records.

Temporary Employees:

Non-Instructional temporary classified employees are not considered salaried employees and
should be paid an hourly rate for actual hours worked during each pay period. If a temporary classified employee works in excess of 40 hours per week, he/she must be paid at one and one-half times their hourly salary. Therefore, prior approval must be obtained from the Position Supervisor prior to the temporary employee working in excess of 40 hours.

Temporary classified employees are deemed as employed at will and will not be considered for either probationary or FTE status. They do not have the right to submit grievances or appeals to the State Employee Grievance Committee and can only make an informal complaint by accessing the College’s internal Informal Complaint Process. Employees are our most valuable resource and our policy is that equal employment opportunities be provided to all temporary classified employees regardless of race, color, religion, sex, national origin, age, and certain legally defined disabilities. Matters arising from alleged acts of discrimination because of race, color, religion, sex, national origin, age and legally defined disabilities may be filed with the College, the South Carolina Human Affairs Commission or the Equal Employment Opportunity Commission.

Temporary employees do not have the rights or protection of the State Board for Technical and Comprehensive Education (SBTCE) and/or Horry-Georgetown Technical College (HGTC) Reduction in Force Procedure, and are subject to termination in order to provide continued employment for an employee affected by an Institutional RIF.

Temporary employees are not eligible for paid leave, nor other benefits associated with FTE positions, except that they must be offered the option of joining the SC Retirement System or Optional Retirement Program (ORP).

Temporary positions are covered by the same employment laws as covered positions such as Fair Hiring Practices, Nepotism, Fair Labor Standards Act., Family Medical Leave Act (FMLA), etc.

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8 Informal Complaints may be filed with an employee’s Human Resources Officer.
The purpose of this procedure is to establish guidelines for compensating classified employees at initial appointment and determining salary adjustments. All personnel actions shall be submitted utilizing the Request for Classification/Compensation Form with approval of the position supervisor, Assistant Vice President for Human Resources and Employee Relations, the appropriate Vice President with final approval by the President. In addition, all salary adjustments will be approved utilizing the Classification and Compensation Worksheet. The Assistant Vice President for Human Resources and Employee Relations shall prepare the salary analysis to include identifying comparable salaries within the College and their total years of work experience, the Technical College system average salary, and/or external labor market information (if applicable) and a justification for the salary adjustment. The Senior Vice President and appropriate Vice President shall approve the salary increase, with final approval of the President.

The South Carolina Human Resources Division delegates authority for pay actions to the System/college presidents upon written agreement. All proposed pay actions shall be reviewed by the college human resources staff to ensure that requested pay actions are sufficiently justified, documented and in compliance with all applicable procedures. All delegated pay actions are subject to audit by the HRD. The HRD reserves the right to withdraw delegation based upon audits that reveal deficient areas. Non-delegated pay actions must be submitted through the college’s human resources office to the System Office for review and evaluation prior to submission to the HRD for consideration. The System Office shall serve as the college’s liaison/facilitator for non-delegated pay actions with the HRD.

All salary actions are subject to available funds. The South Carolina constitution restricts any retroactive payment of salary increases. Therefore, approval of requested pay actions must be accomplished prior to the desired effective date of the action.
I. EMPLOYMENT RATES

A  Hiring at the Minimum
Any employee who is given an original appointment and who meets the minimum training and experience requirements for the class to which appointed shall be paid at least the minimum rate for that class.

B  Hiring Above the Minimum
1. Exceptional qualifications: An individual not currently employed in a FTE position within State government who has training and/or experience which substantially exceeds SCTCS minimum training and experience requirements for a given level within the HRD class may be hired at a starting salary above the minimum of the pay band. To hire a new employee at a salary above the minimum, the following information must be completed:

   a. Upon recommendation of the candidate, the Assistant Vice President for Human Resources and Employee Relations will conduct a salary analysis of the initial appointment and develop a written justification for hiring above the minimum with approval of the appropriate Vice President and final approval by the President.

   b. The written justification must contain the following:

      1) Requested salary
      2) Detailed rational for salary
      3) Source of funding
      4) Current salaries and years of related experience of similarly situated employees within the College and Technical College System and/or Statewide
      5) External salary data (if applicable)

   c. The method for establishing a starting salary above the minimum is to evaluate the individual’s qualifications and determine those that are directly related to the requirements of the position within the College, and the Technical College System and the external job market or other appropriate sources. To calculate the initial salary, the College may apply up to five (5) percent for each year the individual exceeds this amount.

   d. When determining the appropriateness of awarding a salary above the minimum, the new employee’s salary must be compared to current employees in the same internal level who possess comparable qualifications in order not to create an internal equity. Factors such as past recruiting difficulties and identified market conditions may be considered as exceptional circumstances and may warrant deviation. Request to establish a starting salary in excess of the midpoint of the respective pay band be submitted to HRD for consideration.

2. Special Hire Rates: Based on written justification submitted by the college, the HRD may approve a special hire rate when experience has shown that recruitment of qualified applicants for selected positions in a class has not been possible at the minimum of the pay band.

C  Return from Leave Without Pay
An employee who has returned from an authorized leave of absence without pay shall be paid at the same rate being paid at the time leave was granted, except the employee shall be granted any legislative general increases and salary increases resulting from adjustments made in the pay range during the employee’s leave of absence. In determining the amount of adjustment, the employee shall be granted the same implementation instructions that applied to all employees in that class.

II. PREMIUM PAY

A. Shift Differential – The Human Resources Division may approve the payment of a shift differential for classifications of employees assigned to an evening, night, weekend, rotating or split shift, provided that the majority of hours assigned during the shift are other than 8:00 a.m. to 5:00 p.m., Monday through Friday. When an employee is assigned to a shift for which a differential has been approved, the HRD regulations must be applied.

B. On-Call Pay – On-call pay is pay by the employing agency for an employee to remain available to return to work within a specified period of time. The HRD must approve “on call” pay status for employees.

C. Call Back Pay – Call back pay is pay by the employing agency for an employee to report to work either before or after normal duty hours to perform emergency services. The college president shall determine which groups of employees shall be subject to “call back”. Nonexempt employees shall be compensated for hours worked as a result of a “call back” at their regular hourly rate plus any shift premium to which they might be eligible and such time shall be counted in computing any overtime that may be due. In the event it becomes necessary for an employee to be called back for emergency services and the services rendered require less than two (2) hours on the job, or in the event no work is available when he/she reports, a minimum of two (2) hours work time shall be credited. An employee shall not be credited with nor paid for “call back” time if:
   i. The recall to work “call back” has been canceled and the employee received notice in advance not to report to work, or;
   ii. The employee refuses alternate work that is offered upon reporting to work

D. Special Assignment Pay – The Human Resources Division may approve additional compensation to an employee for periods of time when he/she is on special assignment if circumstances warrant such approval based on guidelines established by the Human Resources Division.

E. Market or Geographic Differential Pay – The Human Resources Division may approve market or geographical differential pay for an employee for periods of time when circumstances warrant such approval.

F. Bonuses – The General Assembly has authorized various programs through which agencies may award bonuses to employees. Agencies shall comply with guidelines established by the Human Resources Division in the administration of bonus programs.

III. SALARY INCREASES

A. In-Band Salary Increases: In-Band salary increase request must be submitted/requested utilizing the Request for classification/Compensation Form. The
salary adjustment must be approved utilizing the HGTC Classification and Compensation Worksheet. An employee’s salary may be increased within his/her current band for the following reasons:

1. **Legislated Increase:**

   General and Merit Increases shall be provided to employees in accordance with the provisions of the annual Appropriations Act.

2. **Performance Increases:**

   The College, based on funding availability, may authorize performance increases for its employees and provide guidelines/procedures in the College’s Pay Plan for administering such increases based upon performance in accordance with 8-1-160 of the South Carolina Code of Laws. Performance increases shall not place an employee’s base salary above the maximum rate of the pay band.

   To award performance increases, the college shall:
   
   a. Establish internal procedures for the administration of a performance increase program;
   b. Identify specific exceptional performance rationale;
   c. Determine the amount of increase to be awarded; and
   d. Designate resources within the existing budget to adequately fund the awarding of performance increases.

   While an official performance appraisal is not required, the granting of a performance increase may be based upon performance related criteria.

3. **Additional Job Duties and/or Responsibilities Increases:**

   The College may grant an in-band increase when an employee is assigned significant and/or substantial additional duties and/or responsibilities and/or broader responsibilities either within the current position or another position in the same pay band.

   a. Upon approval of the salary action utilizing the Request for Classification/Compensation Form, a position description must be completed by the supervisor outlining new duties and responsibilities and forwarded to the Human Resources Department.

   b. An employee’s salary may be increased up to 15 percent of the current salary and cannot exceed the maximum of the pay band. An increase of more than 15% may be submitted to HRD for consideration. NO increase can be awarded which will cause an employee’s salary to exceed the maximum salary for their respective salary range.

   c. Should the additional duties/and or responsibilities be taken away from the employee within six (6) months of the date of the salary increase was awarded, the salary may be reduced by the amount of the additional job duties and/or responsibilities increase.

4. **Additional Skills/Knowledge Increases:** The college may recognize employees who gain additional skills and/or knowledge that relate directly to their job. The
increase may not place the employee’s base salary above the maximum rate of the pay band. Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan.

a. A written request from the employee must be approved by the position supervisor, Assistant Vice President for Human Resources and Employee Relations, and appropriate Vice President with final approval of the President before the employee begins the process of acquiring the additional skills/knowledge.

At a minimum, the written request, based upon Degree or Certification obtainment, must include the following:

1) Additional skills/knowledge to be obtained;
2) Type of training;
3) Expected date of completion;
4) How the new skills/knowledge gained directly relates to the job;
5) How the knowledge/skills enhance the position;
6) How the new knowledge/skills contribute(s) to the overall mission of the College; and
7) Any efficiencies gained increased productivity increased work quality, cost savings or other quantitative measures.

The employee must provide evidence for obtaining additional skills/knowledge upon completion.

b. These request may be awarded based on the following schedule:

Degrees:

The College may award up to $2,000/annually based upon the benefit of the degree to the College. This Degree cannot be for meeting the minimum requirements for this position.

Certifications:

Employees earning certain recognized national professional certifications, as approved, may receive a special base pay increase as prescribed below:

Level 1 – up to $400/12 months for obtaining certification earned through continuing education and/or academic courses; demonstrate proficiency in a specialized skill/field as recognized by a regional national board or a regionally accredited institution of higher education.

Level II – up to $800/12 months for passing a national examination and taking the requisite number of required courses.

5. Transfer Increase

The College may award an in-band salary when an employee accepts a position within another state agency (not within the SCTCS), in a comparable salary range as his/her current position. An employee’s salary may be increased by up to 15% for the recognition of a transfer, provided such increase does not place the employee’s base salary above the maximum of the pay band. Prior to awarding a transfer
increase, verification that the employee is employed at another State agency will be required. In addition, the Human Resources Department will make a comparison of salaries of similarly situated employees to ensure the requested salary does not create a salary inequity amount current employees in the same or equivalent jobs unless a substantial exception is warranted.

6. Retention Increase

The College may grant an in-band increase of up to 15% for the purpose of retention, provided such increase does not place the employee’s base salary above the maximum rate of the pay band. A bona fide job offer verified and documented (by the College), must come from another employer, either within (not within the SCTCS system) or outside of state government. Increases in excess of 15% may be considered in cases where an attempt to counter a bona fide job offer from an employer outside of state government exist. Request to award increases in excess of 15% must be in writing and submitted to HRD for consideration. An employee shall receive no more than one retention increase in a 12 month period. The retention increase shall be reviewed by the Assistant Vice President for Human Resources and Employee Relations, with approval of the appropriate Vice President, Senior Vice President, and with final approval of the President.

A written justification must contain the following:

1) A verified job offer

2) An explanation of why retaining the employee is critical to the mission of the department and the College.

B. UPWARD BAND SALARY CHANGES

A request for Classification/Compensation form must be completed and approved prior to the promotion. An employee’s salary may be increased as a result of movement to a higher pay band for the following reasons:

1. Promotional Increase

   a. Upon promotion, the employee’s salary shall be increased at least to the minimum rate of the pay band to which promoted.

   b. Upon promotion, an employee’s salary may be increased up to the maximum of the new pay band. A college employee’s salary may be increased by up to 15% or up to the midpoint of the new pay band, whichever is greater and shall not place the employee’s base salary above the maximum rate of the new pay band. Pay increases exceeding 15% must be submitted to HRD for consideration.

   c. Upon promotion, an employee’s performance review date shall be re-established in accordance with HRD regulations.

2. Reclassification Increase

When an occupied position is reclassified to a class having a higher minimum and maximum salary, the employee’s salary shall be increased to at least the minimum rate of the pay band of the class to which reclassified. The Request for Classification/Compensation Form must be submitted and approved by the position
Supervisor, Assistant Vice President for Human Resources and Employee Relations and appropriate Vice President Upon approval, the supervisor will submit a new position description to Human Resources for processing.

a. An employee’s salary may be increased by up to 15 percent of the salary prior to reclassification, provided such increase does not place the employee’s salary above the maximum rate of the new pay band. The Classification/Compensation Worksheet shall be completed by the Human Resources Department and all signatures and approvals obtained. Increases in excess of 15% must be submitted to HRD for consideration.

b. An employee’s performance review date shall be re-established upon reclassification.

3. Reallocation Increase

When HRD reallocates a class to a higher pay band or when the minimum and maximum rates for a class have been increased, the following shall apply:

a. Employees in classes that receive band reallocations shall receive salary increases resulting from such reallocations in order to bring the salary of employees at least to the new minimum salary for the class.

b. Employees in classes that receive band reallocations may receive up to 15% percent salary adjustments provided such increases do not place employee salaries above the maximum rate of the new pay range. An increase of more than 15 percent must be submitted to HRD for consideration. Salary adjustments shall be based upon the employee’s salary prior to the upward reallocation.

c. A reallocation increase shall not affect an employee’s performance review date.

4. Effective Dates

Effective dates for all salary increases shall be no earlier than the date the action is approved by College personnel and/or the Human Resources Division. In the case of budgetary limitations, the HRD may approve exceptions regarding the effective date of salary increases based on written justification.

Concurrent Increases:

In instances where general increases and other salary increases are awarded on the same date, the general increase shall be effected prior to any other salary increases. In instances where legislated performance pay increase and salary increases other than general increases are awarded on the same date, the legislated performance pay increase shall be effected prior to any other salary increases.

IV. SALARY DECREASES

Written justification for affecting any salary decreases shall be maintained by the College and/or Human Resource Services. An employee who is presently receiving longevity pay and who experiences a salary decrease shall continue to receive any longevity amounts previously granted.

A. In-Band salary decreases – An employee’s performance review date does not change as a result of an in-band decrease. An employee’s salary may be decreased within
his/her current pay band for the following reasons:

1. Performance decreases. The College may decrease individual salaries based upon performance. Such decreases shall be determined at the College and must be approved by the position supervisor, Assistant Vice President for Human Resources and Employee Relations, Senior Vice President, Vice President with final approval of the President. Performance decreases may not place an employee’s salary below the minimum of the pay band. Performance decreases shall be based on the results of an EPMS evaluation. Such decreases in salary are grievable and appealable as provided by the State Employee Grievance Procedure Act.

2. Removal of additional job duties and/or responsibilities. Should the additional job duties and/or responsibilities which justified an additional duties and/or responsibilities increase be taken away from the employee within six (6) months of the date that the salary increase was awarded, the salary may be reduced by up to the amount of additional job duties and/or responsibilities increase. Salary decreases based on removal of additional job duties and/or responsibilities are not grievable or appealable.

3. Assignment of Lower level responsibilities:

   Voluntary Reasons. An employee who is voluntarily assigned lower level responsibilities or moved to a position in his/her current pay band with lower level responsibilities than his/her current position, may, at the discretion of the College president, with recommendation from other appropriate personnel, be paid at any rate within the pay band provided the rate is equal to or below the current salary and provided the employee signs a written statement indicating agreement to the salary decrease. Salary decrease documentation, to include the employee’s signed statement, shall be maintained on file at the College.

   Involuntary Reasons. An employee who is involuntarily assigned lower level responsibilities or moved to a position in his/her current position, shall not have his/her salary reduced for a period of one (1) year from the date of the action unless an exception is approved by the HRD. Upon the expiration of the one (1) year period, the College may reduce the employee’s salary by up to 15% or to the midpoint of the pay band or any point in between, whichever is lower. An employee exempt from the State Employee Grievance Procedure Act, who is involuntarily assigned lower level responsibilities, may have his/her salary reduced no more than 15% or to the midpoint of the pay band, whichever is lower, immediately following the assignment of lower level responsibilities. If the employee’s salary is allowed to remain above the maximum rate of the lower, the employee shall not be eligible for pay increases unless:

   a. subsequent pay adjustments establish the maximum of the pay range above the employee’s rate of pay

   b. the employee is subsequently promoted or reclassified and his/her current rate of pay is below the maximum for the class to which promoted or reclassified.

B. Salary Decreases Resulting from Downward Band Changes.

An employee’s salary may be decreased as a result of movement to a lower pay band for the following reasons:

   Demotion and Downward Reclassification Decreases
1. Voluntary Reasons – An employee who voluntarily has his/her position reclassified to a class with a lower pay band, may at the discretion of the President, with recommendation of appropriate College personnel, be paid at a rate equal to or below the current salary. However, the rate must be within the lower pay band and the employee must sign a written statement indicating agreement to the salary decrease. Salary decrease documentation, to include the employee’s signed statement, must be maintained on file at the College.

2. Disciplinary Reasons – An employee, as the result of a disciplinary action, has his/her position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band, may, at the discretion of the President, with recommendation of College personnel, be paid at a rate equal to or below the current salary. However, the rate must be within the lower pay band.

3. Involuntary or Non-disciplinary Reasons – When a covered employee is demoted due to involuntary or non-disciplinary reasons or when an occupied position is reclassified to a class having a lower minimum and maximum salary for these reasons, the employee’s salary shall not be reduced for a period of one (1) year from the date of the demotion or downward reclassification, unless an exception is approved by HRD. Upon the expiration of the one (1) year period, the President, with recommendation of College personnel, reduce the employee’s salary up to 15% or to the midpoint of the pay band for the lower class or any point in between, whichever is lower. If the employee’s salary is allowed to remain above the maximum rate of the lower class, the employee shall not be eligible for pay increases unless:

   a. Subsequent pay adjustments establish the maximum of the pay range above the employee’s rate of pay; or

   b. The employee is subsequently promoted or reclassified and his/her rate of pay is below the maximum for the class to which promoted or reclassified.

4. When the salary of an employee is not reduced and the employee is subsequently promoted or reclassified upward within six (6) months from the date of demotion or downward reclassification, the employee shall not be eligible for a promotion or reclassification increase unless the salary at the time of promotion or reclassification upward is below the minimum rate of pay for the class to which promoted or reclassified.

5. An employee who is promoted or reclassified upward and subsequently demoted or reclassified downward prior to attaining permanent status in a higher class shall have a reduction in pay as follows:

   a. When an employee is demoted or his/her position is reclassified to the same class or to a class with the same pay band held prior to promotion or reclassification, or to a class with a lower pay band, the employee’s salary will be reduced by the amount previously received upon promotion or upward reclassification provided the salary will not exceed the maximum of the pay range for the class to which demoted or downwardly reclassified. The employee shall have a new performance date established.

   b. When an employee is demoted or his/her position is reclassified downward to a class having a higher pay band than the original position the employee’s salary will be reduced by the amount previously received upon promotion or
reclassification and his/her new salary and performance review date will be established in accordance with the HRD regulations.

6. Downward Band Reallocation. When a class is reallocated to a lower pay band, the pay of the employee shall not be changed as a result of this action for a period of one year from the date of the action unless an exception is approved by the HRD. If after the expiration of the one-year period, with the approval of the College President, the employee’s salary may be reduced no more than 15% or to the midpoint of the pay band, whichever is lower. If the employee’s salary exceeds the maximum of the new pay band, the employee shall not be eligible for pay increases of any type unless on the following situations applies:

a. Subsequent pay adjustments establish the maximum of the pay band above the employee’s rate of pay, or

b. The employee is subsequently promoted and the rate of pay is below the maximum for the class to which promoted.

V. ONE TIME LUMP SUM BONUSES

The College may award eligible classified employee in full-time equivalent positions a bonus not to exceed the amount specified in the current year General Appropriations Act. Bonuses may be paid through the use of state, federal, or other funds. Bonuses may be awarded to recognize the accomplishments and contributions of individual employees. Examples of appropriate reasons for awarding bonuses are:

- Contributions to increased organizational productivity;
- Development and/or implementation of improved work processes;
- Exceptional customer service;
- Realized cost savings; or
- Other specific contributions to the success of the organization.

The College will develop a plan outlining the criteria, maintain such plan on file, and make the plan available to employees via an electronic report regarding the awarding of bonuses to the SCTCS for use in complying with HRD’s reporting requirements.

VI. SPECIAL SALARY ADJUSTMENTS

The College may award an increase for documented cases of substantial salary inequity among similarly situated employees and other salary increases not otherwise covered in this procedure. The Human Resources Department shall conduct an analysis of comparable positions, both internal and external; have similar functional responsibilities, authority and accountability. Upon the approval of the President, the Associate Vice President for Human Resources and Employee Relations shall prepare a written justification demonstrating, based upon the analysis, the existence of a substantial salary inequity and process the necessary paperwork for awarding the pay adjustment.

VII. TEMPORARY SALARY ADJUSTMENTS

A Temporary Salary Adjustment may be awarded to an employee in a full-time equivalent position if circumstances warrant such approval to their supervisor and/or appropriate Vice President, forwarded to Human Resources for review with final College approval by the President. The System Office requests for awarding a temporary salary adjustment in excess of 15%, that the request be submitted to HRD for approval prior to the requested
effective date. Request for awarding the salary adjustment must be removed when the circumstances that warranted such an increase are no longer present.

Employee’s receiving a temporary salary adjustment shall be informed in writing that this situation is temporary in nature, that the temporary salary adjustment will not be added to their base salary, and that the temporary salary adjustment will be discontinued once the temporary situation is no longer effective. A temporary salary adjustment may allow an employee’s salary to exceed the maximum of their respective salary range during the specified period of time approved by the College.

A Temporary Salary Adjustment shall be awarded to a full time employee who assumes substantial duties on a temporary basis in addition to their normal duties and/or responsibilities. Typically, the adjustment shall be made as a result of the employee assuming higher and/or more complex duties and/or responsibilities. A supervisor will not be eligible to receive a temporary salary adjustment when assuming a subordinate’s duties and responsibilities.

The Temporary Salary Adjustment request must include a detailed justification describing the specific duties and/or responsibilities being reassigned and the anticipated period of time the circumstances will be in effect. A temporary salary adjustment will not be awarded for short-term reassignments of less than thirty (30) days in duration. If anticipated that an employee will assume substantial additional duties and/or responsibilities for more than thirty (30) days, the employee may be eligible to receive a temporary salary adjustment. Typically, approval of a temporary salary adjustment will not exceed one year. However, consideration will be given, on a case-by-case basis, when circumstances exist which warrant approval beyond one year. Request to extend a temporary salary adjustment must be approved by SBTCE and the State HRD on or before the expiration of the previously approved time period.

VIII. BUDGETARY CERTIFICATION

All requests to increase the salary for position(s) or employee(s) within the College shall be considered only when sufficient funds are available to meet the request. When reviewing pay actions not delegated to the College, the State HRD may require submission of appropriate documentation attesting to the availability of funding.
HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number: 3.2.3.7
Related Policy: 3.2.3
Title: Classification Plan for Classified Positions
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 11-13-2000
Last Cabinet Review: 07-22-2015
Last Revision: 07-22-2015

President

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.

This procedure establishes guidelines for administration of the uniform Classification Plan applicable to all classified positions at Horry Georgetown Technical College. All proposed classification actions shall be reviewed by human resources staff to ensure that requested classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. The State HRD delegates authority for classification actions to the College President upon written agreement. All delegated classification actions are subject to audit by the State Human Resources Division.

Classification actions for non-delegated classes must be submitted through the college’s human resources office to the System Office for review and evaluation prior to submission to HRD for consideration. The System Office shall serve as the college’s liaison/facilitator for non-delegated classification actions with HRD. The College has developed internal policies, procedures, or guidelines stating how the college’s classification plan will be administered in keeping with the procedure.

A. ADMINISTRATION OF THE PLAN

1. The State Human Resources Division shall be responsible for overall coordination, review and control of the Classification plan and its administration.

2. The following actions shall be approved by HRD prior to any action being taken by the College to fill or alter a position or effect personnel changes:

   a. The initial classification of all positions assigned to non-delegated classes
   b. The update of all positions assigned to non-delegated classes;
   c. The reclassification of all positions assigned to non-delegated classes; and
   d. The establishment of new classes and the revision or abolishment of existing classes.
3. For non-delegated classification or reclassification actions, HRD requires the submission of position descriptions, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification plan. The Human Resources staff will evaluate and concur with the requested classification or reclassification action prior to official review of the request by HRD staff.

4. For delegated classification or reclassification actions, HRD requires the HR department to maintain all approved position descriptions and any other related documentation in support of the classification or reclassification decision rendered.

5. Any action taken by HRD in regard to the classification or reclassification of a position may be appealed by the President to the State Human Resources Director.

B. CLASS SPECIFICATIONS

1. HRD will develop class specifications that define, in general terms, examples of the kind of work and level of responsibility normally assigned to positions that may be allocated to the class. The exact duties and responsibilities of positions allocated to any one class may differ; however, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility and qualification requirements to warrant like treatment for human resources administration purposes. Class specifications shall be maintained on a current basis by HRD. Revisions and additions shall be furnished.

2. The SCTCS/college will take appropriate actions to revise existing or establish new internal minimum requirements. HRD defines the minimum combination of education and experience normally required for the satisfactory performance of the duties of positions in the class, but not necessarily fully descriptive of the education and experience required for any one position in the class. The SCTCS will establish specific minimum requirements for internal use.

C. POSITION DESCRIPTIONS

1. The position description shall serve as a record of the duties assigned to an individual position in a class. The position description is used to compare positions to ensure uniformity of classification and as a basis for other human resource decisions.

2. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description shall include specific duties and responsibilities assigned to the position by the appropriate authority, the percent of time normally devoted to each duty and the designation of essential and marginal functions. The percentage of time for any one duty shall be no more than 35%.

3. Current position descriptions shall be maintained by the colleges, Human Resource Services and when necessary, by HRD. Position descriptions shall be reviewed by the supervisor with the employee during the performance evaluation process to ensure accuracy.

4. When a position is moved from one organizational unit to a different organizational unit, a new position description shall be completed and promptly filed with the college, Human Resources Services and when necessary, by HRD, where the proper classification of the position shall be determined based on the assigned duties and responsibilities of the position in the new work location.

5. When duties change, updated position descriptions shall be promptly forwarded through the college's human resources office to Human Resource Services and when necessary, to HRD.

D. CLASSIFICATION OF NEW POSITIONS
Each new position shall first be authorized by the appropriate funding authority and in accordance with the policies of the State HRD. Each position with a non-delegated classification shall be classified by HRD before any action is taken to fill the position. Each position with a delegated classification shall be submitted to the System Office for classification before any action is taken to fill the position.

E. RECLASSIFICATION OF POSITIONS
1. An established position may be reclassified from one class to a different class as a result of a significant natural or an organizational change in the duties and responsibilities of the position or a redistribution of work assignments that significantly alters the duties and responsibilities of a position.
2. Reclassifications for filled positions cannot be effected for situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.
3. SHRD shall approve all reclassifications of positions in non-delegated classes.
In accordance with the provisions of Section 59-53-52 (8) of the 1976 South Carolina Code of Laws, as amended, it is the policy of the State Board for Technical and Comprehensive Education (SBTCE) that technical college presidents shall be employed at the will of the respective Technical College Area Commission. Individuals appointed to technical college presidential positions must possess at least a master’s degree, with an earned doctorate preferred, plus ten (10) years of progressively responsible teaching and/or senior level administrative experience. Upon the selection of a president, the Area Commission, upon securing necessary approvals, shall communicate to the selected candidate a letter of appointment (see addendum) which addresses all applicable terms, conditions, and provisions of employment.

I. APPOINTMENT AND COMPENSATION

A. In the event of a college president vacancy, the governing board (College Area Commission) must have the prior favorable recommendation of the Agency Head Salary Commission to set, discuss, offer, or pay a salary for a college president at a rate that exceeds the minimum of the salary range established by the Agency Head Salary Commission. No college president shall be paid a salary higher than that recommended by the Agency Head Salary Commission. The Agency Head Salary Commission shall have final approval authority for college presidential salaries.

B. Presidents’ salary ranges are determined by the State Human Resources Division’s executive compensation system. The establishment of an initial appointment salary shall be determined by such factors as the extent to which the selected candidate’s related education and related work experience exceed the required position.

DISCLAIMER

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qualifications, market conditions, and internal/external salary equity. Consultation with the System Office Human Resource Services is encouraged.

C. No technical college president shall be paid less than the minimum of the salary pay range nor receive an increase that would have the effect of raising the salary above the maximum of the pay range. No base pay increase outside of the SBTCE salary increase guidelines will be permitted without the concurrence of the Agency Head Salary Commission.

D. Each President is required to have a planning document and an evaluation completed on a fiscal year basis by the respective Area Commission. The planning documents are submitted on a prescribed date in the fall of each year, while final evaluation documents are due in August of each fiscal year, unless an alternative date is established by the Agency Head Salary Commission.

E. No college president may be dually employed by another state agency or institution of higher education without prior approval by the Agency Head Salary Commission and the State Human Resources Division.

F. The performance evaluations will serve as a factor in the determination of any salary increase for Technical College Presidents.

G. Holiday, annual, sick and other leave for presidents will be administered in accordance with the procedures set forth in SBTCE leave procedures.

H. The State Human Resources Division shall contract every four years for a study of Agency Head and College President compensation during the current year. The cost of the study must be shared by the participating agencies.

II.  SUSPENSION AND TERMINATION

A. A Technical College Area Commission may, at its discretion, suspend (without pay) and/or terminate the employment of a Technical College President for any reason or no reason, and without regard to the existence of just cause or lack thereof.

B. The Technical College President shall be entitled to notice (either orally in writing) by the Area Commission of the Commission’s intent to suspend and/or terminate (a President’s employment) and given an opportunity to be heard. The type of notice and the procedures for a hearing shall be at the sole discretion of the Area Commission.

C. The Chairman of the State Board for Technical and Comprehensive Education will be informed (either orally or in writing) of an Area Commission’s intent to suspend and/or terminate the employment of a President.

D. A Technical College Area Commission may develop local policies and procedures, which further define the process the Area Commission will utilize in implementing the provisions included in Section II, parts A, B, and C. These policies and procedures must be consistent with SBTCE policy.

III.  DISCRETIONARY PROVISIONS
A. Presidents may be authorized by his/her respective Area Commission to receive salary supplements from non-public funds, in accordance with the provisions of SBTCE Policy No. 8-2-107 and accompanying Procedure No. 8-2-107.1 (Salary Supplement: Technical College Presidents).

B. Presidents may be provided an automobile in accordance with all applicable State and/or local regulations.

IV. Retirement

Presidents who enter the Teacher and Employee Retention Incentive Program (TERI) and subsequently end or complete their TERI program participation are subject to the provisions of SBTCE Policy 8-7-107, if rehired.

Presidents who retire due to either full retirement or early retirement in either of the state retirement system programs may be re-hired at the minimum of the respective salary range.
Model Letter of Agreement

President Elect
[address]

Dear___________________:

On behalf of the___________________ Area Commission, we are very pleased that you have accepted the position of President of___________________ Technical College, effective___________, 200_. South Carolina Technical College Presidents are employed pursuant to State Board for Technical and Comprehensive Education Policy No. 8-2-111 and other applicable policies. In accordance with Section 59-53-52 (8) of the 1976 South Carolina Code of Laws, as amended, your employment is at the will of the___________________ Area Commission. As discussed during the interview process, Area Commissions, which govern technical colleges in South Carolina, are without authority to enter into employment contracts with technical college presidents. Accordingly, the terms and conditions explained below are being reduced to writing in accordance with the South Carolina Payment of Wages Act and do not constitute an employment contract.

This letter is to confirm that you have accepted the position of President of___________________ Technical College. Your initial annual salary will be _______________. Additionally, any future increases or adjustments to your salary may be at the request of the Area Commission, with final approval by the Budget and Control Board.

As President, you will be paid on a _________ basis, along with all other___________________ Technical College Employees. Automatic/direct bank deposits are available, and after commencing your employment, you will be advised of that procedure. Regular withholdings will be made for State and Federal Income Taxes, FICA, and the South Carolina State Retirement Systems. Additional payroll deductions may also be made for voluntary participation in group health, dental, life insurance, or any other supplemental insurance programs or other voluntary deductions offered through the College. You may contact _______________, Director of Human Resources, who will discuss these matters in further detail with you at your convenience. _______________’s telephone number is ________________.

The Area Commission is confident that … (insert statement of Commission confidence). We look forward to working with you, and ask that you confirm your acceptance of this appointment in writing as soon as possible.

Should you have questions, please do not hesitate to contact me at ________________ (insert telephone number).

Sincerely,

Chairman

Cc: Members of the Area Commission
    Executive Director, State Board for Technical & Comprehensive Education
    Director of Human Resources, ________________ Technical College
Overtime compensation will be paid to hourly and salaried non-exempt employees of the college in accordance with the Fair Labor Standards Act and appropriate state and federal law. Each college may establish local procedures consistent with the provisions of the State Board for Technical and Comprehensive Education policies and procedures. Such institutional procedures will be subject to review and/or audit by the State Human Resources Division to ensure compliance with Federal and State law, policies and procedures.
DISCLAIMER

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The requirements of these procedures apply to all employees of Horry-Georgetown Technical College except those employees who may qualify for exemption by meeting all of the pertinent tests relating to duties, responsibilities, and salary as stipulated in requirements of this policy and FLSA for any employee in a bona fide executive, administrative, or professional position or eligible because of other applicable exemptions. Such exemptions for College employees shall be determined by the College Human Resource Officer and subject to review and/or audit by the State Human Resources Division to ensure compliance with Federal, State law, policies, and procedures. All other employees shall be non-exempt.

I. OVERTIME DEFINED

Overtime is defined as hours worked in excess of forty (40) hours during the established FLSA workweek. The use of overtime should be an exception to an employee’s regular work schedule and should only be required on an occasional basis.

1. The FLSA workweek is a regular recurring period in the form of seven consecutive twenty-four (24-hour) periods or 168 consecutive hours, beginning 12:00 midnight on Saturday and ending 12:00 midnight Friday.

2. The non-exempt employee may be allowed to work in excess of the normal workday and be given time off during the same FLSA workweek on an hour-for-hour basis to avoid working over 40 hours in a standard FLSA workweek and thus eliminate the need for compensatory time. This adjustment is not allowed for hours worked between 37.5 and 40 hours during any workweek.

II. BASIS FOR COMPENSATION

Compensation for South Carolina State employees is based on forty (40) hours per week or two thousand eight (2080) hours per year. By adoption of this policy, provisions for the
(40) hour standard workweek are incorporated in each position description as if fully stated therein. All Nonexempt employees must be paid not less than the current minimum wage.

1. The normal full-time workweek for all employees of Horry-Georgetown Technical College is thirty-seven and one-half (37.5).

2. Additional compensation may NOT be paid for hours worked between thirty-seven and one-half (37.5) and forty (40) hours per week.

3. Compensatory time off may NOT be granted for hours worked between thirty-seven and one-half (37.5) and forty (40) hours per week. Any employee may be required to work up to 40 hours per week without additional compensation.

III. APPROVAL AND BUDGETARY CONSTRAINTS

Overtime shall not be authorized unless there is an absolute need to meet a deadline that could not be met during the normal workweek, to overcome productive time lost due to mechanical failure or to meet the demands of a crisis situation. Any overtime is subject to the following conditions:

1. Overtime worked by any NONEXEMPT employee must have the prior approval of the appropriate vice-president. (See Overtime Request Form)

2. Certification of overtime will be submitted to the Human Resource Office on the Overtime Certification Form for Non-Exempt employees. (See Overtime Certification Form)

3. All Certification Forms will be submitted to the Human Resource Office on the last work day of each pay period. Payment of overtime will be made on the following pay period.

4. Overtime costs must be managed within the existing budget.

5. Overtime time or compensatory time may not be waived by agreement between the supervisor and the employee.

IV. COMPENSATORY TIME AND MONETARY PAYMENT

Non-Exempt employees who work more than forty (40) hours during the standard FLSA workweek will be compensated by the following method.

1. Monetary Compensation (Pay). Such monetary compensation (pay) will only be given after approval by the appropriate vice-president. When monetary compensation (pay) is granted it will be paid at the rate of one and one-half (1 ½) times the employees regular rate for all hours worked over forty (40). The regular rate includes all remuneration for employment paid to an employee to include base pay, longevity increases, and/or shift differential. The hourly rate of pay is calculated by dividing the annual salary plus longevity increases by 2080 hours and adding on the appropriate shift differential hourly rate.

2. Compensatory time will be granted in lieu of payment at the rate of one and one-half (1-1/2) times (X) the hours worked over forty (40) hours. Except for situations that create severe scheduling problems for the agency, compensatory time will be the
method of compensation.

I. Compensatory time accrued must be taken within ninety (90) days of the date earned. If compensation is paid to an employee for accrued compensatory time off, such compensation shall be paid at the regular rate earned by the employee at the time the employee receives such payment.

II. In addition to the ninety (90) day limit, employees will be allowed to accrue only up to two hundred forty (240) hours of compensatory time before any monetary payment is made. Any additional overtime hours worked over the two hundred forty (240) hour threshold will be monetarily compensated at the rate of one and one-half (1-1/2) times the employee’s regular rate.

III. Management may require employees to take compensatory time at a time that does not unduly disrupt the operation of the public agency.

V. DEFINITION OF HOURS WORKED

Hours worked includes all time that an employee is required to be on duty or at the prescribed work place and all time during which an employee is permitted to work. This includes any bona fide work which the employee performs on or away from the premises if the supervisor knows or has reason to believe that the work is being performed. Even if not approved, unauthorized work shall be counted as hours worked if the supervisor could have stopped the work but did not, or if he or she knows or has reason to know of the work performed. Specific items related to hours worked are as follows:

1. If an employee who is on call is not confined to his/her home or any particular place, but is required only to leave word where he or she may be reached, the hours spent on call are not regarded as working time.

2. A bona fide meal period (a minimum of 30 minutes uninterrupted) which occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a regular meal.

3. Rest period or coffee breaks of short duration are not required, but if given must be counted as hours worked. Short duration is defined as no more than fifteen (15) minutes during the morning and no more than fifteen (15) minutes during the afternoon each workday. Breaks shall not be used to allow an employee to come in late, to leave early, or to extend the lunch period.

4. Travel time for Non-Exempt employees may be hours worked under some conditions. Ordinary home to work travel or vice versa is not considered time worked regardless of the day of the week. All time spent traveling on one day assignments is considered work hours regardless of the day of the week and the time of day it occurs. When away from home (overnight), travel time is considered time worked only when it cuts across the employee’s normal working hours. This is applicable on both regular workdays and corresponding hours of non-work days.

5. When a non-exempt employee by reason of official responsibilities is required to attend lectures, meetings, training programs, etc., such time will be considered work time.

6. The hours a non-exempt employee works (1) in a different capacity, (2) occasional or
sporadic, (3) as extensions of normal work duties and (4) other state agencies are eligible for overtime compensation based on the total number of hours worked per week for the State of SC.

7. Employees on any leave status will not be considered as working in computation of total hours worked.

8. Volunteers

Time spent as a volunteer is not included in hours worked. An employee may volunteer services for an agency or a political subdivision of the State, if a) the individual does not receive compensation, paid expenses, benefits, or a nominal fee for services for which the individual volunteered, and b) such services are not the same type of services for which the individual is employed to perform for such public agency. An employee of a public agency which is a state, political subdivision of a state, or an interstate governmental agency may volunteer services for any other state, political subdivision, or interstate governmental agency including a state, political subdivision or interstate governmental agency with which the employing agency has a mutual aid agreement.

VI. Record Keeping

Weekly time records shall be kept in accordance with FLSA. These records must record the daily hours worked and the total hours worked during the standard FLSA workweek.

The College must maintain the following information for nonexempt employees:

a. Name;
b. Home address;
c. Date of birth if under 19 years of age;
d. Gender and occupation
e. Employee workweek, including time of day and day of week on which the employee’s workweek begins;
f. Regular hourly rate of pay for any week when overtime is worked and overtime pay is due;
g. Hours worked each workday and total hours worked each week;
h. Total daily or weekly straight-time wages for all hours worked;
i. Total overtime excess compensation for the workweek;
j. Total additions or deductions from wages each pay period;
k. Total wages paid each pay period;
l. Date of payment and pay period covered; (29 CFR 516.2);
m. The number of hours of compensatory time earned each workweek, or other applicable work period, by each employee at the rate of 1 ½ hours for each overtime hour worked;
n. The number of hours of such compensatory time used each workweek or other applicable work period by each employee; and
o. The number of hours of compensatory time compensated in cash, the total amount paid, and the date of such payment. (20 CFR 553.50)
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.5
Title: Secondary State Employment / Dual Employment
Authority: Sections 59-53-20 and 8-11-170 of the 1976 Code of Laws of South Carolina, as Amended; S.C. Code of Regulation 19-713.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 09-16-2016
Last Revision: 01-06-2015

______________________________
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.

State agencies, colleges and universities occasionally require services not available within the expertise of their workforce that may be available within full time equivalent (FTE) workforce of another State agency, college or university. Often considerable money may be saved by securing high quality service from the expertise available within State government. South Carolina Human Resource Division Regulations provide for (FTE) employees to perform and be considered for compensation for secondary services provided for another state entity and/or their primary state employer. These procedures shall be adhered to in the approval and reporting of Secondary State/Dual Employment services, provided by (FTE) employees of other State agencies, state colleges or universities for any entity of the Technical Education System or (FTE) employees of Horry-Georgetown Technical College.
I. Purpose

State agencies, colleges and universities occasionally require services not available within the expertise of their workforce that may be available within full-time equivalent (FTE) workforce of another state agency, college or university. Often considerable money may be saved by securing high quality service from the expertise available within state government. South Carolina Personnel Regulations (Section 19-713) provide for FTE employees to perform and be considered for compensation for secondary services provided for another state entity and/or their primary state employer.

This procedure sets forth guidelines which shall be adhered to in the approval and reporting of secondary employment services, provided by FTE employees of any of the following; other state agencies; state colleges or universities for any entity of the South Carolina Technical College System (SCTCS); or FTE employees of the SCTCS for another state entity or their primary employer.

II. General Provisions

A. Horry-Georgetown Technical College shall provide:

1. At no cost and as part of their regular services to the General Assembly, those services requested by the General Assembly. Employees performing such consultative, research, or other services shall receive no additional compensation for such services.

2. Services to one another without charge whenever possible. When it is impossible to provide such services at no cost, services should be provided on a contractual
basis between state entities.

B. If a FTE state employee cannot be released from his/her primary assignment during the normally scheduled work day or the secondary services must be performed outside of the employee's normal work schedule, the employee may be considered for secondary state employment and compensation within the provisions of this procedure.

1. Secondary State/Dual Employment compensation shall not be used to provide higher continuing salaries than those approved by the Human Resources Division (HRD).

2. No employee can receive additional compensation for services performed during normally scheduled hours of work (to include mealtimes and breaks) unless the employee takes annual leave or leave without pay. Further, an employee's normal work schedule shall not normally be altered to allow time for secondary state/dual employment duties.

3. No System Office/College employee of the College shall receive additional compensation from his/her primary employer or a secondary SCTCS employer while in any leave with pay status, including annual leave, faculty non-work days, state and/or college holidays and compensatory leave. Further, the Executive Director/College President should only approve dual employment within the SCTCS when circumstances exist based on the agency’s business needs.

4. Services performed during hours other than the employee's normally scheduled hours of work for their primary employer, may be considered for secondary state/dual employment compensation if the duties are independent of and in addition to the duties and overall responsibilities of the employee's primary position. However, assignment of such additional services to an employee shall be considered only when the duties cannot be performed by this or another employee during their normal work schedule, suitable temporary employment cannot be arranged and the services to be performed are to be considered temporary.

5. For faculty seeking to teach courses at another college, the request must be reviewed by the appropriate Dean and the Senior Vice President to review the current teaching load at HGTC as well as additional projects or responsibilities assigned to the faculty member. In most cases, faculty shall not be approved to teach more than two (2) courses, internally and/or externally, in addition to their normal teaching load. Exceptions to this must be approved by the Senior Vice President in order to ensure HGTC students receive the appropriate level of support from faculty. (For clarification regarding the overload compensation for Academic Chairs or Assistant Chairs, please refer to Procedure 8.2.1.1. Instructional Loading Guidelines for Faculty)

C. No FTE employee may accept any work or remuneration that could reasonably be construed as a conflict of interest. Acceptance of secondary state/dual employment work without proper prior approval of work assignment or remuneration that is found to be a conflict of interest will be grounds for disciplinary action up to and including termination. The propriety of an employment situation or remuneration for services rendered shall be considered by all parties concerned. Horry-Georgetown Technical College shall solicit appropriate counsel, including but not limited to the Office of the
Attorney General or the State Ethics Commission, if necessary, to make such determinations.

D. FTE state employees serving on South Carolina State boards, commissions or committees for whom per diem allowance is to be awarded are not eligible to receive such per diem allowance.

E. Travel and subsistence paid to a FTE state employee by a secondary state/dual employer shall be in compliance with provisions of the annual Appropriations Act and any regulations promulgated by the Human Resources Division or the Comptroller General's Office.

III. Compensation

A. The maximum compensation for secondary state/dual employment that any non-faculty (FTE) employee may be authorized to earn for all secondary state/dual services performed during the fiscal year (July 1 thru June 30) shall not exceed 30 percent (30%) of the employee's annualized salary with the employing agency for that fiscal year. The maximum compensation for secondary state/dual employment that any faculty FTE employee may be authorized to earn during a fiscal year shall not exceed 30% of the employee's annualized salary, excluding summer employment, with the employing agency. The employing (primary) agency is responsible for ensuring that dual employment payments made to its employees within one fiscal year do not exceed the thirty percent (30%) limitation. The Human Resources Division (HRD) is authorized to approve exceptions to the thirty percent (30%) limitation based on written justification submitted by the agency.

B. The hourly rate of compensation shall be based on the appropriate salary range for the services to be performed and the employee's relevant qualifications.

C. No compensation shall be paid to any FTE state employee for secondary state/dual employment services rendered for the primary or secondary state/dual employer prior to the specific approval of the conditions and amount of compensation under the provisions of this procedure.

D. No FTE state employee shall be eligible for any additional fringe benefits as a result of secondary state/dual employment, including annual leave, sick leave, military leave, insurance, and holidays. However, compensation for secondary state/dual employment services shall be subject to such tax and retirement deductions as the current law may stipulate.

E. Both the primary and secondary state/dual employers must comply with the provisions of the Fair Labor Standards Act (FLSA).

IV. Request for Secondary State/Dual Employment Services

A. It is the responsibility of the secondary and primary employer to determine the need of the secondary state/dual employment service and determine if it is appropriate to compensate the employee for the services rendered. Dual employment agreements within the rules and regulations of this policy shall be approved by the Immediate Supervisor, the Appropriate AVP/Dean and the Vice President. An approved secondary state/dual employment form must be retained by both the employing (home) and requesting (secondary) agency.
B. The requesting (secondary) agency will be primarily responsible for the management, communications, and coordination of dual employment arrangements. All requests for secondary state/dual employment service must be in writing and contain the following information:

   i. Official name of the secondary state/dual employer; and the section/department in which the services are to be performed.
   ii. The employee's full name and social security number or other identification number.
   iii. Complete description of the services to be performed, the actual beginning and ending dates, day(s) of week, time and total hours of work and the FLSA status of services to be performed.
   iv. Proposed hourly rate, gross compensation for total hours and travel and subsistence; if applicable.
   v. Amount of compensation previously approved for employee for other secondary state/dual employment services provided to the secondary state/dual employer during the current fiscal year.
   vi. Signature of the employee.
   vii. Signature of secondary state/dual employer’s designated representative.

C. The primary employer’s (Home Agency) designated representative is responsible for the review of request for secondary state/dual employment services, certification of all secondary compensation previously approved for the employee during the current fiscal year, obtaining all internal concurrences required to authorize the employee to provide the secondary state/dual services as requested and to respond to the secondary state/dual employer in a timely manner. The following information shall be provided to the secondary state/dual employer:

   i. The official name of the primary employer and the employee’s primary employment section/department.
   ii. Employee’s primary position classification title, class code, slot number, the FLSA status of the employee’s position, current annualized salary, normal scheduled days and hours of work.
   iii. Total amount of secondary state/dual employment compensation approved for the employee during the current fiscal year.
   iv. Authorization for the secondary state/dual employer to pay the employee travel and subsistence, if appropriate.
   v. Indicate if the employee will be required to take annual leave or leave without pay to perform the requested services.
   vi. Signature of the employee’s supervisor.
   vii. Signature of the primary employer’s designated representative authorizing the secondary state/dual employer to enter into this secondary state/dual employment arrangement.

D. Request for secondary state/dual employment services shall apply to only one specific secondary state/dual employment situation. Modifications to, or extensions of, approved secondary state/dual employment requests must be submitted to the primary employer for authorization prior to final approval.

E. Secondary state/dual employment agreements shall not exceed a 12 month period and may not be approved beyond the end of the fiscal year.
IV. Approval and Reporting of Secondary State/Dual Employment

A. The System President of the SCTCS delegates authority for Secondary State/Dual Employment actions to the college president upon written agreement. The System President reserves the right to withdraw delegation from an individual college based on non-compliance with State Board for Technical and Comprehensive Education (SBTCE) procedures. Horry Georgetown Technical College has adopted this procedure to administer secondary state/dual employment.

B. The System Office will develop and disseminate reporting procedures to the college. HGTC shall be required to submit annual reports to the S.C. Office of Comptroller General for post-audit. If post-audit reveals actions that do not comply with the provisions of this procedure the college will be required to take corrective action.

C. Detailed records must be maintained by the secondary and primary employers. All requests for secondary state/dual employment services and subsequent agreements, employee work schedules and related leave and/or payroll records are subject to audit by appropriate authorities.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.6
Title: Payroll Deductions - Permanent/Full-Time Employees
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 01-12-1995
Last Cabinet Review: 01-04-2016
Last Revision: 11-28-2007

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Chairperson

DISCLAIMER

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It shall be the policy of Horry-Georgetown Technical College to provide payroll deduction for such benefits as health, dental, accident and cancer insurance programs, retirement tax annuity programs, etc.

In an effort to provide optional payroll deductions, it is necessary that the college limit its number of offerings based on several factors. Therefore, a preliminary analysis of the proposed program(s) will be made by the Cabinet to determine the financial stability of the company, number of comparable programs presently offered and the need for the program. As a general rule, the college will require 10 percent (10%) of its employees to participate before payroll deduction may be provided.
DISCLAIMER

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The College Area Commission, under the jurisdiction of the State Board for Technical and Comprehensive Education, may authorize acceptance of salary supplements for presidents of technical colleges from private eleemosynary foundations provided county and other regulations do not preclude such supplements. Salary supplements may be paid only from non-public funds available to foundations boards. The origin and provision for any salary supplement must be in strict conformity with the Rules of Conduct promulgated by the South Carolina State Ethics Commission.
Non-public funds are defined as those funds originating in the private sector or funds resulting from fund-raising activities of a private non-profit eleemosynary foundation over which the college commission or administration have no control. Unrestricted funds donated to a technical college from the private sector become public funds since the college is a public entity and the college commission a public body and, therefore, cannot be used for salary supplements. In no case shall any funds derived either directly or indirectly from tax revenues or funds collected for or resulting from the principal operating purpose of the institution be used to authorize salary supplements, nor shall such funds be donated to private foundations for the purpose of making salary supplements to employees of technical colleges.

Salary supplements may be authorized in the form of cash contributions, bonuses, housing allowances, annuity premiums or other insurance premiums, or any combination thereof and must be paid directly to the president from the entity, not through the System Office/college. The president is responsible for ensuring that all Internal Revenue Service reporting requirements are met for supplemental salary payments. All supplemental salary authorizations must be reported to the State Tech Board, Human Resource Services Office, specifying type of supplement and source of funds. It is suggested that salary supplements be reported prior to implementation so that any questions may be resolved before actual payment.

The State Board for Technical and Comprehensive Education reserves the right to consider, review, question, require justification, and/or reject any authorization for salary supplement. Any supplement that is not in conformity with the policy and procedure of the State Board for Technical and Comprehensive Education is subject to revocation. The primary purpose of the salary supplement is to maintain a competitive posture for an individual. Less emphasis should be placed
on annual performance.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.2.8
Title: Salary Supplements: Technical College Employees
Authority: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended
Responsibility: Assistant Vice President of Human Resources and Employee Relations

Original Approval Date: 03-04-2005
Last Cabinet Review: 09-16-2016
Last Revision: 07-22-2015

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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.

The College Area Commission, under the jurisdiction of the State Board for Technical and Comprehensive Education, may authorize acceptance of salary supplements for employees of technical colleges from non-public funds provided county and other regulations do not preclude such supplements. The origin and provision for any salary supplement must be in strict conformity with the Rules of Conduct promulgated by the South Carolina State Ethics Commission.
DISCLAIMER

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Non-public funds are defined as those funds originating in the private sector or from a private non-profit eleemosynary foundation over which the college commission or administration have no control. Unrestricted funds donated to a technical college from the private sector become public funds since the college is a public entity and the college commission a public body and, therefore, cannot be used for salary supplements. Individuals, businesses, industries, or foundations may make restricted donations to the college for specified salary supplements to specific individuals or positions. In no case shall any funds derived either directly or indirectly from tax revenues or funds collected for or resulting from the principal operating purpose of the institution be used to authorize salary supplements, nor shall such funds be donated to private foundations for the purpose of making salary supplements to employees of technical colleges.

Salary supplements may be authorized in the form of cash contributions or bonuses, or a combination thereof and must be paid directly to the recipient from the entity, not through the System Office/college. The recipient is responsible for ensuring that all Internal Revenue Service reporting requirements are met for supplemental salary payments. All supplemental salary authorizations must be reported to the State Tech Board Human Resource Services Office, specifying type of supplement and source of funds. It is suggested that salary supplements be reported prior to implementation so that any questions may be resolved before actual payment. A written rationale statement supporting any supplement must be maintained in the individual personnel record at the college.

The State Board for Technical and Comprehensive Education reserves the right to consider, review, question, require justification, and/or reject any authorization for salary supplement. Any supplement that is not in conformity with the policy and procedure of the State Board for Technical and Comprehensive Education is subject to revocation. The primary purpose of the salary supplement is to maintain a competitive posture for a position or individual. Less emphasis should be placed on annual performance.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.1
Title: Employee Absence
Authority: Title 59, Chapter 53, Sections 810 and following, Code of Laws of South Carolina, As Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 09-16-2016
Last Revision: 07-22-2015

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Chairperson

DISCLAIMER

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When employees are planning to be absent, they must notify their supervisor in advance. For unplanned absences, employees should notify their supervisor as soon as possible. Employees not informing supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.
The following procedure shall be followed when an employee is absent from work.

Staff:

Staff must notify his/her supervisor of their impending absence. Staff must notify their supervisor when he/she leaves campus during working hours (excluding lunch period) and when he/she returns.

Staff not informing their supervisor(s) of the absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action. The employee’s supervisor or their designee will be responsible for submitting an employee Absentee Form for each hour of unapproved leave (Sick and/or Annual) to the Human Resources Department. The employee is responsible for completing a Leave Request Form immediately upon return to work.

Faculty:

Faculty must notify his/her immediate supervisor of their impending absence. If the faculty member is unable to contact his/her immediate supervisor, they must utilize voice mail option and then contact the appropriate campus faculty secretary. If unable to contact either of the above, faculty must notify the front office of Grand Strand or Georgetown campuses to ensure their classes are notified by the appropriate faculty secretary. Additionally, the faculty secretary should complete the Absentee Form and submit to supervisor and post Cancellation Notice at classroom and on WaveNet. The Absentee Form will then be forwarded to the Human Resources Department by the supervisor. The employee is responsible for completing a Leave Request Form upon immediate return to work.

Faculty who may be teaching at a high school site should also notify the High School Administrative
Office so that a substitute teacher can be contacted.

Faculty who find it necessary to leave campus during their scheduled work hours when they are not scheduled for classes (excluding lunch period), must notify their immediate supervisor or Faculty Secretary.

Faculty not informing supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.2
Title: Sick Leave
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 09-16-2016
Last Revision: 07-22-2015

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Chairperson

DISCLAIMER

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It shall be the policy of Horry-Georgetown Technical College to grant sick leave to all eligible employees in accordance with the state law and regulations governing sick leave for state employees.

All procedures on sick leave will be subject to review and audit by the State Board for Technical and Comprehensive Education and the State Human Resources Division to insure compliance with applicable State and Federal requirements.
HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number: 3.3.2.1
Related Policy: 3.3.2
Title: Sick Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 05-30-2001
Last Cabinet Review: 09-16-2016
Last Revision: 07-22-2015

President

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.

I. Eligibility

Sick leave shall be granted to and accrued by:

A. Full-time employees in full-time equivalent (FTE) positions and temporary grant employees if provided through the grant, and

B. Part-time employees in FTE positions and temporary grant employees, if provided through the grant who are scheduled to work at least one-half (½) the workweek of the agency on a twelve (12) month basis or who are scheduled to work the equivalent of one-half (½) the workweek of the agency on a twelve (12) month basis during the full school or academic year of nine (9) months or more.

II. Sick Leave Earnings

A. Computation

1. Employees who are in pay status for at least one-half or more of the workdays of the month shall earn sick leave for the full month. If they are in pay status for less than one-half the workdays, they shall earn no sick leave.

2. Employees shall earn sick leave while on sick leave, annual leave, or other authorized leave with pay. Employees shall not earn sick leave while on leave without pay.

3. Employees’ sick leave earnings are computed based on the number of hours in the employee’s workday.
B. Rate of Earnings

1. Five-day workweek schedule of 37.5 or 40 hours per week

   All employees in FTE positions shall earn sick leave beginning with the date of employment at the rate of one and one-quarter (1 ¼) workdays per month of service not to exceed fifteen (15) days per year. (S.C. Code Ann.§ 8-11-40) To determine the number of hours in a workday, divide the total number of hours an employee is regularly scheduled to work during a week by five (5) (regardless of the number of days the employee actually reported to work).

2. Schedules other than a five-day workweek of 37.5 or 40 hours per week

   To calculate the sick leave earnings for employees working schedules other than a five-day workweek of 37.5 or 40 hours per week (including part-time, variable, and nonstandard work schedules), the College/System Office must determine what a workday is for each such employee. To determine the number of hours in a workday, divide the total number of hours an employee is regularly scheduled to work during a week by five (5) (regardless of the number of days the employee actually reported to work). Examples of such schedules could include:

   a. Law enforcement employees who are regularly scheduled to work forty-three (43) hours per week. Forty-three (43) divided by five (5) equals a workday of eight-point-six (8.6) hours;

   b. Fire protection employees who are regularly scheduled to work fifty-three (53) hours per week. Fifty-three (53) divided by five (5) equals a workday of ten-point-six (10.6) hours;

   c. Part-time employees who are regularly scheduled to work twenty (20) hours per week. Twenty (20) hours divided by five (5) equals a workday of four (4) hours; or

   d. Full-time employees who are regularly scheduled to work thirty-nine (39) hours per week. Thirty-nine (39) hours divided by five (5) equals a workday of seven-point-eight (7.8) hours.

C. Maximum accrual and carryover

   Full-time and part-time employees in FTE positions shall be permitted to earn up to one hundred and ninety-five (195) workdays. (S.C. Code Ann. § 8-11-40) Full-time and part-time employees in FTE positions shall carryover from one calendar year to the next any unused earned sick leave up to a total maximum carryover of one hundred and eighty (180) workdays.

   Exceptions

   1. Any employee, who prior to January 1, 1969, earned and carried over unused sick leave in excess of one hundred and eighty (180) workdays pursuant to the College/System Office policy at the time, shall not forfeit the excess, but shall retain such excess sick leave which shall become the maximum amount the employee may carry over into future years. If the employee subsequently reduces the amount of sick leave carried over to one hundred and eighty (180)
workdays or less, one hundred and eighty (180) workdays shall become the maximum amount of unused sick leave the employee may thereafter carryover; or

2. An employee who changes from being full-time to part-time or from part-time to full-time, without a break in service, shall retain the sick leave hours previously earned. If this change results in the employee having a maximum accumulation in excess of one hundred and eighty (180) workdays, as of the effective date of the change, the employee shall not forfeit the excess. The employee shall retain this excess leave which shall be the maximum amount the employee may carry over into future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of one hundred and eighty (180) workdays, shall become the employee's maximum carryover into future years. If the employee further reduces the amount of such leave carried over to one hundred and eighty (180) workdays or less, one hundred and eighty (180) workdays shall become the maximum amount of unused sick leave the employee may thereafter carryover. During the calendar year, an employee may earn sick leave in excess of one hundred and eighty (180) workdays; however, an employee may only carry over one hundred and eighty (180) days into the next year.

III. Additional Sick Leave May be Granted

A. The College President may grant up to fifteen (15) workdays of additional sick leave to an employee in extenuating circumstances.

B. The College President may grant this leave only upon documentation from a health care provider that the employee is expected to return to work within that period of time.

C. Upon return to work, the employee will have all earned sick leave applied to the leave deficit at the rate of one and one quarter (1 ¼) days per month (or if part-time, the monthly earning rate) until the deficit has been eliminated.

D. Where no competent medical prognosis is available and an approximate date of return to active duty cannot be ascertained, the employee should be placed in leave without pay status.

E. If an employee separates from employment before satisfying the leave deficit and returns to state employment, the leave deficit will need to be satisfied upon reemployment.

IV. Using and Scheduling Leave

A. Leave taken under this section may qualify as Family Medical Leave Act (FMLA) leave and, if so, will run concurrently.

B. Reasons an employee shall be allowed to use sick leave

1. Personal illness or injury incapacitating the employee to perform duties of the positions.
2. Exposure to a contagious disease such that presence on duty could endanger the health of fellow employees when certified by a licensed physician.

3. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-work hours. To the degree possible, examination appointments must be approved in advance by the approving authority.

4. Sickness during pregnancy or other temporary disabilities. To the extent permissible the date on which sick leave for disability is to begin shall be at the request of the employee based on the determination and advice of a doctor. In no event shall such date be prescribed unilaterally by an approving authority except on the basis of professional medical opinion that the employee is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee.

5. Treatment of substance abuse sick leave may be charged by an employee for the purposes of participating in public and/or private treatment and rehabilitation programs which have been approved by the South Carolina Department of Mental Health.

6. Caring for ill members of immediate family employees may not use more than ten (10) days of sick leave annually to care for ill members of their immediate families. For the purpose of this paragraph, "immediate family" is defined to include the employee’s spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian and grandchildren.

7. Caring for an adopted child: An adoptive parent may use up to six (6) weeks of accrued sick leave to take time off for purposes of caring for the child after placement. The leave authorized by this section may be requested by the employee only if the employee is the person who is primarily responsible for furnishing the care and nurturing of the child.

8. The College shall not penalize an employee for requesting or obtaining time off according to this section.

C. Verification

The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the appointing authority may, before approving the use of sick leave, require a certificate of a physician or other acceptable documentation describing the disability and giving the inclusive dates. After an employee has been absent for three (3) days due to criteria under FMLA, a College representative (as designated by the President) may contact the employee regarding the status of the health condition. However, the employee is required to contact his/her immediate supervisor each day absent. Absences of five (5) or more days will require certification from a health care provider to substantiate that the leave is due to the serious health condition as defined by federal regulations; this certified leave will be considered as leave under FMLA.

D. Increments for Use of Sick Leave
Sick Leave shall be used in quarter-hour increments as determined by the College.

E. Use of Sick Leave Before Going on Leave Without Pay

In qualifying sick leave situations, the employee shall use all sick leave before going on leave without pay unless the College President or his designee grants an exception at the employee’s request.

F. Holiday During Sick Leave

When a holiday is observed by the College while an employee uses sick leave, the day shall be considered a holiday, not a day of sick leave for the employee.

G. Sickness During Annual Leave

When sickness occurs during a period of annual leave, sick leave may be granted to cover the length of illness and a physician’s certificate may be required.

This application for sick leave must be made within two (2) days after expiration of annual leave. If sick leave is exhausted, the employee may be placed on leave without pay or may use any accrued annual leave.

*When an employee has advanced notice of a sick leave absence, a Leave Request Form must be obtained from the Human Resources Department and submitted to the Supervisor prior to the absence. A Leave Request term indicating Sick Leave must be submitted to the supervisor the first day returned to work following an illness. All Leave Request Forms will be forwarded to the Human Resources Department for distribution and recording.

V. Transfer

A. Between State Agencies

Employees, with the exception of temporary grant employees, who transfer without a break in service from one State agency to another shall transfer accumulated sick leave up to the total amount accrued adjusted to the scheduled workweek of the gaining agency. In the case of any employee transferring from an agency under whose system the employee has, prior to January 1, 1969, a maximum accumulation in excess of that currently authorized by the gaining agency, the total shall be transferred.

If the employee subsequently reduces the amount of sick leave carried over to 180 workdays or less, 180 workdays shall become the maximum amount of unused sick leave the employee may thereafter carryover.

B. Between a State Agency and a School District

An employee of a State agency transferring to a school district of this State or a school district employee transferring to a State agency, without a break in service, is permitted to transfer to and retain at his new employer all sick leave accumulated at the former employer regardless of employment status at the new employer.
VI. **Termination of Employment**

A. **Upon Separation Other than Retirement**

Upon separation from employment, an employee shall forfeit all earned sick leave or voluntarily donate the allowable amount to the College sick leave pool.

B. **Upon Retirement**

Upon retirement, an employee shall receive service credit for not more than ninety (90) days of his unused sick leave at no cost to the employee. The leave must be credited at a rate where twenty (20) days of unused sick leave equals one (1) month of service. This additional service credit may not be used to qualify for retirement.

C. **Upon TERI Retirement**

Upon TERI retirement, an employee may apply up to ninety (90) days of unused sick leave towards his retirement service credit. Should the employee wish to retain an amount of sick leave for use while in the TERI Program, the amount he applies to his retirement service credit will be deducted from his leave balance.

D. **Reduction in Force Rights**

An employee who is reinstated within one year of the date of separation shall have his sick leave restored. (HRD Regulations Section 19-719.04 B.4.d.)

E. **Up to Six Month Exception to Break in Service**

An employee who has received prior approval for an extension to the 15-day break in service shall have his sick leave restored if transferred or appointed to another FTE position within the approved time period. (HRD Regulations Section 19-719.01 B. 2. (Exception)).

VII. **Sick Leave Records**

A leave record shall be maintained by the employing agency for each employee covered under the provisions of the S. C. Code Ann. § 8-11-40, which shall be subject to audit by the State Budget and Control Board and the State Board for Technical and Comprehensive Education. Such records shall:

A. Indicate the number of sick leave hours earned and used during the current calendar year.

B. Indicate the number of leave hours carried forward from the previous calendar year, but not exceeding the maximum accrual authorized.

C. Indicate the number of hours in the employee’s official workweek and workday.
D. Include any other information the agency may require.

E. Be reviewed by or reported to the employee not less than once per calendar year and be supported by individual leave request. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to print the leave records.

F. Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.3
Title: Annual Leave
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 01-14-1993
Last Cabinet Review: 01-04-2016
Last Revision: 08-01-2013

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.

It shall be the policy of Horry-Georgetown Technical College to grant annual leave to all its eligible employees in a manner consistent with state law and regulations promulgated by the State Human Resources Division.

All procedures on annual leave will be subject to review and audit by the State Board for Technical and Comprehensive Education and the State Human Resources Division to insure compliance with applicable State and Federal requirements.
I. **Eligibility**

Annual leave shall be accrued by and granted to:

A. Full-time classified employees in full-time equivalent (FTE) positions, temporary grant employees, if provided through the grant, unclassified Non-Teaching Personnel, and institutional officers.

B. Part-time classified employees in FTE positions, temporary grant employees if provided through the grant, who are scheduled to work at least one-half (½) of the workweek on a twelve (12) month basis, or who are scheduled to work the equivalent of one-half (½) the workweek on a twelve (12) month basis during the full school or academic year of nine (9) months or more.

C. Teaching Faculty do not accrue annual leave but are given non-workdays in lieu of annual leave. For teaching faculty see Policy on Faculty Non-workdays.

II. **Annual Leave Earnings**

A. Computation

1. Employees who are in pay status one-half or more of the workdays of the month shall earn annual leave for the full month. If they are in pay status for less than one-half the workdays, they shall earn no annual leave.

2. Employee shall earn annual leave while on annual leave, sick leave, or other authorized leave with pay. Employees shall not earn annual leave while on leave without pay.
3. Employees’ annual leave earnings are computed based on the number of hours in the employee’s workday.

4. Employees’ annual leave earnings are based on the employee’s leave accrual date. The leave accrual date reflects:
   a. All State service in an FTE position, including part-time service, adjusted to reflect periods when there was a break in service.
   b. All service as a certified employee in a permanent position of a school district of this State; and
   c. At the discretion of the College President or his designee, all service in any temporary capacity counted towards the employee’s probationary period.

B. Rate of Earnings

1. Five Day Workweek Schedule of 37.5 or 40 Hours Per Week
   a. Calculation of workday hours
      
      To determine the number of hours in a workday, divide the total number of hours an Employee is regularly scheduled to work during a week by five (5) (regardless of the number of days the employee actually reports to work).
   
   b. Service of ten (10) years or less
      
      Full-time employees in FTE positions and eligible temporary grant employees on five (5) days workweek schedule with State service of less than ten (10) years, shall earn a bonus of one and one-fourth (1 1/4) working days per calendar monthly of service in each calendar year. In addition, all service as a certified employee in an FTE position of a school district of this State must be used to calculate the leave accrual date. (S.C. Code Ann. § 8-11-640)
   
   c. Service of more than ten years (bonus leave earnings)
      
      Full-time employees in FTE positions and eligible temporary grant employees on five (5) days workweek schedule with State service of more than ten (10) years, shall earn a bonus of one and one-fourth (1 1/4) working days of annual leave for each year of continuous service beyond ten (10) years. In addition, all service as a certified employee in an FTE position of a school district of this State must be used to calculate the leave accrual date. (S.C. Code Ann. § 8-11-640) Bonus leave earnings are a College/System Office option based on the availability of funding. (See Chart)
2. Schedules Other Than a Five-Day Workweek of 37.5 or 40 Hours Per Week

All employees earn the number of days per year based on their years of service. However, the earning rate in hours per month varies according to the length of the workday. If the workday differs from eight hours, divide the number of hours in the workday by eight, then multiply this ratio by the earnings rate in the last column of the chart below. Examples of such schedules could include:

a. Law enforcement employees who are regularly scheduled to work 43 hours per week. Forty-three hours divided by five equals a workday of 8.6 hours:

b. Fire protection employees who are regularly scheduled to work 53 hours per week. Fifty-three hours divided by five equals a workday of 10.6 hours;

c. Part-time employees who are regularly scheduled to work 20 hours per week. Twenty hours divided by five equals a work day of four hours; or

d. Full-time employees who are regularly scheduled to work 39 hours per week. Thirty-nine hours divided by five equals a workday of 7.8 hours.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days Per Year</th>
<th>Earning Rate Hours Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>15.00</td>
<td>9.38</td>
</tr>
<tr>
<td>11</td>
<td>16.25</td>
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<tr>
<td>21</td>
<td>28.75</td>
<td>17.97</td>
</tr>
<tr>
<td>22 and Over</td>
<td>30.00</td>
<td>18.75</td>
</tr>
</tbody>
</table>

III. Maximum Accrual and Carryover

A. Eligible employees shall be permitted to carryover from one (1) calendar year to the next any unused annual leave up to a total accumulation of forty-five (45) workdays; EXCEPT THAT, employees of an agency which provided for maximum accumulation in excess of forty-five (45) workdays as of June 2, 1972, shall not forfeit the excess, but shall retain excess leave which shall be the maximum amount the employees may carry over into future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of forty-five (45) workdays, shall become the employee’s maximum carryover into future years. If the employee further reduces the amount of such leave carried over to forty-five (45) workdays or less, forty-five (45) days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, and employee may earn annual leave in excess of the forty-five (45) workdays; however, the employee may only carryover forty-five (45) days to the next calendar year.
B. Eligible employees who change from being full-time to part-time or from part-time to full-time, without a break in service, shall retain the annual leave hours previously earned. If this change results in the employee having a maximum accumulation in excess of forty-five (45) workdays as of the effective date of the change, the employee shall not forfeit the excess. The employee shall retain this excess leave which shall be the maximum amount of such leave carried over, the reduced amount, if in excess of forty-five (45) workdays, shall become the employee’s maximum carryover into future years. If the employee further reduces the amount of such leave carried over into forty-five (45) workdays or less, forty-five (45) days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, an employee may earn annual leave in excess of the forty-five (45) workdays; however, the employee may only carryover forty-five (45) days to the next calendar year.

IV. Using and Scheduling Leave

A. Leave taken under this section may qualify as Family Medical Leave Act (FMLA) leave; and, if so, will run concurrently.

B. Scheduling Leave

1. College employees may be required to use annual leave during periods when the college is closed. These days will be specified according to the academic calendar prepared each year. Employees will be notified in advance of days when use of annual leave will be mandatory.

2. To the degree possible, employees’ requests for specific periods of annual leave shall be approved in advance and honored. However, considerations of workloads, work distributions, and similar factors may necessitate changes. Agency approval is required for the specific periods the employee shall be on annual leave, to include beginning and ending dates and computation of total hours.

C. Maximum Days Used per Year

1. The maximum number of earned days of annual leave that may be used in any one calendar year shall not exceed thirty (30) working days.

2. Exception

a. For Family and Medical Leave Act qualifying reasons, an agency may allow an employee who has used all eligible sick leave and thirty (30) days of annual leave to use and remaining annual leave for:

   i. Emergencies or serious health conditions of the employee

   ii. Emergencies or serious health conditions of the employee’s immediate family.¹

b. For emergency or extreme hardship conditions as referenced in S.C. Code Ann. 8-11-670, the System President/College President or his designee may allow an employee, who has used all accumulated sick

¹ Immediate family is defined in HRD Regulations Section 19-710.04 B.6.
leave and thirty days of annual leave to use any remaining annual leave which he/she has accumulated.

c. An employee may request review by the State Human Resources Director the denial of the use of annual leave as provided in HRD Section 19-709.03.

D. Increments for Use of Annual Leave

Annual Leave shall be used in quarter-hour increments as determined by the College.

E. Holiday During Leave

_When a holiday is observed by the agency while an employee is using annual leave, the day shall be considered a holiday, not a day of annual leave for the employee._

III Credited Service

A. Employees Hired Prior to June 2, 1972

Employees as of June 2, 1972 shall carry forward all service as a State employee prior to June 2, 1972 for purposes of determining annual leave earnings.

B. Cumulative Service

Subsequent to June 2, 1972, all employees who are rehired following a break in service shall be given credit for prior state service for purposes of computing bonus earnings. No credit shall be given for the period between termination of reemployment. Any employee in a permanent position of a state agency or department must be given full state service credit for prior service as a certified employee of a school district of this state for purposes of computing bonus earnings and no credit under this paragraph may be given for any out-of-state teaching service or other service with an out-of-state school district.

IV Transfer from One State Agency to Another

a. An employee who transfers without a break in service from one agency to another shall transfer earned annual leave.

b. When a full-time employee transfers to an agency that has a different workday, his annual leave at the transferring agency shall be converted to equivalent days of annual leave at the receiving agency.

c. When an employee transfers from a position in which he earns both sick and annual leave to a teaching position of academic rank at a State support institution of higher learning, (excluding the Technical College System) the employee shall be paid for earned annual leave according to Section 19-709.05.
d. When the employee with a maximum carryover in excess of forty-five (45) workdays transfers from one agency to another, the employee shall retain the higher maximum carryover at the receiving agency. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of forty-five (45) workdays, shall become the employee’s maximum carryover into future years. If the employee further reduces the amount of such leave carried over to forty-five (45) workdays or less, forty-five (45) days shall become the maximum amount of unused annual leave the employee may thereafter carryover. During the calendar year, the employee may earn annual leave in excess of the forty-five (45) workdays; however, the employee may only carryover forty-five (45) days to the next calendar year.

e. Temporary grant employees must be paid accrued annual leave upon termination as outlined in the temporary grant appointment form.

V Movement Between Non-Faculty Positions Within the Technical College System

A. When an employee moves from a non-faculty position in which he earns both sick and annual leave to a faculty position within the Technical College System, the employee shall be paid for earned annual leave according to the Human Resources Division Section 19-709.05.

B. When a faculty member moves to a non-faculty position in which she earns both sick and annual leave within the Technical College System, a lump sum payment will be made for banked and unused non-work days according to SBTCE Procedure 8-3-101.1 Faculty Non-Work Days, not to exceed forty-five days.

VI Payment Upon Separation of Employment

Upon separation from State employment, a lump sum will be made for unused annual leave, not to exceed forty-five (45) days, unless a higher maximum is authorized under HRD Section 19-709.02 C., and without deducting any earned leave taken during the calendar year in which the employee separates except retirees hired by the state after June 30, 2005.

Upon the death of an employee while in active service, the estate of the deceased employee shall be entitled to the lump sum payment not to exceed forty-five (45) days.

Part-time employees’ accumulation payments will be on a pro rata basis.

The annual leave payout should be calculated based on the employee’s final rate of pay, including longevity, temporary salary adjustments, or any other pay (excluding overload or dual employment) that the employee is receiving at the time of separation.

Annual Leave Records

A leave record shall be maintained by the System Office/College for each employee.
covered under the provisions of the S.C. Code Ann. 8-11-680, which shall be subject to audit by the State Budget and Control Board, and the State Board for Technical and Comprehensive Education.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.

Such records shall:

A. Indicate the annual leave accrual rate for each employee.

B. Indicate the number of annual leave hours earned during the current calendar year;

C. Indicate the number of annual leave hours carried forward from the previous calendar year, but not exceeding the maximum accrual authorized;

D. Indicate the number of hours in the employee’s official workweek;

E. The number of annual leave hours paid out upon separation.

F. Include any other information the agency may require.

G. Be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.
HORRY-GEORGETOWN TECHNICAL COLLEGE
POLICY

Number: 3.3.4
Title: Legal Holidays
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 05-11-2001
Last Cabinet Review: 01-06-2016
Last Revision: 05-25-2016

_________________________________________________
President

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.

It is the policy of Horry-Georgetown Technical College to grant holidays to employees in FTE positions in accordance with the State Human Resources Regulations.
I. ELIGIBILITY

All employees in FTE positions shall be allowed to observe with pay those legal holidays listed in Section II of this Procedure. All temporary grant employees are entitled to all holidays provided that the grant has sufficient funds.

II. LEGAL HOLIDAYS

1. State Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>George Washington's Birthday/Presidents Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Confederate Memorial Day</td>
<td>May 10</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veterans' Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Fourth Friday in November</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
<tr>
<td>Day after Christmas</td>
<td>December 26</td>
</tr>
</tbody>
</table>

III. HOLIDAY OBSERVANCE PROCEDURE

A. To accommodate academic calendars, the College may establish holiday schedules
differing from those observed by other State agencies. However, in all cases, the number of holidays observed in a calendar year will be consistent with the number granted to all State agencies.

B. Holidays are to be taken on the prescribed day in the academic calendar for a College. A College Calendar is issued in January of each year that indicates all observed holidays and the dates the College will be closed in observance of the holiday. When a holiday falls on a Saturday or Sunday, it shall be observed on the preceding Friday or the following Monday, respectively, by employees working a Monday through Friday schedule. Employees in FTE positions who do not work a normal Monday through Friday workweek shall receive no more and/or less number of holidays than those employees who work the normal Monday through Friday workweek.

C. The length of an employee’s holiday is computed based on the number of hours in the employee’s average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

D. When a holiday falls during a period of leave with pay, the day will be counted as a holiday, not as a day of leave.

E. Employees who are on extended leave without pay shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.

F. Employees who are on leave without pay status the day before a holiday shall not be paid or receive holiday compensatory time for a holiday(s) following the day of leave without pay.

IV. HOLIDAY COMPENSATORY TIME

A. An employee of the College who is required to work on a holiday by his/her supervisor shall be given holiday compensatory time within one year from the date of the holiday at a time mutually agreed upon by the supervisor and the employee.

B. Should a College employee be required to work on a holiday, the College shall give the employee who must work advanced notice if possible.

C. An employee who must work a portion of the holiday due to a shift that begins on one day and ends on another shall be granted holiday compensatory time equal to all hours worked on the holiday.

D. All nonexempt employees of the College, who are not allowed to take holiday compensatory time earned for working on a holiday within the one year period, shall be compensated for the holiday by the College at the straight hourly pay rate of the employee. Exempt employees shall not be paid for unused holiday compensatory time.

E. All nonexempt employees shall be compensated for all holiday compensatory time upon separation from employment. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.

V. HOLIDAY COMPENSATORY TIME RECORD

A. An employee of a college who is required to work on a holiday by his/her supervisor
shall be given holiday compensatory time within one year from the date of the
holiday at a time mutually agreed upon by the supervisor and the employee.

B. Should a college employee be required to work on a holiday, the college shall give
the employee who must work advanced notice if possible.

C. An employee who must work a portion of the holiday due to a shift that begins on
one day and ends on another shall be granted holiday compensatory time equal to
all hours worked on the holiday.

D. All nonexempt employees in colleges are not allowed to take holiday compensatory
time earned for working on a holiday within the one year period, shall be
compensated for the holiday by the respective college at the straight hourly pay rate
of the employee. Exempt employees shall not be paid for unused holiday
compensatory time.

E. All nonexempt employees shall be compensated for all holiday compensatory time
upon separation from employment. Exempt employees shall not be paid for unused
holiday compensatory time upon separation of employment.

F. Colleges shall maintain records for all employees who receive holiday compensatory
time. Information in the record must include:
   1. Compensatory time earned and used in terms of hours, and
   2. The number of hours per week the employee is normally scheduled to work
      and the employee’s average workday.
It is the policy of Horry-Georgetown Technical College that court leave, voting leave, organ donor, American Red Cross Certified Disaster Service Leave, blood drive and donation, bone marrow donor, extended disability, worker's compensation, military leave, and administrative leave, and FMLA leave for all eligible employees shall be granted in accordance with the state laws and regulations promulgated by the State Human Resources Division.
An employee in a full-time equivalent (FTE) position or eligible temporary grant position, who is summoned, as a member of a jury panel shall be granted court leave with pay, and any jury fees and travel payment shall be retained by the employee.

An employee in an FTE position or eligible temporary grant position, who is subpoenaed as a witness and who will not receive any personal gain from the outcome of the litigation, shall be entitled to court leave with pay for those hours required for the subpoena and may retain any witness fee and payment for travel expenses.

An employee in an FTE position subpoenaed in line of duty to represent a State agency as a witness or defendant, his appearance is considered a part of the employee job assignment and shall not be granted administrative leave with pay. The employee shall be reimbursed for any meals, lodging and travel expenses that may be incurred while serving in this capacity in accordance with the annual Appropriations Act and Budget and Control Board Regulations.

In no case shall administrative leave with pay be granted for court attendance when an employee in an FTE position or eligible temporary grant position, engaged in personal litigation; however, an employee may be granted annual leave, leave without pay (when annual leave is not available) or other paid leave as applicable. In such cases with the approval of the College is required.

Employees that are summoned to jury duty will be expected to work on any given day only the number of hours that, when added to the hours required to be at court, equal the normal work day for the employee.

Any day an employee in an FTE position is excused from service on a jury, the employee is expected to return to the job; otherwise, the time the employee is excused from court service will be charged to annual leave, or in the case of illness, to sick leave.

Any employee in pay status, and in an FTE position, appearing as a witness in an official capacity in a mediation or mediation-arbitration conference, his appearance is considered a part of the
employees’ job assignment.

Any employee in pay status and in an FTE position appearing as a witness or in any other official capacity in a hearing before the State Grievance Committee, his appearance is considered a part of the employees’ job assignment.

An employee must submit a Leave Request Form along with copy of the summons to his/her supervisor prior to jury service and forwarded to Human Resources Office. Upon return to work, the employee should inform the Human Resources Office of the actual hours served for court leave.

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.5.2
Related Policy: 3.3.5
Title: Military Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-04-2016
Last Revision: 08-01-2013

President

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.


I. Short-term Military Training

Employees in (FTE) or eligible temporary grant positions, positions of the College who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve shall, upon the presentation of a copy of the employee's official orders or appropriate military certification, be entitled to leave without loss of pay, time or efficiency rating for one or more periods not exceeding an aggregate fifteen (15) regularly scheduled work days in any one year during which the employee engaged in annual field training or other active duty for training or any other duties ordered by the Governor or Department of Defense, Department of the Army, Department of the Air Force, Department of the Navy, the Department of the Treasury or any other department or agency of the U.S. Government having authority to issue lawful orders requiring military service. Saturdays, Sundays and State holidays may not be included in the fifteen (15) day aggregate unless the particular Saturday, Sunday or holiday to be included is a regularly scheduled work day for the employee involved. In the event any employee is called upon to serve during a declared emergency, he/she is entitled to such paid leave of absence for a period not to exceed thirty (30) additional days per declared emergency. Any one year means either a calendar year, or in the case of members required to perform active duty for training or other duties within or on fiscal year basis, the fiscal year of the National Guard or Reserve component issuing the orders.
A state employee in a full time position who serves on active duty in a combat zone and who has exhausted all available leave for military purposes is entitled to receive up to thirty (30) additional work days of military leave in any one year. 11

The employee must submit a Leave Request Form for Military Leave along with a copy of this orders to his/her supervisor immediately upon receipt of orders and forward to Human Resources Office for distribution and recording.

II. Long-term

Every employee of the State or any political subdivision thereof who, on or after June 25, 1950, has been, or shall be commissioned, enlisted, or selected for service in the Armed Forces of the United States (excluding short-term training) shall, so long as the requirements and regulations of the armed forces shall prevent his return to his civil employment for a period of 90-days thereafter, but in no event for a period longer than 5 years from the date of entry into the Armed Forces of the United States, be entitled to leave of absence from his duties as an employee of the State or any political subdivision thereof, without loss of seniority or efficiency or register ratings. The word “employee” as used herein shall not be construed to mean an officer or official elected or appointed to a term pursuant to a statute or the Constitution of this State.

The employee must submit a Leave Request Form for Military Leave along with a copy of this orders to his/her supervisor immediately upon receipt of orders and forward to Human Resources Office for distribution and recording.

III. Return to Work

Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), an employee must provide timely notice of their intent to return to work by either reporting to work or submitting a timely application for re-employment. Whether the employee is required to report to work or submit a timely application for re-employment depends upon the length of the following:

- Period of service less than thirty one (31) days or for a period of any length for the purpose of a fitness examination. The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from military service, taking into account safe travel home plus an eight (8) hour rest period.

- Period of service more than (30) days but less than one hundred and eighty one (181) days. The employee must provide notice of his intent to return within fourteen (14) calendar days of release from service.

- Period of service more than one hundred eighty (180) days. Notice must be submitted within ninety (90) calendar days of release from service.

Once an employee notifies his or her immediate supervisor of their intent to return to work, the actual date for reporting to work is negotiable.

IV. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request. It is acceptable for employee leave requests to

11 Please refer to the General Appropriations Bill, for any additional option that may be provided in any given fiscal year.
be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of the S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
I. An employee in a full-time equivalent (FTE) or eligible temporary grant position, upon request, will be granted up to three consecutive work days of leave with pay on the death of any member of the employee’s immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, the spouse of brothers, sisters, the spouse of sisters, children, the spouse of children, grandchildren, or great-grandchildren of either the employee or the spouse.

II. A Leave Request Form for funeral leave must be submitted to the supervisor stating the relationship to the employee and forwarded to the Personnel Office for recording and distribution.

III. When a death in the employee’s immediate family occurs while the employee is on annual or sick leave, leave for death in the immediate family will replace the annual or sick leave taken, for up to three (3) consecutive days. When a death in the employee’s immediate family occurs while the employee is on an official holiday, the employee will be entitled to the holiday and to the three (3) consecutive days of leave with pay.

IV. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.
Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.5.4
Related Policy: 3.3.5
Title: Voting Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-04-2016
Last Revision: 08-01-2013

_________________________________________________
President

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.

I. An employee, in a full-time equivalent (FTE) position or eligible temporary grant position, who lives at such distance from assigned work location as to preclude voting outside working hours may be authorized a maximum of two hours of leave with pay for the purpose. An employee must submit a Leave Request Form to his/her supervisor prior to the absence. Check "Other" on the Leave Request Form and indicate Voting Leave. To work at the polls during elections, an employee must be on authorized (annual leave, other paid leave as applicable or LWOP).

II. The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of the S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
Faculty includes all college personnel whose primary responsibility is direct classroom instruction or a combination of instructional, supervisory and/or management responsibilities in direct support of instruction. Professional librarians are considered to be faculty and are subject to the provisions of this procedure.

I. FACULTY NON-WORK DAY EARNINGS

Faculty do not accrue annual or holiday leave. In lieu of the accrual of annual leave and in recognition of approved State holidays, provisions are made to grant full time faculty, in FTE positions, a minimum of 172.50 hours (23 non-work days), per thirty-nine (39) week academic term (fall and spring semesters), as follows:

- Ten (10) years but less than fifteen (15) years of continuous State Service* -- 180.00 hours (24 days);
- Fifteen (15) years but less than twenty (20) years of continuous State Service* 187.50 hours (25 days);
- Twenty (20) or more years of continuous State Service* -- 195.00 hours (26 days).

*These hours are granted based on the number of continuous State service Years with the Technical College System and are awarded as of the beginning of the fall semester.

- Of the total hours granted, 150.0 hours (20 days) are designated in the Academic Calendar as scheduled Faculty Non-Work days.

- In addition, Human Resources will automatically bank 22.50 personal hours (3 days) at the beginning of the academic year for each faculty member.
• This accounts for the minimum of 172.50 hours (23 days) that are awarded at a minimum to all faculty members at the beginning of the academic year. The 172.50 hours (23 days), breaks down into the 150.00 hours (20 days) that are designated in the Academic Calendar, and the 22.50 hours (3 days) of personal hours that are automatically added to the faculty member’s banked time (Faculty Non-Work Day Bank).

• For faculty with 10 years or more continuous state service, entitled to additional hours, these hours may be utilized during Administrative Days designated by an asterisk on the Academic Calendar, to either take leave, bank time, or a combination of the two.

It is the faculty members’ responsibility to complete the necessary paperwork regarding his/her additional hours; either submit a Leave Request Form and check “Personal Leave (Administrative Day only)” or complete a (Faculty Bank Form) to bank any additional hours to which your years of service entitle you.

A. Banking Time

A maximum of 37.5 hours may be banked per academic year, of which 22.5 hours HR will bank for you at the beginning of the academic year. It is the faculty member’s responsibility to bank the remaining 15 hours of the 37.5 hours, if you so choose. Those 15 hours can consist of faculty non-work days, personal leave (for those faculty members with 10 years or more continuous state service), or a combination of both not to exceed the maximum of 37.5 hours per academic year. Faculty members shall be permitted to carryover from one academic year to the next any banked leave up to a total accumulation of 337.50 hours (45 days).

To place hours in his/her faculty bank, the Faculty member will need to:

1. Complete a Faculty Bank Form (prior to the date chosen to work)
2. Obtain the necessary signatures
3. Forward the completed approved form to the Human Resources Department for recording purposes.

Once the hours are banked, they may be taken, during non-instructional time with the approval of the Dean/Associate Vice President for Academics. Banked hours may also be taken during instructional time, due to extenuating circumstances, with the approval of the Dean/Associate Vice President for Academics. To take leave utilizing banked hours, a faculty member must complete a Leave Request Form, checking Banked Leave, and obtain the necessary signatures.

All faculty members who either terminate or retire from employment will be paid for banked hours up to a maximum of 337.50 hours (45 days). Additionally, the banking of hours is designed to benefit faculty, participating in the SC Retirement Systems (SCRS) plan, at retirement. Faculty members are paid for the accrued hours in their last payroll check, which affects the average final computation (AFC) for SCRS retirement purposes.

Please Note: A day designated as a College closed day on the Academic calendar cannot be banked.

B. Substitution

Faculty may request substitution of scheduled work hours for faculty non-work day hours as prescribed in the academic calendar. This request should be limited to circumstances beyond one’s control that prevents a faculty member from adhering to his/her schedule. For circumstances other than emergencies, faculty should complete the Leave Request Form at least two weeks prior to the
request, noting in the Leave Request Form “Substitution” and indicating which faculty non-work day is being substituted for a working day. For emergencies, the form should be completed as soon as possible.

**Please Note:** A day designated as a College Closed Day on the Academic calendar cannot be substituted.

C. **Summer Term Faculty Non-Work Days**

Full-time faculty who are employed during the summer term(s) are granted non-work days at the rate of .385 days per week worked, not to exceed 37.50 hours days as designated in the Academic Calendar.

D. **Faculty Hired or Terminating after the Beginning of Academic Term**

When calculating the number of non-work hours for faculty employed after the beginning of the fall term, or when a faculty member terminates employment, the College shall determine the eligible non-work hours based on the pre-defined academic calendar.

Upon termination of employment with the College, or if a faculty member moves to a non-faculty position within the Technical college system, the faculty member shall be paid in lump sum for faculty non-work hours accumulated or “banked”, and the payout shall not exceed 337.50 hours (45 days) for full-time faculty in permanent positions. Leave credit is determined as of the last day of work.

Faculty members may voluntarily donate faculty unused non-work hours to an institutional non-work day pool from which other faculty members may request withdrawal for catastrophic or severely debilitating personal or family medical emergencies. The donation and use of non-work days shall be in accordance with the provisions of Horry-Georgetown Technical College’s Leave Transfer Program procedure.

E. **Other Leave with Pay for Faculty**

Other leave with pay for faculty will be administered in accordance with the respective College procedures for sick leave, family sick leave, adoption leave, organ donor leave, voting leave, jury leave, elections, volunteer blood drives, bone marrow donations, court leave, short term military training, and death in immediate family.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.3.5.7
Related Policy: Other Leave Types
Title: American Red Cross Certified Disaster Service Leave, Blood Drive and Donation Leave, Bone Marrow Donor Leave, Organ Donor Leave and Administrative Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 05-26-2004
Last Cabinet Review: 01-04-2016
Last Revision: 08-01-2013

President

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.

Leave taken under this procedure may qualify as Family and Medical Leave Act (FMLA) leave and, if so, will run concurrently.

All employees in a full-time equivalent (FTE) positions or eligible temporary grant positions shall be granted other leave with pay as outlined:

I. American Red Cross Certified Disaster Service Leave

An employee who is a certified disaster service volunteer for the American Red Cross may use up to 10 days of paid leave in a calendar year to participate in specialized disaster relief services with the approval of the College President or their designee. This leave is in addition to other leave to which the employee is entitled.

II. Blood Drive and Donation Leave

1. Agencies may periodically arrange volunteer blood drives for their employees. The blood drives may be held at the times and places as may be determined by the agency head. The agency’s employees are permitted to participate in the blood drive during their work hours without using sick and annual leave.

2. An employee desiring to donate blood at a time, other than an agency arranged volunteer blood drive, must be excused from work by his agency during the employee’s regular work hours for the purpose to making the donation without prejudice to the employee and no leave or makeup time may be required. Any employee desiring to
donate blood should notify his agency of the scheduled date and the amount of time needed for the donation as far in advance as may be practicable. The agency may deny the employee’s request for time to donate if the absence of the employee would create an extraordinary burden on the agency. In considering the employee’s request, the agency shall take into consideration such factors as the necessity and type of blood donation, and any other factor the agency considers appropriate. The agency may, as a condition of approving the request, require the employee to provide documentation of the donation.

III. Bone Marrow Donor Leave

An employee who works on an average of twenty (20) hours or more a week, and who seeks to undergo a medical procedure to donate bone marrow may be granted bone marrow donor leave with pay. The total amount of paid leave may not exceed forty (40) work hours unless a longer length of time is approved by the agency head. Such leave may require verification by a healthcare practitioner of the purpose and length of each request. If a medical determination finds that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee before that medical determination is not forfeited.

IV. Organ Donor Leave

All officers and employees of the State who wish to be an organ donor and who accrue annual or sick leave as part of their employment are entitled to leaves of absence from their respective duties without loss of pay, time, leave, or efficiency rating for one or more periods not exceeding an aggregate of thirty (30) regularly scheduled workdays in any one calendar year during which they may engage in the donation of their organs. Saturdays, Sundays, and State holidays may not be included in the thirty (30) day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved. The office or employee must show documentation from the attending physician of the proposed organ donation before leave is approved that confirms that the employee is the donor.

V. Administrative Leave

An employee who is physically attacked while in the performance of official duties and suffers bodily harm as a result of the attack must be placed on administrative leave with pay by the College rather than his earned sick leave. The period of administrative leave per incident may not exceed one hundred and eighty (180) calendar days. Denial of the use administrative leave will be grounds for review by the Human Resources Division (HRD) upon request of the employee. Administrative review by HRD will be final.

VI. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employee shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be
construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
PROCEDURE

Number: 3.3.5.8
Title: Workers’ Compensation Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-10-2007
Last Cabinet Review: 01-04-2016
Last Revision: 08-01-2013

_______________________________________
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.

Leave taken under this section may qualify as Family Medical Leave Act leave (FMLA) and, if so, will run concurrently provided the reason for the absence is due to a qualifying serious illness or injury and the College properly notifies the employee in writing that the leave will be counted as FMLA.

1. In the event of an illness or accidental injury arising out of and in the course of employment with the State, which is covered under Workers’ Compensation, and employee who is not eligible for or who has exhausted his paid administrative leave, shall make an election to use either earned leave time (sick, annual/faculty non-work days or both) or Workers’ Compensation benefits awarded in accordance with Title 42 of the South Carolina Code of Laws.

2. The employee shall make an election under one of the following options:

   a. To use sick leave, annual leave/faculty non-work days, or both. When earned leave is exhausted before the employee can return to work, the employee shall be entitled to Workers’ Compensation benefits at the time the leave is exhausted.

   To use Workers’ Compensation benefits awarded in accordance with Title 42 of the South Carolina Code of Laws, as amended.

   b. To use sick leave, annual leave, or both on a pro-rated basis is conjunction with Workers’ Compensation benefits according to the formula approved by the Budget and Control Board.

3. Before the election is made, the effect of each available option on the employee’s future leave earnings must be explained to the employee by the employer. The election must be in writing and signed by the employee and the person who explains the options. The election of the employee is irrevocable as to each individual incident.

4. Regardless of which option an employee elects, he would continue to be eligible for payment of medical cost provided by the State Accident Fund.
5. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave requests. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number: 3.3.5.9
Title: Extended Disability Leave
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-10-2007
Last Cabinet Review: 01-04-2016
Last Revision: 07-14-2010

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President

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.

Leave taken under this section may qualify as Family Medical Leave Act leave (FMLA) and, if so, will run concurrently.

Under the Americans with Disabilities Act, certain extended illnesses may be protected as disabilities and may require reasonable accommodation.

1. For any extended period of disability due to illness, injury or maternity an employee may request leave not to exceed one hundred (180) days. The 180 calendar days can be counted intermittently provided it is with the same disability. The request shall not be denied for bona fide illness or disability, if the employee is in an FTE position. Should the employee return within the approved 180-day period, the System President/College shall reinstate the employee to the same position or one of comparable pay band for which the employee is qualified.

2. The System President/College shall require, prior, to approval of an extended disability, certification by the health care practitioner to include: (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, and (3) appropriate medical facts within the knowledge of the health care practitioner regarding the condition. Dates set forth in the physician’s certificate can be amended by the physician. The College may require additional documentation from the health care practitioner issuing the certificate or may secure additional medical options from other health care practitioners.

3. If the employee is unable to return within the 180-day period, the agency must separate the employee from State service. Because the ADA requires employers to engage in an interactive process with each disabled employee to find a reasonable accommodation, employers should review each employee’s specific situation and cannot automatically terminate the employee at the end of a predetermined period.

4. In extenuating circumstances, two extensions are available: (a.) the System President/College President, may extend the 180-day period of leave to a total of three hundred sixty-five (365) days, provided the health care practitioner certifies the employee’s return within this time period: and (b.) the System President/College President may extend
the disability leave beyond the 365 days without a break in service provided the health care practitioner certifies the employee’s return to work within the time frame of the requested extension.

5. The employee shall use all sick leave before going on leave without pay unless the System President/College President, at his discretion, grants an exception at the employee’s request. The employee shall have the option of using or retaining accrued annual leave prior to going on leave without pay.

6. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.6
Title: Employee Leave Transfer Program
Authority: Title 59, Chapter 53, Sections 810-860 and 8-11-700 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 01-14-1993
Last Cabinet Review: 01-06-2016
Last Revision: 10-10-2007

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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.

It is the policy of Horry-Georgetown Technical College that eligible employees may voluntarily transfer portions of their sick and annual leave balances to a leave pool in a manner and under conditions specified by College Procedures. It shall also be the policy of Horry-Georgetown Technical College that eligible employees may withdraw sick and annual leave from the aforementioned leave pool under conditions and circumstances specified by the same Procedure.
HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number: 3.3.6.1
Related Policy: 3.3.6
Title: Employee Leave Transfer Program
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Date Approved: 08-01-1994
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

President

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.

I. Purpose

The following procedures establish the manner in which Horry-Georgetown Technical College employees may voluntarily transfer sick, and/or annual leave into a leave transfer pool from which other Horry-Georgetown Technical College employees may request withdrawal for severe emergency and catastrophic circumstances if they meet certain criteria as defined in this procedure and other guidelines promulgated by the State Human Resources Division’ regulations, State Board for Technical and Comprehensive Education policy and procedure. Temporary Grant Employees are not eligible to participate in the Employee Leave Transfer Program. All proposed transfer request shall be reviewed by the College’s HR Staff to ensure compliance with all applicable procedures.

II. Administrative Responsibility and Required Records

Entities within the agency shall establish two (2) separate leave transfer pool accounts, a sick leave transfer pool, and an annual leave transfer pool. In the event a college determines that sufficient hours of either sick or annual leave are not available in their local pool to cover an approved request, the System Office will transfer the necessary hours to the respective college. This will assure that eligible employees are not denied leave transfer due to the lack of available sick or annual leave hours in a respective college’s pool. Colleges will submit, in writing, to the System Office’s Human Resources Services, a request to have the necessary hours transferred from the System Offices’ sick or annual leave transfer pools to the respective college. Along with any supporting documentation, the college and the System Office must maintain the following records:

A. Donation Request Form – The Donation Request Form shall include: the employee’s name, the college name; the employee’s classification title; the employee’s hourly rate of pay; the number of days/hours of the leave donor’s earned sick or annual leave; the number of days/hours of sick or annual leave the employee wishes to donate to the appropriate local transfer pool; the date of the donation; and the leave donor’s
signature.

B. Withdrawal Request Form – The Withdrawal Request Form shall include; the employee’s name; the college name; the employee’s classification title; the employee’s hourly rate of pay; the type of leave requested; the number of days requested; a thorough description of the nature, severity, and anticipated duration of the medical, family, or other hardship situation affecting the employee; and any additional supporting documentation for approval of the request.

C. Leave Restoration Form – The Leave Restoration Form shall include: the name of the leave recipient; the type of leave transferred (sick or annual); the amount of transferred leave used; the date the leave recipient’s personal emergency or employment terminates; and the amount of transferred leave (sick or annual) being restored to the respective local leave transfer account.

III. Definitions

A. Emergency

Catastrophic and debilitating medical situation, severally complicated disabilities, severe accident cases, or family medical or other hardship situation that is likely to require an employee’s absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

B. Leave Donor

An employee with an approved voluntary written request for transfer of annual or sick leave to a leave transfer account.

C. Medical Emergency (Personal or Family)

Personal or family medical emergencies under these procedures are limited to catastrophic debilitating medical situations, severely complicated disabilities, and severe accident cases. Routine disabilities or disabilities resulting from elective surgery do not qualify for leave transfer.

D. Prolonged Period

Prolonged period under these procedures is generally interpreted to be a minimum of thirty (30) working days. Generally, an employee must have been in a leave without pay status for at least thirty (30) working days or documentation must certify a medical emergency will result in an employee being in leave without pay for this length of time. Any employee, however, who is within thirty days of eligibility for long-term disability insurance or disability retirement and who has exhausted a substantial balance of accrued leave due to the prolonged emergency, shall be eligible for consideration when requesting approval for less than the thirty (30) day minimum requirement for leave transfer.

E. Transfer Pool

Local leave transfer accounts will generally be set up and maintained at the College (Human Resources Division) for employees. The local leave transfer accounts pool will consist of separate sick and annual leave transfer pools.

F. Withdrawal Recipient
An employee who has a personal, medical or other hardship emergency and is approved to receive sick, annual leave or from a sick and annual leave transfer account.

IV. Leave Pool Donations

A. General Information

An employee donating sick and/or annual leave to the transfer pool may do so anytime. An employee may not donate to a specific individual employee leave account. The distribution of such donation are at the sole discretion of the College President.

1. Once leave of an employee has been donated and transferred to a transfer pool account, it must not be returned to the leave donor.

2. Employees are eligible to withdraw sick and annual leave from a respective pool account only if they are eligible to accrue the corresponding type of leave under regular sick and annual leave policy and procedures.

B. Maximum Leave Donation

An employee may donate no more than one-half of the annual and/or sick leave he earns within a calendar year to the appropriate pool leave account for that calendar year.

C. Sick Leave Donation

An employee with more than fifteen (15) days of accrued leave in his sick leave account may voluntarily request in writing (Donation Request Form) that a specified number of hours of his leave be transferred to the Transfer Pool Sick Leave Account. In all cases, however, a minimum of fifteen (15) days of accrued leave must be in the employees sick leave balance at the time the donation is effective. An employee with less than fifteen (15) days of accrued leave in his leave account may not transfer any leave to the Sick Leave transfer account.

D. Annual Leave Donation

An employee may voluntarily request in writing (Donation Request) that a specified number of hours of his accrued annual leave be transferred to the Transfer Pool Annual Leave Account.

V. Leave Pool Withdrawals

A. General Information/Eligibility

An eligible employee with an emergency may request sick and annual leave from the respective leave transfer pool account by completing a Withdrawal Request Form. While there is no limit to the number of separate requests that an employee may submit, each separate request shall be limited to no more than thirty (30) working days. The maximum amount of leave transfer per illness is a total of three requests for a total of no more than 90 work days. Employees receiving Worker’s Compensation benefits or who qualify for another program such as Long Term Disability or Disability Retirement are not eligible to participate in the Leave Transfer Program. Employees who become eligible for other paid benefits for periods of absence from work will generally be considered ineligible for transfers. Examples of other paid benefits include but are not limited to Worker’s Compensation, Long Term Disability, and disability retirement benefits.
B. Withdrawal Criteria

1. Sick Leave
   a. Bona Fide Medical Emergency - A medical emergency must be certified by a physician including the nature of the emergency and an estimate of the inclusive dates.
   b. Substantial Loss of Income - To qualify for substantial income loss, the medical emergency must be for a prolonged period (refer to Section III definitions).
   c. Sick and Annual Leave Exhausted - All sick and annual leave in the employee's regular sick and annual leave balance must be exhausted before sick leave can be transferred from the leave transfer pool.
   d. Ineligibility Due to Other Paid Benefits - Employees who become eligible for other paid benefits for periods of absence from work will generally be considered ineligible for leave transfers. Examples of other paid benefits include, but are not limited to, worker's compensation, long-term disability and disability retirement benefits.

2. Annual Leave
   a. Family Emergency or Personal Hardship - A family emergency related to illness or accident must be certified by a physician including the nature of the emergency and inclusive dates. When the emergency relates to personal hardship that does not directly involve medical circumstances, then a detailed statement of the nature of the hardship must be provided by the employee and the hardship must be verified by reasonable methods.
   b. Substantial Loss of Income - To qualify as substantial income loss, the family emergency or personal hardship must be for a prolonged period (refer to Section III definitions).
   c. Annual and Eligible Family Sick Leave Exhausted - All annual leave and eligible family sick leave must be exhausted before annual leave can be transferred from the pool.
   d. Employment Record - While the documentation and the circumstances surrounding the emergency or hardship will be primarily used as the criteria for approval, the employment record, including length of service, responsible use of leave, job performance and other related factors, may also be used in determining approval.

C. Withdrawal Approvals

1. College Approval

The Withdrawal Request Form shall be submitted to the Human Resources Office. Each request shall be reviewed by the Cabinet with final approval or disapproval by the President. Except when the emergency involves a medical condition affecting the employee, the likely impact on morale and efficiency may be considered in the approval process. The basis for approval will be whether the position considers the illness catastrophic, severely debilitating or life threatening. There is no appeal of a disapproved request.
2. No Administrative or Judicial Appeal – With the final approval of the President, the selections of the College are final, and there is no administrative or judicial appeal.

3. Disposition – Once a decision is rendered, a copy of all documentation associated with the College transfer request shall be sent to the System Office's Human Resource Services for information and future reference.

D. Use of Approved Leave Withdrawals

Leave taken under this section may qualify for the Family Medical Leave Act (FMLA) and, if so, will run concurrently.

1. When a Request Form has been approved in accordance with the above guidelines, the College may transfer all or any portion of the respective sick and annual leave transfer pool account to the regular sick and annual leave balance of the withdrawal recipient.

2. Upon approval of a withdrawal request, a recipient may use annual and/or sick leave from the respective pool in the same manner and for the same purposes as if he/she had accrued the leave in the manner provided by State HRD regulations, State Board for Technical and Comprehensive Education policy and procedure and applicable state and federal laws.

3. Annual and sick leave transferred under this program may be substituted retroactively for periods of leave without pay or used to liquidate indebtedness for advanced sick leave. Whether transferred leave may be applied retroactively and for what length of time will be determined on a case-by-case basis in light of the justification presented.

4. Annual and sick leave that accrues in the regular annual and/or sick leave balances of the leave withdrawal recipient must be used before using any leave from the leave transfer pool.

E. When Personal Emergency Terminates

1. The personal emergency affecting a leave recipient terminates when the College determines that the emergency no longer exists or the withdrawal recipient's employment terminates.

2. The College shall effectively monitor the status of the withdrawal recipient's emergency to ensure that the withdrawal recipient is not permitted to receive or use transferred annual and sick leave from the pool after the emergency ceases to exist.

3. When the personal emergency terminates, the employing agency may not grant further requests for transfer of leave to the leave recipient's leave account. When the personal emergency affecting a leave recipient terminates, any transferred sick or annual leave remaining must be restored to the appropriate pool account by completing a Leave Restoration Form.
VI. Annual Reports

The College will submit the information on their activity, which occurred in a calendar year to the SBTCE Associate Director for Human Resource Management to assist the Budget and Control Board in evaluating the leave transfer program. This information shall include but, is not limited to the following:

A. Sick Leave – Total hours and cost of
   1. Sick leave donated
   2. Sick leave used by recipient(s);
   3. Sick leave restored, if any.

B. Annual Leave – Total hours and cost of
   1. Annual leave donated;
   2. Annual leave used by recipient(s);
   3. Annual leave restored, if any.

C. Any additional information requested by HRD needed to evaluate the desirability, feasibility, and cost of the leave Transfer Program.

D. All records and documentation are subject to audit by the State Tech Human Resource Management Division and/or the Budget and Control Board’s Human Resources Division.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.7
Title: Break in Service
Authority: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended; Section 19-719 of the State Human Resources Regulations
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-10-2007
Last Cabinet Review: 01-04-2016
Last Revision:

__________________________________________
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.

It is the policy of the State Board for Technical and Comprehensive Education to recognize a break in service when an eligible employee occupying a full-time equivalent (FTE) position interrupts his continuous State service as defined in state law and regulations.
A break in service occurs when an employee occupying a full-time equivalent (FTE) position experiences an interruption of continuous State service.

An employee experiences a break in service when the employee:

1. Separates from State service and is paid for unused annual leave. Exception: When an employee moves from a position in which the employee earns both annual and sick leave to a position in which the employee only earns sick leave, all earned sick leave shall be transferred in accordance with the Human Resources Division (HRD) Reg. 19-710.05 A. All annual leave will be paid in compliance with Procedures 8-3.100.1 (Annual Leave) but will not constitute a break in service.

2. Moves from one state agency/college to another and is not employed by the receiving agency within fifteen (15) calendar days following the last day worked or approved day of leave at the transferring agency. Exception: Under extenuating circumstances, the System Office/College president may approve an extension from fifteen (15) calendar days up to but not in excess of six (6) months for an employee in an FTE position to be employed in another FTE position within State government without having a break in service. The approval must be made prior to the employee receiving a lump sum payment for unused annual leave and within fifteen (15) days of the last day the employee is in pay status.

3. Remains on leave for a period of more than one (1) calendar year. Exceptions:
   a. The employee is on a military tour of duty with reemployment rights protected under federal or State law.
   b. The employee is participating in the Government Employee Interchange Program as provided in HRD Reg. 19-714.
c. The employee is on disability leave without pay that has been extended by the HRD.

d. The employee is academic personnel at an institution of higher learning on sabbatical leave.

4. Separates from State service as a result of a reduction in force and is not recalled to the original position or reinstated with State government within twelve (12) months of the effective date of the separation;

5. Involuntarily separates from State service and the agency/college’s decision is upheld by the State Employee Grievance Committee or by the courts; or

6. Moves from an FTE position to a temporary, temporary grant, or time-limited position. Exception: When an employee in an FTE position moves to a temporary, temporary grant, or time-limited position within fifteen (15) calendar days following the last day worked (or approved day of leave) during the employee’s TERI program, he does not experience a break in service.

7. When a faculty employee moves from a position in which the employee earns faculty non-work days to a position in which the employee earns both annual and sick leave, a lump sum payment will be made for banked and unused non-work days in accordance with Procedure 8-3-101.1 Faculty Non-Work Days) but will not constitute a break in service.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.8
Title: Leave for Educational Purposes
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-04-2016
Last Revision: 

______________________________
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.

Horry-Georgetown Technical College encourages its employees to further their education so that they become more proficient in their present position and/or prepare themselves for opportunities for advancement within the College.

Employees are encouraged to schedule classes during off-duty hours whenever possible; however, an employee’s working hours may be adjusted with approval of the appropriate VP with final approval of the President prior to adjusting an employee’s normal working hours. When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work scheduled in this way, permanent full-time employees may be allowed to take annual leave or may be granted leave without pay in order to attend classes.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.3.9
Title: Family and Medical Leave Act
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-12-1994
Last Cabinet Review: 01-04-2016
Last Revision: 

_________________________________________________
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.

It shall be the policy of Horry-Georgetown Technical College to implement the Family and Medical Leave Act. The Family and Medical Leave of 1993 (FMLA) allows the College to grant eligible employees up to 12 weeks of unpaid leave or accrued paid leave in any calendar year, to run concurrently with sick leave. This leave is to be granted for certain family and medical reasons. Employees are eligible if they have worked for the College for at least one year or for 1,250 hours over the previous 12 months.
Eligibility for FMLA leave

Family and Medical Leave Act (FMLA) leave shall be granted to any employee who has worked for the employer for a total of at least 12 months and who has worked at least 1,250 hours (defined as Fair Labor Standards Act (FLSA) compensable hours of work) during the 12 month period prior to the request for FMLA leave, including “on call” hours. The agency will not interfere, restrain, or deny the exercise of any rights provided by the Family Medical Leave Act. The required total of 12 months of employment need not be consecutive. An agency can go back to 7 years prior to the date of the need for leave to determine if the employee worked a total of 12 months with state government. An agency has the ability to go beyond 7 years if an employee left state employment due to National Guard or Reserve Military obligations to a written agreement reflecting an employer’s intention to rehire after a break.

A. In order to determine if exempt employees meet the 1,250 hours of service, work records must be kept.

B. State Government of South Carolina is considered a single employer for the purpose of determining FMLA leave.

Reason for granting of FMLA leave

The Family and Medical Leave Act (FMLA) provides employees the right to take unpaid leave or accrued paid leave for a period of up to 12 work weeks in any calendar year, to run concurrently with sick leave, for any of the following reasons:
1. For birth of a son or daughter and to care for the newborn child;

2. For placement with the employee of a son or daughter for adoption or foster care;

3. To care for the employee's spouse, son, daughter or parent (but not parent-in-law) with a serious health condition; and

4. For a serious health condition that makes the employee unable to perform the functions of the employee's job.

5. For a qualifying exigencies is a member of the Armed Forces, arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or called to active duty status as a member for the National Guard or Reserves in support of a contingency operation.

Qualified exigencies may include:

a. Short notice deployment;
b. Military events and related activities
c. Childcare and school activities;
d. Financial and legal arrangements;
e. Counseling;
f. Rest and recuperation;
g. Post-deployment activities; and
h. Additional activities not encompassed in other categories but agreed by the agency and the employee.

F. To care for a spouse, child, parent or next of kin who is a service member and is injured or becomes seriously ill while on active duty.

Under the military caregiver leave provisions, an eligible employee who is the spouse, son, daughter, parent, or next of kin or a current member of the Armed Forces, including a member of the National Guard or Reserves, may be entitled to up to a total of 26 workweeks during a single 12-month period to care for the service member who has a serious injury or illness in the line of duty on active duty that may render the service member medically unfit to perform his or her duties; for which the service member is undergoing medical treatment; recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Generally, the 12-month period, under the South Carolina State Government is a calendar year, with these exceptions, the 12-month period expires after the date of the birth or placement.

III. Definitions:

A. SPOUSE - a husband or wife as defined or recognized under state law for purposes of marriage, including a common law marriage

B. PARENT - a biological parent or an individual who stands or stood in loco parentis to
an employee when the employee was a child. This term does not include parents “in law.”

C. CHILD, SON or DAUGHTER - a biological, adopted, or foster child, a stepchild, a legal ward, or a child incapable of self-care under or over the age of 18 and mental or physical disability.

D. INCAPABLE OF SELF-CARE – the individual requires assistance to provide daily self-care of three or more daily activities such as grooming, hygiene, bathing, dressing, and eating.

E. PHYSICAL OR MENTAL DISABILITY – a physical or mental impairment that substantially limits one or more of the major life activities.

F. QUALIFYING EXIGENCY (only applicable to military personnel) – one of the following: 1) short-notice deployment, 2) military events or activities, 3) child care and school activities, 4) financial activities and legal activities, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree.

G. NEXT OF KIN – the closest blood relative of the injured or recovering service member.

H. SERIOUS HEALTH CONDITION –

1. an illness, injury, impairment, or physical or mental condition that involves either inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care; or

2. Continuing treatment by a healthcare provider, which includes:
   a. a period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition;
   b. any period of incapacity related to pregnancy or for prenatal care;
   c. any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits to healthcare providers (at least twice a year), and may include occasional episodes of incapacity. A visit to a healthcare provider is not necessary for each absence; or
   d. a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a healthcare provider is required, rather than treatment; or
   e. any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

IV. Scheduling FMLA leave
Under FMLA, the College has the right to a 30-day advance notice from the employee if the need for leave is foreseeable. (e.g. expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member) Failure to comply with these requirements may result in the denial of FMLA leave. When the need for leave is not foreseeable, such notice must be given as soon as practicable.

V. Medical and Other Certification

The use of FMLA leave shall be subject to verification. Certification from a health care provider must be supplied within fifteen (15) calendar days of the request for verification.

The Human Resources office may require that an employee’s requesting FMLA leave provide a health care certification form to support the need for leave due to the employee’s own serious health condition or to care for the employee’s seriously ill spouse, son, daughter, or parent. Periodic recertification of a serious health condition may be required.

The Human Resource office may require certification of qualifying exigency for military family leave or for serious injury and/or illness of the covered service member. The System Office/College may request the employee to provide reasonable documentation or statement of family relationship. The documents may include but not be limited to: child’s birth certificate, or a court document or statement from the employee.

Refusal by an employee to provide (a fully completed) medical certification or other required documentation may lead to denial of his or her FMLA leave request.

VI. Notification and Designation of FMLA leave

An employee request is not necessary for the employer to determine that leave time qualifies as FMLA leave. Such a determination may be made based on information provided to the employer and verified by the health care provider.

The System Office/College will notify the employee of his or her eligibility to take leave and will inform the employee of his or her rights and responsibilities under FMLA. It is the responsibility of the local Human Resources office to ensure the declaration of leave based on information provided by the employee or the employee’s spokesperson, if the employee is incapacitated. If the local Human Resources office lacks sufficient information about the reason for an employee’s use of paid leave, the Human Resources manager should inquire further of the employee or the spokesperson to determine whether the paid leave is potentially FMLA qualifying.

A. When leave is designated as FMLA leave the employee must be notified. No leave may be designated as FMLA leave after the leave has ended however, if the employee was absent for an FMLA reason and the employer did not learn the reason for the absence until the employee’s return (e.g. where the employee was absent for only a brief period), the employer may, upon the employee’s return to work, promptly (within two (2) business days of the employee’s return to) designate the leave retroactively with appropriate notice to the employee.

B. An eligible employee’s FMLA leave allowance shall be charged for the actual time an

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12 Leave may be conditionally declared as FMLA leave subject to verification by the employee’s health care provider
employee must be away from the job.

C. Any leave taken that qualifies as FMLA leave should be declared as such. The FMLA leave will run concurrently with any other leave, such as worker’s compensation, administrative leave, sick leave, annual leave and leave without pay, when applicable, and the leave will be charged against all leave types.

VII. Use of Paid and Unpaid Leave

Generally FMLA leave is unpaid; however,

A. Eligible employees will be required to substitute their accrued sick leave for unpaid FMLA leave when the FMLA leave request qualifies for sick leave usage, or

B. An eligible employee may elect to substitute accrued annual leave for unpaid FMLA leave.

VIII. Intermittent FMLA Leave and Reduced Schedule

If medically necessary, eligible employees may take FMLA leave on an intermittent basis or on a reduced schedule for their own serious health condition, the serious health condition of a parent, spouse, daughter, son or for military caregiver leave. Leave due to the birth or adoption of a child may be taken intermittently and must be completed within the 12-month period beginning on the date of the birth or placement of the child and is subject to System Office/College approval.

IX. Spouses Working for the State

Spouses employed by the State are limited in the amount of FMLA leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used).

X. Maintenance of Insurance Benefits

The System Office/College will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee is responsible for the employee portion of the insurance premiums. Should the employee take leave without pay during the FMLA leave, the employee must make arrangements with the System Office/college to pay for his/her share of the insurance premiums while on unpaid FMLA leave.

The System Office/College is obligated to maintain group insurance benefits under FMLA leave. However, when the employee makes notification of his/her intent not to return to work, the employee is responsible for the full insurance premium.

XI. Reinstatement from FMLA Leave

On return of FMLA leave an employee who can still safely perform the position’s essential functions is entitled to be returned to the same position the employee held when the FMLA leave commenced, or to an equivalent position with equivalent benefits, pay and other terms
and conditions of employment. That position must involve the same or substantial similar duties and responsibilities which must entail equivalent skills, effort, responsibility, and authority.

As a condition of restoring an employee whose FMLA leave was caused by the employee’s own serious health conditions that made the employee unable to perform the employee’s job, the employee must have his physician certify to the employer what date the employee is released to return to work, and what, if any, restrictions apply. Failure to provide appropriate documentation in a timely manner will prevent the employee from returning to work.

XII. FMLA Leave Record

A leave record shall be maintained by the Human Resources office for each employee covered under the provisions of the FMLA. It is acceptable for employee leave requests to be created, approved and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the employee and supervisor. Employees shall be able to view and print the leave records.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.

Such record shall:

A. Reflect the maximum FMLA leave allowance (12 weeks in a calendar year) and charges in terms of hours.

B. Indicate the number of FMLA leave hours used in the current calendar year.

C. Indicate the number of hours in the employee’s official workweek.

D. Other information as determined by the Human Resources office.

XIII. Transfer of FMLA Leave

For eligible employees who transfer from one state agency to another the transferring agency is responsible for transferring the employee FMLA leave records to the receiving agency in that calendar year.
It is the policy of the Horry-Georgetown Technical College that the College may choose to authorize individual colleges to implement a voluntary furlough plan should financial circumstances warrant the use of such program. Such programs may be implemented in accordance with agency procedure, state and federal law and applicable State Human Resources Division regulations.
I. PURPOSE

The following procedure establishes the guidelines by which the College may maximize personnel savings by offering employees the option to voluntarily choose to furlough. The Voluntary Furlough Program (VFP) option is contingent upon the agency meeting legislative guidelines stipulated in State law and in the annual General Appropriations Act. The College may implement a voluntary furlough based on agency procedure, state and federal law and applicable State Human Resources Division (HRD) regulations.

II. DEFINITION

A voluntary furlough is a work arrangement whereby eligible employees are authorized a leave of absence from work, without pay, not to exceed ninety (90) days per fiscal year. An employee may furlough in full or partial day increments.

III. GENERAL STATEMENTS

A. The College President may institute a VFP. A VFP cannot be enacted if an agency’s reduction is due solely to the General Assembly transferring or deleting a program.

B. The College shall develop a plan that establishes the criteria by which employees would be eligible to participate.

C. All decisions to request participation in the program are voluntary by each eligible employee.

D. The VFP is coordinated by the College’s Human Resources Division.

E. In the event that the System Office or individual technical college implements both a voluntary furlough program and a mandatory furlough program during the fiscal year, furlough days
taken voluntarily will count toward furlough days required by the mandatory furlough.

IV. PARTICIPATION ELIGIBILITY

Employees in FTE positions, time limited positions, and temporary grant positions are eligible to participate in a voluntary furlough.

The State Human Resources Division encourages agencies to research any restrictions on federal or other funds associated with positions before implementing a furlough. In some instances, federal laws associated with funding for certain programs may prohibit employees from participating in voluntary furlough. In those situations, if a position is only partially federally funded, the voluntary furlough may be prorated.

V. PROGRAM GUIDELINES

A. Participation in the program is voluntary and subject to approval by appropriate management staff. The VFP may not be appropriate to all areas of the College, especially those having limited staff.

Faculty Members: Participation in the Program is not an available option during instructional days or administrative days not identified by an asterisk.

B. Participation in the program is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a voluntary furlough arrangement is not appealable or grievable; however, all decisions made under this program should be made in a non-discriminatory manner.

C. Employees are eligible to participate in the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the VFP employees will be placed in leave without pay status.

D. As to those benefits which required employer and employee contributions, including by not limited to contributions to the South Carolina Retirement System or the optional retirement program, the System Office or individual technical college will be responsible for making both employer and employee contributions during the time of furlough if coverage would otherwise be interrupted. Retirement contributions are not payable for Teacher and Employee Retention Incentive (TERI) participants or working retirees for a furlough period.

E. The employee remains responsible for making contributions that require only employee contributions.

F. An employee may furlough up to ninety (90) days per fiscal year.

G. The employee’s pay has to be reduced for the pay period in which the leave was taken. The reduction in pay cannot be staggered over the fiscal year.

H. An employee will continue to accrue annual and sick leave as if they were in pay status.

If a holiday falls during the furlough period, the employee should be paid for the holiday, as observed by the College.

The college shall define the incremental periods for furlough such as full or partial days, weekly, monthly, etc.
VI. CONDITIONS OF VOLUNTARY FURLOUGH

A. Participation in the VFP will be based on management consideration of workloads and work requirements to ensure that agency mission and program needs are met.

B. An employee’s performance review date will not be adjusted; however, for evaluation purposes the employee’s review date will be taken into consideration prior to approving a voluntary furlough.

C. An employee’s hire date and continuous state service date will not be adjusted.

D. A TERI retiree participating in the VFP will not be considered as having a break in service nor will the furlough period extend the five-year limitation under TERI guidelines. The time TERI participants spend in the VFP will also count as time in the TERI program.

E. The voluntary furlough will not adversely affect an employee’s eligibility for advancement or for any other employee right or benefit.

F. At the end of the voluntary furlough period, the employee will be expected to resume his/her regular schedule of work at the primary work location.

G. An employee may be eligible for weekly unemployment compensation if during the week the employee earns less than their maximum weekly benefit amount.

VII. APPLICATION FOR A VOLUNTARY FURLOUGH

A. An eligible employee shall complete an Application for Voluntary Furlough form and submit the request to his/her supervisor for review and final approval at the appropriate level determined by the College.

B. Requests for voluntary furlough will be considered on an individual basis.

C. The Application for a Voluntary Furlough form must be completed and approved prior to the employee’s voluntary furlough beginning.

VIII. DOCUMENTATION AND REPORTING

A. The College must submit a Supplemental Service Report (Form 1224) to the South Carolina Retirement Systems monthly for all employees participating in the VFP as well as any additional forms necessary for reporting purposes. Retirement contributions are not payable for Teacher and employee Retention Incentive (TERI) participants or working retirees or a furlough period.

B. The College must provide to the State Human Resources Division the following information regarding furloughed employees prior to September 1st of the following fiscal year:

1. Total number of employees who have participated in the furlough program,

2. Total number of furlough days,

3. Estimated cost savings.
The System Office’s Human Resource Services shall coordinate the annual submission of furlough information to the State Human Resources Division.

C. The college must maintain internal documentation for record keeping purposes to include the individual plan(s) and the Application for Voluntary Furlough form(s) that document the terms of the furlough and emphasizes the employee’s voluntary decision to request it.
Voluntary furlough is a voluntary work arrangement where eligible employees are allowed to voluntarily choose to furlough for a period of not more than ninety days during a fiscal year. Participation is voluntary and subject to approval by Immediate Supervisor, appropriate Associate Vice President and final approval by the appropriate Vice President or President if applicable. The Voluntary Furlough Program may not be appropriate to all areas of Horry-Georgetown Technical College, especially those having limited staff. **Faculty Members:** Participation in the Program is **not** an available option **during** instructional days or administrative days not identified by an asterisk.

Participation is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a voluntary furlough arrangement is not appealable or grievable; however, all decisions made under this program should be made consistently, fairly and in a non-discriminatory manner.

Employees interested in participating in the Voluntary Furlough Program must complete this application and submit it to their Immediate Supervisor, appropriate Associate Vice President, with final approval of appropriate Vice President or President if applicable, 10 days prior to the employee beginning the Voluntary Furlough. An exception to the required 10 days prior notice may be granted if special circumstances are warranted.

Name: ___________________________  H Number: ___________________________
(Please Print)

Job Title: ___________________________  Office: ___________________________

Please indicate the date(s) that you would like to participate in the Voluntary Furlough Program. Minimum of 4.5 hours **Monday – Friday.** (If there is not sufficient space, attach a document with the requested information below.)

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I am interested in participating in the agency Voluntary Furlough Program. I understand that voluntary furlough is a voluntary work arrangement based on the viability of that arrangement as determined by my supervisor, Associate Vice President and Vice President or President when applicable. **I also understand that I will not receive any compensation for the furlough period(s) stated above.**

_________________________  __________________________
Employee Signature  Date

**Approvals:**

_________________________  Date
Immediate Supervisor

_________________________  Date
Appropriate Associate Vice President

_________________________  Date
Appropriate Vice President or President, if applicable

_________________________  Date
Human Resources Department
This policy statement authorizes three procedures, the Higher Education Furlough, Mandatory Furlough and State Employee Furlough Programs.

It is the policy of the College to implement a mandatory furlough plan should financial circumstances warrant the use of such a program. Such programs will be implemented in accordance with applicable State law, State Human Resources Division regulations and State Board for Technical and Comprehensive Education Procedures.
I. PURPOSE

The following procedure establishes the guidelines by which the South Carolina Technical College System may maximize personnel savings by instituting a mandatory furlough. The Mandatory Furlough Program (MFP) options are contingent upon the agency meeting legislative guidelines stipulated in State law and in the annual General Appropriations Act. The System Office and individual technical colleges may implement a mandatory employee furlough based on agency procedure, state and federal law and applicable State Human Resources Division regulations.

II. DEFINITION

A mandatory furlough is a work arrangement whereby employees are mandated to take a leave of absence from work without pay for a specified period.
III. GENERAL STATEMENTS

A. The College President may institute a Commission on Higher Education (CHE) Higher Education Mandatory Furlough in a fiscal year in which the general funds appropriated for the agency, not the individual college, are less than the preceding fiscal year or whenever the General Assembly or Budget and Control Board implements a midyear across-the-board reduction. A MFP cannot be enacted if an agency’s reduction is due solely to the General Assembly transferring or deleting a program.

B. The college shall develop a plan consistent with agency procedure, State and federal law and the State Human Resources Division guidelines.

C. The college must submit their plan to the System Office Human Resources Services prior to implementation.

D. In the event the College implements both a voluntary furlough program and a mandatory furlough program during the fiscal year, furlough days taken voluntarily will count toward furlough days required by the mandatory furlough.

IV. PARTICIPATION ELIGIBILITY

A. Employees in FTE positions, time limited positions, and temporary grant positions may be subject to a mandatory furlough.

B. In determining which employees must participate in the program, the College President should give consideration to furlough for contract employees, post TERI employees, and TERI employees before other employees.

The Human Resources Division encourages agencies to research any restrictions on federal or other funds associated with positions before implementing a furlough. In some instances, federal laws associated with funding for certain programs may prohibit employees from participating in mandatory furlough. In those situations, if a position is only partially federally funded, the mandatory furlough may be prorated.

The United States Department of Labor Regulations (20 CFR 655.731) does not allow the wages of employees working on H1B visa to be reduced through mandatory furlough. They can, however, participate in a voluntary furlough.

V. PROGRAM GUIDELINES

A. CHE Mandatory Furlough

1. The furlough must be inclusive of all employees, or within a designated department or program regardless of source of funds or place of work and must include employees in classified and unclassified positions as well as the College President.

2. An employee may be furloughed not more than twenty (20) working days in the fiscal year in which the deficit is projected to occur.
3. Scheduling of furlough days, or portions of days, shall be at the discretion of the college.

4. Affected employees shall be entitled to receive the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the HE employees will be placed in leave without pay status.

5. An employee will continue to accrue annual and sick leave as if they were in pay status.

6. If a holiday falls during the furlough period, the employee shall be paid for the holiday, as observed by the college.

7. As to those benefits which require employee and employee contributions, including but not limited to contributions to the South Carolina Retirement System or the optional retirement program, the college will be responsible for making both employer and employee contributions during the time of the furlough.

8. The employee remains solely responsible for making contributions that require only employee contributions.

9. Individuals affected by a CHE Mandatory Furlough do not have grievance or appeal rights under the State Employee Grievance Act.

   Agencies may allocate FTE employees’ reduction in pay over the balance of the fiscal year for payroll purposes regardless of the pay period within which the furlough occurs, however, deductions for exempt employees must occur in full day increments.

**B. Statewide State Employee Furlough**

A Statewide State Employee Furlough may only be enacted during the fiscal year when the Board of Economic Advisors officially estimates and the State Budget and Control board formally certifies that revenues likely will result in a deficit in excess of the combined reserves in the Capital Reserve Fund and the General Fund Reserve and the board, by unanimous consent, authorizes, to the extent possible, a statewide furlough.

**VI. CONDITIONS OF MANDATORY FURLOUGH**

A. A CHE Mandatory Furlough will be based on management consideration of workloads and work requirements to ensure that agency mission and program needs are met.

B. An employee’s performance review date will not be adjusted.

C. An employee’s hire date and continuous state service date will not be adjusted.

D. An employee may be eligible for weekly unemployment compensation if during the week, the employee earns less than their maximum weekly benefit amount.
E. The State Budget & Control Board Human Resources Division and Comptroller General’s Office recommend the following method for determining the amount of salary reduction: (hourly rate x number of hours in average work day) x (number of days furloughed). The hourly rate should include the total compensation earned by the employee.

a. In accordance with Section 41-10-30 of the SC Code of Laws, employers are required to provide an employee notice of any changes to the employee’s wages and hours in writing at least seven (7) days before the effective date of the change. Therefore, the College should ensure that seven (7) days have passed between notification of the furlough program and the payroll effective date of any salary.

b. At the end of the HE Mandatory Furlough period, the employee will be expected to resume his/her regular schedule of work at the primary work location.

VII. DOCUMENTATION AND REPORTING

A. The college must submit a Supplement Service Report (Form 1224) to the South Carolina Retirement Systems monthly for all employees participating in the MFP as well as any additional forms necessary for reporting purposes.

B. The college must provide to the Budget and Control Board’s Human Resources Division the following information regarding furloughed employees:

1) Division or Program furloughed
2) Total number of furloughed employees
3) Total number of furlough days
4) Estimated cost savings

The System Office’s Human Resources Services shall coordinate the submission of MFP information to the HRD.

c. The college must maintain internal documentation for record-keeping purposes that document the terms of the furlough.
It is the policy of Horry-Georgetown Technical College that all permanent full-time employees are eligible to participate in the College's benefits program. Upon employment in a covered full-time position, the HR Department conducts an employee orientation to discuss all available benefits to employees.
I. Employee Insurance Program

A. Health Insurance

Health insurance is available for individual employees and/or family coverage. Plans that are available include the State Health Plan (Health Savings Plan & Standard), Cigna HMO and BlueChoice HMO. See Insurance Benefits Guide for detailed information.

B. State Basic Life Insurance

(State pays premium for employee.)
If you are an active, permanent, full-time employee who is enrolled in one of the state health insurance programs, you are eligible for this benefit.)
Provides $3,000 coverage to all eligible employees under age 70 and $1,500 to eligible employees age 70 or older.
Accidental Death Benefit $3,000; Accidental Losses…$750 - $3,000

C. Optional Term Life Insurance Program

An Optional Term Life Insurance Plan is offered to all permanent full-time employees. This plan offers term life, and accidental death and dismemberment insurance benefits. It also offers a living benefit rider, seat belt rider, day care benefit, education benefit, felonious assault benefit, travel assistance program, waiver of premium for disability and portable into retirement up to age 75. The amount of insurance in which an employee chooses is originally based on three times the annualized salary, (rounded down to the nearest $10,000). You can elect coverage higher than your cap by providing medical evidence of good health in increments of $10,000 up to a maximum of $500,000. Monthly premiums are paid in full by the employee and are determined by the employee’s age and level of coverage selected.
D. Life Insurance on Dependents

(Optional Benefit - Employee pays the premium)

Dependent Life Child $15,000 each child
(14 days but less than 19 years, or age 25, if enrolled as a full-time student)
Dependent Life Spouse $10,000 or $20,000 level
Dependent Life Spouse $30,000 and above, (requires medical evidence statement), up to 50% of Employees Optional Life (Cap $100,000)

E. Basic Long Term Disability

The Basic Long-Term Disability Plan is a disability program for active employees who are enrolled in one of the State Health Plan Programs. Benefits are calculated at 62.5 percent of the monthly base salary (up to a maximum benefit of an $800/month), less certain offsets from the South Carolina Retirement System, employer provided payments in the nature of sick pay or salary continuance, Social Security Administration, Worker's Compensation, etc. The maximum period for which benefits are payable is based on the member's age at disablement. If an employee is approved for disability, the effective date of payment is the 91st consecutive day off the job due to disability.

F. Supplemental Long-Term Disability

The State offers a Supplemental Long-Term Disability plan to supplement your earnings should you become disabled. The plan will pay up to 65 percent of your basic monthly earnings, up to a maximum of $8,000 per month. There is a minimum benefit of $100 per month and you may choose from one of two benefit waiting periods--90 days and 180 days. For more detailed information, please contact the Benefits Office of the Human Resources Department.

G. State Dental Plan

Basic dental insurance is available for employees and their family and benefits are divided into four classes: Benefits are $1,000 per person each benefit year combined for Classes I, II, and III.

Class I: Diagnostic & Prevention - 100% of allowable charges
Class II: Basic - 80% of allowable charges; $25 deductible
Class III: Prosthetics - 50% of allowable charges; $25 deductible
Class II and III have $25 annually combined deductible,
Limited to three per family per year
Class IV: Orthodontics - 50% of allowable charges; no deductible; lifetime maximum of $1,000 per child, under age 19

Dental Plus Benefits are an additional dental program that provides a higher level of coverage for dental services covered under the State Dental Plan. Dental Plus is not an offset program that pays what the State Dental Plan does not. Instead it covers the same procedures and services (except orthodontia) at the same percentage rate of coverage as the State Dental Plan, but at a higher allowance or dollar amount for the charges. Dental Plus premiums are
paid entirely by the employee with no contribution from the state. The combined maximum yearly benefit for both the State Dental Plan and Dental Plus is $2,000.

H. Long-Term Care Insurance

Long-term care refers to the day-to-day assistance that you need when you have a serious illness or disability that lasts for an extended period of time, and you are not able to take care of yourself. You have three LTC plans from which to choose: a disability plan and two service reimbursement plans. Please contact the Benefits Human Resources Division for plan details and premiums.

I. MoneyPlu$ Features Include:

- Pretax Group Insurance Premium feature which allows employees who pay their State Health Plan, State Health Savings Plan, CIGNA, HMO, Companion HMO, State Dental Plan, Dental Plus, and Optional Life (for coverage up to $50,000) premiums before taxes are taken for their paycheck.
- Health Savings Account (if you participate in the Health Savings Plan)
- Spending Accounts
  - Dependent Care Spending Account (may participate in upon hire) allowing you to pay for eligible dependent care expenses with pre-tax dollars; and
  - Medical Spending Account (may participate in after completion of one year continuous state service.) allowing you to pay for eligible medical expenses with pre-tax dollars.

II. South Carolina Retirement Systems or State Optional Retirement Programs

A. Contributions

All employees who fill a permanent position have the option to join either the South Carolina Retirement System or one of the four State Optional Retirement Programs as a condition of employment. A member contributes 6.5 percent of his/her gross pay into a retirement account. All retirement contributions will be deferred for federal and state income taxes and the member will earn 6 percent interest on South Carolina Retirement System retirement contributions. State Optional Retirement Programs earnings are based on how your chosen investments perform. An employee may retire from the South Carolina Retirement System with full benefits at age 65 or with 28 years of state service. Reduced benefits for retirement at age 60 or age 55 with 25 years of service are available. A comparison of the retirement options is available in the Benefits Human Resources Division for making the choice that’s right for you.

B. Group Life Insurance

The group life insurance benefit is available for participants of the South Carolina Retirement System and State Optional Retirement Programs participants. At the death of an actively employed member with at least one year of credited service, a single payment equal to the budgeted salary of the deceased member will be made to the designated beneficiary or beneficiaries. A member has immediate coverage if death results from a job-related injury.

C. Disability Retirement

If you are an active South Carolina Retirement System member with at least five years of service credit, the five years must be earned service if you became an SCRS member on or after January 1, 2000, you may apply for disability retirement if your disability is likely to be
permanent. Service will be projected to age 65 with an applicable actuarial reduction. The five-year requirement is waived if you can substantiate that your disability is the result of a job-related injury. Disability Retirement is not a benefit of State Optional Retirement Programs.

III. Tax Annuity Programs

Several tax annuity programs are offered to eligible employees through payroll deduction. Additional information is available in the Benefits Human Resources Division Department.

IV. Miscellaneous Insurance Programs

Other insurance programs are offered to eligible employees. The employee through payroll deduction pays premiums.

V. Social Security

Employees are automatically enrolled in the Federal Social Security System. The employee and the State contribute amounts paid into Social Security.

VI. Workers' Compensation

Workers' compensation was created to benefit the employee who sustains an injury or illness arising from and in the course of employment. Workers' compensation benefits include medical expenses and, in the case of disability, protection against loss of income. Any injury, disease or death that is not job related is not covered under workers' compensation. As soon as possible after a work-related accident, the employee should report it to their immediate supervisor and the Benefits Office of Human Resource Department.

VII. Unemployment Compensation

All employees are covered under the unemployment Insurance Program that is administered through the South Carolina Employment Security Commission. The Unemployment Insurance Program is set up to pay claims for persons who are out of work due to no fault of their own. The weekly benefit amount is based on previous wages and can vary significantly. Whenever a claim is filed, the social security card and the mailing address of the last employer should be taken to the nearest employment office.

VIII. Leave Without Pay Status

An employee who is in leave without pay status for an entire calendar month and who does not work at least one full day or use one full day of annual or sick leave is responsible for remitting both the total employer and employee shares of their insurance premiums and other benefit deductions.

When an employee is hired, a benefits orientation is scheduled to discuss all available benefits. Employees should contact the Benefits Human Resources Division Department if they have any questions about the benefits package or if they need insurance forms. Booklets are available for each program with a summary of benefits. Updated information regarding benefits changes is distributed to employees as they are received.
It is the policy of Horry-Georgetown Technical College to assist and encourage the professional development of members of the faculty and staff of the institution. The level of financial commitment to this purpose by the institution will be determined by an analysis of institutional priorities and by available funding from State and local sources. Regardless of the level of financial commitment by the institution, it is the responsibility of the appropriate Vice President, working through the following guidelines, to insure that the funded projects adhere to institutional needs.

The purpose of the professional development program is to strengthen the academic programs, provide adequate support services and maintain the professional competence of all employees. Horry-Georgetown Technical College encourages its employees to further their education so that they become more proficient in their present position and/or prepare themselves for opportunities for advancement with the College. To strengthen the academic programs, faculty are encouraged to keep abreast of technological advances, develop instructional materials, evaluate graduates' successes, and revise courses and programs as appropriate. In the area of support services, Horry-Georgetown Technical College recognizes that, to provide students with a well-rounded academic program, all support personnel also need to assess new procedures, develop materials, and provide innovative services.
I. PURPOSE

Horry-Georgetown Technical College recognizes that faculty and staff development is necessary to ensure the growth of employees and the organization, as well as to further improve the accomplishment of our mission. Faculty and staff development should be implemented in a manner that supports the College’s mission and encourages employee growth and should be associated with an institutional, departmental or personal objective. The purpose of this procedure is to provide guidelines for faculty and staff development when public funds are used.

II. GOAL

The primary goal of the faculty and staff development program is to implement a program, which supports faculty and staff development activities by:

- Providing opportunities to participate in seminars, workshops, and other professional activities to upgrade job knowledge and skills and to improve the effectiveness of the College;
- Providing opportunities to “return to college” to increase expertise in the professional field;
- Providing opportunities to “return to industry” to gain state-of-the-art experiences by working on site in business and industry.

III. APPLICATION GUIDELINES
A. Each Vice President allocates available funds directly or through an appointed Divisional Faculty Staff Development committee.

B. Request must be submitted prior to the faculty and staff development event.

C. When considering approval of a request the following criteria will be considered:
   1. Relative value of course(s) to the agency
   2. Length of service of the requestor
   3. History of course completions by the requestor
   4. Amount of tuition assistance already approved in the past for the requestor
   5. Amount of funds available for the upcoming fiscal year
   6. Workload or staffing

D. All FSD applications must have the immediate supervisor’s and/or the Appropriate Associate Vice President’s signatures with the final approval by the appropriate Vice President or designee or when applicable, the President.

E. Maximum allowable amount to be awarded per person per fiscal year is $1,200 (with the exception of required courses). Maximum allowable amounts established may be less than $1,200 within each Vice President or President’s unit based upon number of requests and/or financial constraints. If department funds are not available to assist with additional divisional needed monies, the applicant may appeal the decision by sending in writing to the FSD Chair or appropriate Vice President, or when applicable, the President a financial justification for additional funding.

F. Request must be justified with outcomes expected resulting from faculty/staff development activity.

G. Request must adhere to institutional travel guidelines.

H. No funds will be awarded unless the Divisional FSD Committee and the appropriate Vice President, or when applicable, the President have approved the application.

I. Evaluation forms must be completed and returned to the FSD Chair or appropriate Vice President, or the when applicable, the President within a two-week completion of the faculty/staff development activity.

J. All purchase requisitions and/or travel reimbursement forms are to be signed by the Divisional FSD Chair or appropriate Vice President, or when applicable, the President before submission. Employees pay the cost up front and if all criteria are met, the employee is reimbursed.

K. A purchase order should be submitted prior to the beginning of the course(s) to be taken.

L. College FSD application and evaluation forms will be available in each Vice President’s office.

IV. REQUIRED COURSES

Reasonable costs must be maintained for required courses; therefore, prior to determining
that the employee will be required to take a course, a thorough investigation must be conducted of the college in which the employee wishes to enroll, its accreditation and cost. Required courses for College employees (faculty staff, probationary, temporary or temporary grant, temporary grant must be fully loaded by the grant) may be necessary to help employees improve his/her performance in his/her present position or to acquire skills necessary to meet business needs. “Required” should be defined as courses, which, upon being hired, were not necessary for the employee, but are now being required by the College, Southern Association of Colleges and Schools, or any other accrediting body recognized by the College. When a employee, with the approval of the appropriate College Administrator, is directed to take such courses, academic-related costs will be paid for by the employer\textsuperscript{13}, including tuition, fees and books. Approved requests must be submitted prior to registration of required course(s).

V. RETURN TO BUSINESS, INDUSTRY, OR PROFESSIONAL ENHANCEMENT

The purpose of the program is to provide opportunities for full time equivalent (FTE) to enter business and industry, as well as enhance his/her professional expertise in current technical trends, changes, and work skill requirements relating to his/her teaching or functional areas.

A. Compensation of Employees

1. The participating employee will remain in an employment status with the college and will:

   a. Receive normal salary and benefits while “in industry”.

   b. Retain eligibility for any normal salary adjustments.

   c. Not be subsidized in any way by the business, industry, or outside professional enhancement organization.

2. The outside organization may reimburse the college for the services of the employee.

3. Employees who are on summer break and not working for the college may be employed directly by an outside organization and will not come under this policy and procedure.

B. Administrative Responsibilities

a. The employee’s immediate supervisor will continue to have supervisory responsibility concerning the employee’s field training experience.

b. Additional FTE employee(s) may not be hired as replacements for participants in these programs.

c. All cooperative arrangements with outside organizations must be in writing and agreed to by the participating organizations.

\textsuperscript{13} The same applies for employees in temporary grant positions only if funds are available in the grant.
C. Equal Employment Opportunity Requirements

a. The organization accepting the employee for training purposes will indicate, in the cooperative agreement referenced above, their non-discrimination policy regarding race, sex, religion, age, national origin, or disability.

b. The college will ensure that no employee is denied participation in the program because of race, sex, religion, age, national origin, or disability.

VI. NATIONAL PROFESSIONAL CERTIFICATION

National Professional Certification(s) provide opportunities for faculty and staff to increase their knowledge and skills in their subject area and improve professional job duties. Full time permanent and full time probationary employees may participate in such programs. Expense associated with these activities may be prepaid or reimbursed if preapproved by immediate supervisor, associative vice president and vice president.

VII. SEMINARS, WORKSHOPS AND CONFERENCES

Seminars, workshops and conferences provide opportunities for employees (faculty and staff) to include part-time employees with the approval of the appropriate College Administrator, to increase his/her job knowledge and skills. All employees may participate in such programs, provided sufficient funding is available. Expenses associated with these activities may be prepaid or reimbursed.

VIII. LEAVE WITHOUT PAY FOR PROFESSIONAL DEVELOPMENT

Leave without pay for professional development is defined as full or part-time leave in non-pay status requested by FTE employees to participate in staff development activities or further educational attainment not required by the College. Such requests for leave without pay must be in writing and approved in advance by the employee’s supervisor(s) and/or Associate Vice President, Vice President, and the College President. Employees may apply for educational leave without pay under the following conditions:

A. Employment Status

Employees on leave without pay retain all rights and privileges of employment with the state of South Carolina with the following exceptions:

1. Appropriate salary adjustments will only be made upon the employee's return to work.

2. An employee while on full-time leave without pay shall not accrue annual leave, sick leave, or holidays. However, accrued annual and sick leave shall be carried over until the employee returns to work.

3. Employees on leave without pay will pay both the employer and the employee share of premiums for his/her medical and dental insurance, as well as retirement contributions if he/she wishes to continue coverage or eligibility.
4. Employees on continuous leave without pay will be considered to have a break in service after twelve consecutive months unless an extended period of time up to 12 months is approved by the College President.

B. Approval

Consideration for approval shall include, but not be limited to: workloads, work distribution, relationship of development activity to position responsibilities, time duration and satisfactory job performance reviews. Approval may be made only when the development activity is shown to be beneficial to the employee and the College.

C. Maximum Length

Leave without pay may be generally approved for the length of the academic term or terms requested, but no more than twelve (12) consecutive months. If requested by the employee, the College President may only approve one additional period not to exceed twelve (12) months.

IX. TUITION ASSISTANCE

A. Purpose

Tuition assistance may be given to permanent employees who desire to obtain academic degrees, to take individual credit courses for career advancement, or increase key job knowledge or skills.

B. Tuition Assistance Limits

Tuition assistance may be provided for no more than six (6) credit hours per academic term per employee, not to exceed 18 hours in an academic year. However, the College/System Office may limit the credit hours for which an employee may receive tuition assistance based on its business needs.

C. Eligibility

1. Employees in FTE positions, temporary grant positions, and time-limited project positions, with a minimum of six (6) months of state service may be eligible for tuition assistance. Employees in temporary grant positions may receive tuition assistance at the discretion of the College if funds are available in the grant.

2. Employees must work at least thirty (30) hours per week to be eligible for the program.

3. Employees are required to work the normal number of hours in his/her regular workweek. However, managers may adjust a normal schedule to let him/her make-up work time, and/or allow use of annual leave to accommodate class schedules.

4. Tuition assistance may be approved for employees who attend accredited institutions of higher learning offering courses within South Carolina and for employees who take on-line courses from accredited institutions of higher learning. Exceptions must be approved by the Human Resources Division on a
case-by-case basis.

5. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree.

6. If an employee is receiving other assistance that does not require repayment, i.e. scholarships, the College may reimburse the employee for eligible costs incurred while participating in the program as long as the reimbursement and other funds received does not exceed the total cost of the course(s) taken. If the employee is receiving other assistance that must be repaid, i.e. student loans, the College may allow an employee to receive tuition assistance.

7. Applications for tuition assistance will only be considered if coursework is directly related to an employee’s current position description, job duties, or teaching discipline.

C. Reimbursement

1. Employees must successfully complete the course(s) requirements to have tuition cost reimbursed. Employees who do not successfully complete the course(s) will not be reimbursed. The minimum success criteria for undergraduate courses is a grade of “C”. A minimum success criteria for graduate courses is a grade of “B”.

2. Upon satisfactorily completing the course a signed copy of the purchase order should be submitted to Accounts Payable along with an official documentation of the grade achieved for the course from the college or university attended indicating a grade of a “C” or better for undergraduate course work and a grade of a “B” or better for graduate course work.

3. Tuition and lab fees may be reimbursed in full or in part as determined by the college. Reimbursement schedules will be communicated to employees at the beginning of the fiscal year in which any change will be effective. If there is no reimbursement schedule change, no communication is necessary.

4. Books and any fees other than tuition and laboratory fees will not be paid, except for required courses (See IV).

X. TUITION REMISSION

A. All permanent full time College employees shall be entitled to enroll in up to four (4) credit hours per semester not to exceed twelve (12) credit hours per year, or up to six (6) continuing education units (CEU’s) per term (CEU’s: one CEU equals ten contact hours) with a maximum tuition remission per term of $300 not to exceed eighteen (18) CEU’s per year with a maximum tuition remission per year of $900.

B. Employees must complete the appropriate Tuition Remission Credit Voucher, (Continuing Education or Curriculum) and obtain the signatures of their immediate supervisor and/or Associate Vice President, Vice President approval and President’s approval, if applicable. The Tuition Remission Credit voucher forms are available in the Human Resources Office.

Prior to submitting your CEU Tuition Remission Credit Voucher request to your
immediate supervisor, appropriate AVP and if applicable to the appropriate Vice President, please complete the CEU Tuition Remission Credit Voucher form and submit it to the Vice President of Continuing Education to determine if your request qualifies for the benefit. IF it does, the Vice President for Continuing Education will approve it via a signature and return the Tuition Remission Credit Voucher form to you to obtain the other necessary approvals as outlined above.

C. Following the approval by your immediate supervisor, appropriate AVP and if applicable, the appropriate VP, please submit the Tuition Remission Credit voucher form to the Human Resources Department for verification of your full-time employment.

D. Employees in a FTE position may take a course during their normal work hours with the prior written approval of an adjusted work schedule by the immediate supervisor.

E. In addition to the above, the Foundation Board established an Employee Scholarship Fund to enhance the current tuition assistance policy of the College (and the State) by allowing permanent HGTC employees to be reimbursed for those costs beyond the four credit hours per semester currently allowed. The Employee Scholarship Fund is to enhance the current tuition assistance program for permanent full-time Horry-Georgetown Technical College faculty and staff members. The Employee Scholarship Fund allows those eligible employees to be reimbursed for those costs beyond the four credit hours per semester currently allowed, not to exceed two total courses per semester. Application forms are available in the Foundation Office.

F. Upon completion of the appropriate Tuition Remission Credit voucher, the employee follows the normal registration process.

XI. PROFESSIONAL DEVELOPMENT ACTIVITIES EXCLUDED FROM FACULTY/STAFF DEVELOPMENT REIMBURSEMENT

A. Employees may participate in professional development activities for personal growth, career advancement, and to increase job skills. When employees pursue such professional development activities that are not reimbursable, he/she will attend at his/her own expense. No approval is necessary to participate in such activities as long as they are scheduled during off-duty hours and do not interfere with the employees’ job duties and/or performance.

B. Employees are encouraged to schedule activities during off-duty hours whenever possible.

When a desired activity cannot be scheduled during off-duty hours, the employee’s immediate supervisor and employee may elect to adjust the employee’s normal work schedule as long as it does not interfere with their normal efficient operation. With an adjusted work schedule, the employee must continue to work their required number of hours per week.

C. When a desired activity cannot be scheduled during off-duty hours, and it is not feasible to adjust work schedules, FTE employees may be allowed to take annual leave or may be granted leave without pay.
XII.  FSD REPAYMENT BY EMPLOYEES

If the funded employee voluntarily terminates with the College, within one calendar year of the date of reimbursement is awarded, the employee will be required to reimburse the College upon the date of termination.

XIII.  OTHER COURSE WORK

Employees may take courses independent of the tuition assistance program for personal growth, career advancement, and to increase job skill. When employees pursue such courses outside of the tuition assistance program, he/she will attend his/her own expense. No approval is necessary to take such courses as long as they are taken on off-duty hours and do not interfere with the employees' job duties and/or performance.

a. Employees are encouraged to schedule classes during off-duty hours whenever possible. When a desired class cannot be scheduled during off-duty, the college may elect to adjust the employee's normal work schedule as long as it does not interfere with normal efficient operation.

b. When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedules, employees in FTE positions may be allowed to take annual leave or may be granted leave without pay.

c. Tuition or fees for courses taken by employees in FTE positions at the college where he/she is employed may be remitted at the discretion of the college.
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.

To promote the well-being of College employees and the effective operation of the College, Horry-Georgetown Technical College participates in an Employee Assistance Program (EAP) agreement with Life Services EAP. EAP services are strictly confidential and are provided at no cost to employees and their dependent family members.
I. Referrals

A. Self-initiated/Voluntary Referrals

Employees and family members may confidentially make direct contact with the Employee Assistance Program (EAP). Initial contact to obtain EAP services should be made by calling 1-800-822-4847.

B. Directed/Supervisory Referrals

Managers and supervisors may initiate a referral based on declining job performance or concern for an employee’s well-being.

Supervisors must contact Human Resources prior to making a directed/supervisory referral.

II. Confidentiality

All requests for services are confidential. Information regarding an employee’s participation in the EAP will not be released without the employee’s written consent.

A. Utilization Reports

A quarterly program utilization report is provided to the employer; the utilization report is strictly statistical. No identifying information regarding clients utilizing the
program is referenced in the reports.

III. Provisions

A. Availability

Services are available to College employees and their immediate family members, to include spouse, significant other, dependent children, and other relatives living within the employee’s household and all legal dependents. Problems addressed include, but are not limited to, personal, family, marital, interpersonal, work, grief and chemical dependency issues.

B. Appointment Times

College employees and their eligible immediate family members are offered appointments that are most convenient for their work and home schedules. Daytime and evening appointments will be made available. We fully realize that many client situations are not amenable to telephonic assistance. Face-to-face appointments are made in those situations.

C. Client Services Available

Face-to-face client services are available 8:00 a.m. to 5:00 p.m. Monday through Friday, evening appointments are also available. Telephone counseling appointments can also be scheduled both daytime and evening hours for added convenience.

D. Emergency/Urgent Situations

Crisis intervention and telephone counseling are available around the clock, seven days a week. Life Services EAP has a national toll-free 800 number EAP Assistance line that can be accessed from anywhere in the United States. This toll-free number is staffed around the clock 24/7 by trained Life Services professional EAP staff.

Life Services EAP will respond to an urgent call within minutes and can see the College employees and family members the same day. Clients are asked to proceed immediately to a nearby Life Services office and can normally be seen within two hours.

IV. Assessment

A. Face-to-Face Client Services

Assessment and short-term problem resolution sessions are conducted at confidential locations way from the workplace at locations that are most convenient for employees and their eligible family members. Assessments are normally completed in one or two sessions. The length of each session is approximately one hour.

B. Number of visits

Life Services EAP will offer clients, the employee or the employee’s eligible family member(s), up to four EAP sessions per problem situation, per eligible member.
With Life Services, the four visits start over with each new problem situation. For example, an employee who is seen for up to four visits for financial counseling can immediately afterwards be seen for up to four visits for grief counseling. There is no limit to the number of problem situations for which a client can be seen for up to four visits.

Clients requiring long-term counseling or behavioral health services beyond the scope of the EAP are referred to community resources at their own expense, but when possible, to providers in clients’ insurance network.

C. Timeliness of Scheduling

Request for client services are immediately responded to and assessed for urgency via telephone. Routine appointments are scheduled within 72 working hours. Appointments for urgent situations can normally be accommodated the same day or at a minimum within 24 hours.

V. Other EAP Resources

A. Supervisory Training

Training can be provided to supervisors consisting of semi-annual workshops of approximately two (2) hours in length and shall cover EAP policies, techniques for referral, and subjects related to chemical dependency, mental health and general health issues.

Additionally, access to supervisory web based information and newsletters will be provided to Supervisors.

B. Web Information

As a part of your package of employee assistance services provided by Life Services EAP, you and your family members will now have the availability of a special web-based Work/Life Information Service that allows you and your family members to go on line to obtain information to assist you in balancing your work and home life responsibilities. These services are available 24 hours a day by logging on to the Life Services website: www.lifeserviceseap.com.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.4.4
Title: Organizational Memberships
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Business Affairs

Original Approval Date: 04-08-1993
Last Cabinet Review: 09-21-2016
Last Revision: 01-30-2008

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.

Horry-Georgetown Technical College recognizes the importance of maintaining professional organizational memberships for the institution and for the faculty and staff of the College, and the need to financially support these activities. The general purpose of these memberships is to maintain contact with the professional associations in each field of academic instruction and to support the Institution's faculty and staff development program. In establishing this policy, the College recognizes the following classification of memberships:

1. General Institutional Memberships are affiliations with organizations that provide broad, general benefits to the College, as funds are available. The College will allocate resources to support memberships in the appropriate organization.

2. Professional Association Memberships are affiliations with societies that are primarily designed to enhance the professional skills of their members through contacts with other professionals in the field and exposure to trends and developments in the specific area of expertise.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.4.4.1
Related Policy: 3.4.4
Title: Organizational Memberships
Responsibility: Vice President for Business Affairs
Original Approval Date: 08-01-1994
Last Cabinet Review: 09-21-2016
Last Revision: 01-30-2008

President

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.

Purpose

Recognizing the need to maintain memberships in various professional associations and organizations, the College has established a list of approved organizations, for which funds can be requested.

II. General Institutional Memberships

General institutional memberships are affiliations with organizations that provide broad, general benefits to the College. As funds are available, the College will allocate resources to support memberships in appropriate organizations. The Vice President for Business Affairs is responsible for maintaining the list of these memberships and for allocating these expenses to the General Institutional Expense Account.

General institutional memberships are approved by the President, and any employee wishing to recommend such affiliation should do so through his/her appropriate Vice President. If the recommendation is approved by the President, the organization will be added to the General Institutional Membership list of the College.

III. Professional Association Memberships

Professional association memberships are affiliations with societies that are primarily designed to enhance the professional skills of their members through contacts with other professionals in the field and exposure to trends and developments in the specific area of expertise. In accordance with the Planning Procedures, each Vice President is required to compile and submit a list of the requested affiliations in each year. The cost of these memberships is charged to the budgets of the respective departments.

Professional association memberships are recommended by the appropriate Vice President, and any employee wishing to request such affiliation should do so through the appropriate Vice President. Final approval for professional memberships will be approved by the President. If the recommendation is approved, the organization will be added to the Professional Associations list of the College and the appropriate funds will be allocated in the departmental budget.
This policy statement authorizes two procedures, the Retirement Incentive and Voluntary Separation Programs.

It is the policy of Horry-Georgetown Technical College that the College may choose to implement one or both of the separation plans should financial circumstances warrant the use of such a program. Should the College opt to participate in either of these programs a written plan must be developed in consultation with the SBTCE Human Resource Services and the State Human Resources Division. Written plans must then be submitted for approval by the SBTCE Executive Director, and/or his designee, prior to submission to the Office of Budget Analyses for final approval.

No employee may participate in both the Voluntary Separation Program and the Retirement Incentive Program.
I. PURPOSE

The purpose of the Retirement Incentive Program (RIP) is to allow Horry-Georgetown Technical College to maximize personnel savings by offering options for employees to voluntarily retire. The RIP allows agencies to purchase service credit on behalf of employees who are currently eligible to retire or purchase the amount of time necessary to make employees eligible to retire. The RIP is in accordance with §§ 9-1-1140 (I) and 9-11-50 (I) of the South Carolina Code of Laws.

The intent of this procedure is to be used as a management tool and is not designed as a universal employee benefit. The System Office/College may opt to utilize the RIP through the development of a written plan (which must be developed in accordance with the State Human Resources Division model found at www.admin.sc.gov/humanresources) to be submitted through the System Office’s Human Resource Services to the State Human Resources Division. The following minimum program requirements must be incorporated in a College RIP.

II. PARTICIPATION ELIGIBILITY

A Only employees in full-time equivalent (FTE) positions are currently eligible to retire under the SC Retirement Systems (SCRS) or the Police Officers Retirement System (PORS), or who purchase enough service credit to become eligible to retire are eligible to participate in the RIP.

B Employees who are currently participating in the TERI program, or any equivalent program for law enforcement officers, are not eligible to participate in the RIP.
C All decisions to request participation in the program are voluntary by each eligible employee.

D All decisions concerning approval of participants are within the discretion of Executive Director/College President and in accordance with the approved plan. A System Office or College plan may declare an employee or categories of job classifications ineligible based on financial considerations or on the business needs of the organization to retain the employee(s) in order for the System Office or College to continue its mission. Exclusion from participation is not a grievable or appealable action. The decision of the Executive Director/College President is final.

E Employees choosing to participate in the RIP must retire and separate from service with the State of South Carolina no later than the effective separation date as specified in the approved plan.

F Employees participating in a voluntary separation program are not eligible to participate in the RIP.

III. PROGRAM COMPONENTS

A The Executive Director/College President has overall responsibility for the implementation of the plan.

B The System Office/College must fund the RIP within existing funds.

C The plan must be based on the System Office or College’s ability to demonstrate cost savings within two (2) fiscal years, beginning with the fiscal year in which the RIP was implemented.

D An employee who is selected to participate in the RIP will agree to the following:

1. Retire from the System Office/College on or before the plan's effective date; and

2. Not become employed with any entity (System Office or College colleges or System Office) of the South Carolina Technical College System in an FTE position for a period of at least two years from the date of retirement; however, a participating employee may be employed with another state agency in an FTE position after a period of no later than 15 calendar days from separation, or in an adjunct or temporary grant or time-limited project position for at least 15 days.

3. A participating employee may return to employment with another state agency or with the System Office/College in an adjunct, temporary, temporary grant or time-limited position after a period of no less than fifteen (15) calendar days.

E Participating employees may receive the following benefits:

1. The purchase of service credit by the System Office/College to the South Carolina Retirement Systems, not to exceed one year’s base salary for the eligible employee; and

2. Service credit purchased by the System Office/College may be for “qualified” or “nonqualified” service time.
3. The System Office/College may, as a part of a RIP, elect to convert service credit earned under the South Carolina Retirement Systems (SCRS) to service credit in the Police Officers Retirement Systems (PORS). The System Office/College may only pay the costs to convert up to five (5) years SCRS earned service credit to PORS service credit. The cost of conversion may not exceed the employee’s annual salary.

F In addition, employees will receive payment for unused annual leave/faculty non-work day balances as provided for in the State Human Resources Regulations and the SBTCE procedure 8-3-101.1. Upon retirement from State government, an employee is eligible to receive service credit for up to 90 days of unused sick leave; however, any remaining unused sick leave will be forfeited.

G All decisions made under this plan by employees to retire are voluntary and are not considered grievable or appealable actions.

H The RIP must include a written agreement for employees who elect to participate in the plan. The agreement must contain a release of claims an employee could bring against the State and the agency, including claims under the Age Discrimination in Employment Act and the Older Workers’ Benefit Protection Act. The plan will not require a release of existing Workers’ Compensation claims. The employee and the SBTCE Executive Director, College President, or designee must sign the agreement.

I Individuals who are eligible to participate in the RIP must apply by the date specified by the System Office College’s approved plan.

J In accordance with the Age Discrimination in Employment Act and the Older Worker’s Benefit Protection Act, eligible employees may have up to forty-five (45) days to consider whether to participate in the RIP. An individual may waive the forty-five (45) day period in writing.

K In accordance with the Age Discrimination in Employment Act and the Older Workers Benefits Protection Act, eligible employees will have seven (7) days from the date of their acceptance to revoke the agreement.

L Implementation of the plan will be based on fair and objective criteria developed by the System Office or College.

M The System Office/College is not required to delete the FTE position after the participant has vacated the position.

IV. APPROVAL AND REPORTING

A Voluntary RIP may be developed and implemented in consultation with the SBTCE, Human Resources Division Services, the State Human Resources Division and the South Carolina Retirement Systems.

B The Executive Director/College President and the Division of Budget and Analyses must approve the System Office or College RIP prior to implementation.

C Upon final approval of the Retirement Incentive plan, the System Office/College shall notify all eligible employees of the plan and the process for participation.
D The Colleges must report the results of the RIP through the SBTCE, Office of Human Resource Services, to the State Human Resources Division following the effective date for implementation of the plan.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.4.5.2
Related Policy: 3.4.5
Title: Voluntary Separation Program
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Date Approved: 05-09-2002
Last Cabinet Review: 09-21-2016
Last Revision: 12-10-2008

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.

I. PURPOSE

The purpose of the Voluntary Separation Program is to provide Horry-Georgetown Technical College the option of implementing a program to realign resources and/or permanently downsize based on the ability to demonstrate recurring cost savings. The intent of this procedure is to be used as a management tool and is not designed as a universal employee benefit. The College may opt to utilize the VSP through the development of a written plan (which must be developed in accordance with the State Human Resources Division model found at www.admin.sc.gov/humanresources) to be submitted through the Office’s Human Resource Services to the Division of Budget and Analyses. Approval will be based on the College President’s ability to demonstrate recurring cost savings within a two-year period through the written plan. The following minimum program requirements must be incorporated in a College VSP.

II. PARTICIPATION ELIGIBILITY

A The College President has the responsibility to determine and specify the division/departments/classifications that will be affected by realigning resources, reorganizing or permanent downsizing.

B Only employees in a full-time equivalent (FTE) position in the affected areas as identified in A (above) may be eligible for the VSP.
C Employees who submit a notice of resignation, which has been accepted by the College prior to the effective date of the program, are not eligible to participate in the College VSP.

D Employees, who were not eligible for health and dental benefits prior to applying for the program, would not be eligible for those benefits through participation in the program.

E Employees currently participating in the (Teacher and Employee Retirement Incentive) TERI or LEORI programs are eligible to participate in the VSP and thereafter must separate from employment with the state.

F Employees participating in the VSP are not eligible to continue employment in either the TERI or LEORI programs.

G Employees participating in a retirement incentive plan in accordance with Sections 9-1-1140 (I) and 9-11-50 (I) of the South Carolina Code of Laws are not eligible to participate in the VSP.

H Eligible employees who wish to participate in the VSP must indicate their intent through the completion and submission of the “Agreement and Release” form to the College Human Resources Division by the date specified in the approved plan.

I Employees participating in the VSP shall be considered to have voluntarily quit and are subject to provision of Section 41-35-120 (1) of the S.C. Employment Security Law.

J All decisions concerning approval of participants are within the discretion of Cabinet with final approval by the College President and in accordance with policy and procedure and the approved VSP Plan. The College plan may declare an employee or categories of job classifications ineligible based on financial considerations or on the business needs of the organization to retain the employee(s) in order for the College to continue its mission. The decision of the College President is final.

III. PROGRAM COMPONENTS

A. The College President has the overall responsibility for the implementation of the program.

B. The College must fund the program within existing funds.

C. The program may be implemented based on the College’s ability to demonstrate recurring cost savings for realignment and/or permanent downsizing.

D. Implementation of the program will be based on fair and objective criteria developed by the College.

E. An employee who elected and was approved to participate in the program will agree to:

1. Voluntarily resign or retire from the College on or before the program effective date.

2. Not become employed with the State of South Carolina in a full-time equivalent (FTE) position for a period of two years from the date of separation unless the employee reimburses the College from which the employee separated on a pro-rata basis for the benefits received.
3. If retiring, shall not become employed with the State of South Carolina in an adjunct or temporary capacity for at least 60 days.

F. Participating employees may receive the following benefits:

   1. Separation payment not to exceed one year’s base salary; and
   2. Employer portion of health and dental benefits for up to one year, unless the employee otherwise becomes eligible for such benefits.
   3. In addition, employees will receive payment for unused annual leave/faculty non-work day balances as provided for in the State Human Resources Regulations.

G. Individuals who are eligible to participate in the VSP must apply by the date specified by the College’s approved plan.

H. The eligible employees may have up to forty-five (45) days to consider whether to participate in the VSP.

I. In accordance with the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, eligible employees will have seven (7) days from the date of their acceptance to revoke the agreement.

J. All decisions made under this program by employees to retire or resign are voluntary and are not considered grievable or appealable actions.

IV. APPROVAL AND REPORTING

A. VSP plans may be developed in consultation with the SBTCE, Human Resources Division Services and the State Human Resources Division.

B. The College President and Director of the Division of Budget and Analyses must approve the program based on the ability to demonstrate recurring cost savings for realignment and/or permanent downsizing resulting in a reduction of full time equivalent positions.

C. Upon final approval of the VSP plan the College shall notify all eligible employees of the plan and the process for participation.

D. The SBTCE must report the results of the prior year’s VSP to the State Human Resources Division by August 15 of the current fiscal year annually.
It is the policy of the HGTC that eligible employees may elect to participate in the Teacher and Employee Retirement Incentive (TERI) program. Participation in the TERI program is the voluntary choice of eligible employees. Eligible employees include active contributing members under the South Carolina Retirement Systems who are eligible for service retirement.

Participants in the TERI program retain all rights and benefits they held prior to entering the program, except grievance rights¹, and TERI program participants are not subject to earnings limitations during the program period. While TERI program participants retain the same rights to the positions held prior to entering the program, participation in the TERI program does not guarantee employment for the specified program period.

It is the further policy of the HGTC adhere to the following procedure. This system-wide procedure conforms to State of South Carolina (Section 9-1-2210 of the South Carolina Code of Law, State Human Resources Division, and South Carolina Retirement Systems) law, guidelines, and regulations. This procedure shall be followed upon the entrance of an employee into the TERI program, the completion/endings of an employee’s participation in the TERI program, and upon re-employment of a former TERI program participant to State service.

The State Board for Technical and Comprehensive Education may grant exceptions for the position of Technical College President, if requested by the Area Commission, on a case by case basis to meet the business needs of the System. Following a break of one regularly scheduled workday, an Area Commission may rehire a College President in an FTE position at the minimum of the salary range provided that the individual retired or entered the TERI program prior to January 2, 2013. Any additional compensation desired may be supplemental pursuant to the College Procedure,
Salary Supplements: College Presidents.

Employees who retire or enter the TERI program on or after January 2, 2013, may return to work after being retired for 30 days and may receive a salary subject to a $10,000 earnings limitation; however, the $10,000 limitation does not apply if the retiree was at least 62 years of age at retirement.

1 Any employee entering the TERI program after June 6, 2005, will be exempt from the State Employee Grievance Procedure Act.
I. GENERAL INFORMATION

Horry-Georgetown Technical College employees who meet eligibility requirements may participate in the State’s Teacher and Employee Retention Incentive Program (TERI). The TERI program is designed for employees who wish to access their retirement contributions from the SC Retirement System, but desire to continue employment with the agency and retain the same position they held prior to entering the program. Participation in the TERI Program is for a period not to exceed five years; however, a TERI program participant is not guaranteed employment for the specified program period. Effective July 1, 2012, the TERI Program is not available to new hires. New enrollees in the program after June 30, 2012, must end their participation within five (5) years or by June 30, 2018, whichever is earlier. An employee may only participate in the TERI program once.

To be eligible to participate in the TERI program, employees must be active, contributing Class Two members under the South Carolina Retirement System who are eligible for service retirement. Participation in the TERI Program is voluntary. To participate, employees must retire for purposes of the SC Retirement System, and employees’ normal retirement benefits are calculated on the basis of the employees’ average final compensation and service credit at the time employees enter the TERI Program.

Employees who wish to participate in the TERI program must complete a State Retirement Application either with the Human Resources Office or the South Carolina State Retirement Systems.

14 Employees who began participation in the program before July 1, 2005, must also receive any applicable cost of living increases declared during the program period.
II. LEAVE

Annual/faculty leave is not paid out upon entering TERI; however, it will be carried over, and paid as a lump sum upon completion of the TERI up to forty-five (45) days. Up to 90 days of unused sick leave may be applied to a state employee’s service credit upon retirement and entering the TERI program. The employee’s sick leave balances will be reduced by the amount of sick leave used to calculate the employee’s retirement benefit.

Participants in the TERI program will be eligible to earn and use annual/faculty leave and sick leave if they are in positions that are eligible for leave benefits. TERI program participants who are eligible for leave benefits will earn annual/faculty leave at the rate consistent with the employees’ years of state service for leave accrual purposes. State service while participating in the TERI program will constitute state service for bonus leave accrual purposes only.

Upon termination of employment, a TERI program participant who has earned annual/faculty leave will be eligible to be paid for up to 45 days of unused annual/faculty leave and all unused sick leave will be forfeited. In accordance with SBTCE policy and procedure 8-3-106 and 8-3-106.1 (Employee Leave Transfer Program) respectively, excess leave may be donated.

III. EMPLOYMENT RIGHTS AND BENEFITS

Employees who enter the TERI program gain no new employment rights and are subject to the employment policies and procedures associated with whatever position(s) they occupy during the program period, to include those policies and procedures related to salary, and benefits. TERI program participants have no grievance rights, or Reduction in Force rights. If a TERI employee is separated due to a reduction in force and begins receiving retirement benefits, the employee’s participation in the TERI program ends. Participants in the TERI program are eligible for active state employee insurance benefits and group life insurance benefits; however, they are not eligible for disability retirement benefits. Additionally, TERI program participants will continue to make contributions to the S.C. Retirement Systems.

IV. MOVEMENT FROM ONE POSITION TO ANOTHER

In accordance with State Human Resources Division Guidelines, if a TERI program participant is selected to fill another position either in the same agency or with another agency, the employee may continue in the TERI program so long as the employee does not experience a break in service of fifteen (15) calendar days or more.

V. ENDING TERI PROGRAM PARTICIPATION

The South Carolina Retirement System requires a TERI program participant to separate from employment (terminate) for a minimum of one regularly scheduled workday at the end of the participants pre-selected TERI program period. Upon separation, the following will occur:

1) Employee will experience break in service; and will not automatically retain the same position held while in the TERI program.
2) Employee forfeits all unused sick leave;
3) Employee shall be paid out for up to 45 days of unused annual/faculty leave. This payout will be calculated based on the employee’s final rate of pay. The annual leave payment will be used in recalculating the average final compensation of the member to determine the benefit the member receives after participation in the program.
A participant in the TERI program will be considered to have terminated employment when the employee experiences a break in service.

VI. VACANCY REVIEW

When the System Office/College employee(s) end the TERI program, the employee’s position will be reviewed and revised as necessary. If it is determined that the vacancy is to be filled, the position will be posted and advertised consistent with the System Office/College’s local hiring policies and procedures. TERI employees may apply for the previous position held or for other vacancies within the System Office/College and will be subject to the same employment procedures as any other applicant. There is no entitlement to previously held positions.

VII. RE-EMPLOYMENT

The System Office/College is not required to re-hire an employee whose TERI program period has ended. A previous TERI program participant maybe hired into any type of position (FTE position, Temporary Grant, Time-Limited, or Temporary), and shall be eligible for benefits as they relate to that position. Any decisions to re-hire a previous TERI program participant should be made in a non-discriminatory manner.

If, under normal hiring procedures, the previous TERI program participant is selected to fill a vacancy the employee will be subject to the same policies governing new hires and the following will apply:

1) The employee will be considered a new hire, and subjected to Human Resource Regulations regarding initial employment or reemployment into a full-time equivalent position;
2) The employee will be exempt from the State Employee Grievance Procedure Act and therefore will not retain grievance or reduction-in-force-rights.
3) The employee will not be subjected to earnings limitation if the employee entered TERI before January 2, 2013;
4) For TERI retirements on or after January 2, 2013, a TERI retiree may return to work after being retired for 30 days and receive a benefit subject to a $10,000 earnings limitation; however, the $10,000 limitation does not apply if the TERI retiree was at least 62 years of age at retirement;
5) The employee will be required to pay the employee contribution to the S.C. Retirement Systems;
6) The employee will receive credit for all state service in a full-time equivalent position and for any time as a certified employee in a permanent position of a school district of this state for purposes of earning annual leave.

If the previous TERI program participant is hired into a position that is eligible for benefits, the employee may earn annual/faculty leave at the rate consistent with the employee’s years of state service for leave accrual purposes. State service while participating in the TERI program will constitute state service for bonus leave accrual purposes only. A former TERI program participant will not receive a payment for unused annual/faculty leave upon termination. Additionally, the employee may elect active employee coverage, in lieu of retiree coverage, within 31 days of the hire date.

Because a TERI program participant retires for purposes of the South Carolina Retirement Systems when entering the TERI program, if the employee has been in the TERI program for at least 30 consecutive calendar days, the employee has met the waiting period requirement
pursuant to Section 9-1-1790 of the South Carolina Code of Laws.
Loyalty to the institution and its philosophy is expected of all employees. If a constructive criticism or a legitimate complaint is in order, it should be made in a positive manner to persons authorized to effect the appropriate action.

Internal problems should be solved within the institution and under no circumstances should they be relayed to the community.

Horry-Georgetown Technical College expects that all employees will perform their assigned duties and responsibilities in a loyal and competent manner showing courtesy and consideration to the public, recipients of services, students and fellow employees.
It is the policy of Horry-Georgetown Technical College that all public employees of the HGTC, as well as State Board members and local Commission members, will perform their duties and conduct themselves in an ethical and accountable manner in keeping with applicable provisions of the State Ethics, Government Accountability, and Campaign Reform Act, and all related policies, procedures, regulations, or interpretations thereof. Failure to adhere to the provisions of the State Ethics Act may result in personal liability, other penalties as outlined in the law, and/or agency disciplinary action.

In compliance with this Act, the college shall provide all new hires and newly elected or appointed public officials with a publication prepared by the State Ethics Commission describing the general application of the ethics law.

Where there are conflicts or inconsistencies between other agency policies/procedures and the Ethics Act of 1991, the provisions of the Ethics Act will prevail.
The State Ethics, Government Accountability, and Campaign Reform Act was enacted in 1991 to restore public trust in governmental institutions and the political governmental process. The Act recognizes that public employment is a public trust and any effort to realize personal gain through official conduct is a violation of that trust. All employees of the South Carolina Technical College System are public employees. Violations of the rules of ethical conduct are investigated and punished where appropriate. The State Ethics, Government Accountability, and Campaign Reform Act applies to all public officials and public employees of the State and political subdivisions, with exception of members of the judiciary. The law:

1. Provides a code of conduct to prohibit public officials and employees from being involved in certain conflicts of interest;
2. Provides for the filing of Statements of Economic Interest by certain designated public employees and public officials;
3. Provides for advisory opinions to be issued on questions involving the State Ethics, Government Accountability, and Campaign Reform Act;
4. Provides for procedures for participation by citizens in the enforcement of the law; and
5. Provides for the State Ethics Commission to administer the law.

The rules of conduct, Sections 8-13-700 through 8-13-795 of the 1976 South Carolina Code Laws, as Amended, should be consulted for specific information. The Rules of Conduct:

1. Prohibit employees from using their official position or office to obtain an economic interest for the employee or the employee’s family member, an individual with whom the employee is associated, or a business with which the employee is associated;
2. Prohibit employees from giving or offering, soliciting, or receiving compensation to influence the action of public officials or employees;
3. Prohibits employees from receiving anything of value for speaking before a public or private group in his/her official capacity.

4. Prohibits employees from receiving compensation while acting in their official capacity from any group or organization to whom professional services are rendered.

- Honorariums and gratuities, whether in-state or out-of-state for services rendered on state time or at state expense, cannot be received by individuals but may be received by the College.

- Section 8-1-170 of the South Carolina Code of Laws authorizes state agencies to develop group productivity incentive programs for the recognition and award of team accomplishments through group performance. Employees of any organizational unit within each of the various agencies are eligible to share equally twenty-five percent of the identified savings resulting from reduced operational costs in the unit up to a maximum of two thousand dollars per employee in a fiscal year.

- Section 8-1-180 of the South Carolina Code of Laws allows state agencies and institutions to spend public funds on employee plaques, certificates, and other events including meals and similar types of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as part of employee development programs of their agency or institution. Awards shall be limited to fifty dollars for each individual.

5. Prohibits the use or disclosure of confidential information for personal financial gain;

6. Prohibits employees from membership on or employment by a regulatory commission or agency that regulates any business with which the employee is associated;

7. Provides for actions to be taken by employees where a decision would affect the employee’s personal financial interest;

8. Prohibits employees from appearing before certain regulatory commission; and

9. Calls attention to breaches of ethical standards.

Violation of the State Ethics, Government Accountability, and Campaign Reform Act is punishable by a fine up to $10,000, up to twenty years imprisonment, or both. In addition to disciplinary action, which may be taken by the college/System Office, the State Ethics Commission may recommend administrative or disciplinary action, impose oral or written warnings or reprimands, require civil penalties, require forfeiture or anything received, or refer the matter to the Attorney General for criminal prosecution.

Any employee needing further information concerning the applicability of the State Ethics, Government Accountability, and Campaign Reform Act should contact the Human Resource Office or the State Ethics Commission.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.3
Title: LABOR RELATIONS POLICY

Authority: Section 59-53 of the 1976 Code of Laws of South Carolina, As Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 06-13-1979
Last Cabinet Review: 03-15-2006
Last Revision: 03-15-2006

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.

The State Board for Technical and Comprehensive Education and the respective area commissions are authorized to manage and control the South Carolina Technical College System by South Carolina law. The State Board for Technical and Comprehensive Education and the area commissions do not have the legal right to delegate their decision-making functions to any individual or group. Although the State Board and the area commissions are interested in considering all points of view before acting on important matters, they specifically reserve their exclusive statutory rights and obligations to make decisions affecting the South Carolina Technical College System.

Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.5.3.1
Title: Labor Relations
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Date Approved: 04-08-1993
Last Cabinet Review: 03-15-2006
Last Revision: 03-15-2006

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.

Each employee is expected to adhere to all State laws and policies that govern employment with Horry-Georgetown Technical College. Some of the more important laws and policies governing the relationship between Horry-Georgetown Technical College and its employees are summarized below:

1. Officials of the College cannot recognize any labor organization as the bargaining agent for public employees at any level.

2. Officials of the College cannot enter into collective bargaining contracts, memorandums of understanding, or any other type of agreement with a labor organization with respect to rates of pay, wages, hours of employment, or other conditions of employment.

3. Employees of the College cannot promote, encourage, or participate in a strike against the College. A "strike" as used herein means the failure to report to duty, willful absence from one's position, a stoppage or deliberate slow-down of work, or withholding in whole or in part the full and faithful performance or duties of employment for the purpose of inducing, influencing, or coercing a change in wages, hours, or other terms and conditions of employment.

4. It is the policy of Horry-Georgetown Technical College to encourage all its employees to pursue their individual remedies through the State Employee Grievance Procedure.

5. Where there are conflicts or inconsistencies between this procedure and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.4
Title: Non-Discrimination and Anti-Harassment
Authority: Section 59-53-20 and 16-3-1700 of the 1976 Code of Laws of South Carolina, As Amended; Title VII of the Civil Rights Act of 1964, as Amended; Title IX Education Amendments of 1972, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations and the Associate Vice President for Student Affairs.

Original Approval Date: 04-08-1993
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

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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.

Horry-Georgetown Technical College is committed to maintaining an environment that is free from all forms of discrimination and harassment. To this end, Horry-Georgetown Technical College prohibits all forms of discrimination and harassment, including sexual harassment and abuse, with respect to employment or access to or enjoyment of any educational benefit. Any conduct or behavior, as discussed in the accompanying procedure 3.5.4.1 which constitutes any form of discrimination or harassment will not be tolerated. Under federal and state law, these protected categories include age, race, color, sex, religion, national origin and disability.

Reports of violations of this policy should be submitted in accordance with accompanying procedure, 3.5.4.1 Non-Discrimination and Anti-Harassment.

Filing a Complaint

Any employee or student who believes that he/she is the victim of discrimination or harassment shall have the right to seek an investigation or to file a complaint with a College official, the Human Resources department and/or the College’s Title IX Coordinator.

Retaliation against any person arising from the good faith reporting of a suspected violation of this policy or for participating in an investigation under this policy is prohibited. Violations of this policy may result in disciplinary action up to and including termination and/or dismissal from the College.

Communication of Policy

Information and communication of the policy shall be made a part of orientation materials for employees and students and shall be published in appropriate College documents for the information
of employees and students. Furthermore, the President shall be authorized to initiate the development and revisions of employee and student codes of conduct, the inclusion of non-discrimination and anti-harassment policy statements in agreements and grants, and the further dissemination of the policy through appropriate employee and student awareness programs.
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.

Purpose and Commitment

Consistent with the Horry-Georgetown Technical College (HGTC) Policy 3.5.4, the College is committed to maintaining a work and educational environment that is free from all forms of discrimination and harassment. To this end, the College prohibits all forms of discrimination and harassment, including sexual harassment and abuse, with respect to employment or access to or enjoyment of any educational benefit.

Definitions

**Discrimination** includes unjust or prejudicial treatment of persons based upon a person’s sex, color, race, religion, national origin, age, disability, genetic information or other protected status which affects a person’s working or learning environment.

**Harassment** includes unwelcome conduct, whether verbal, physical or visual, that is based upon a person’s sex, color, race, religion, national origin, age, disability, genetic information or other protected status. The College will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance, or that creates an intimidating or hostile learning or work environment.

**Sexual harassment** is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or access to or enjoyment of an educational benefit; or
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual’s employment, academic standing, or other
decisions regarding educational benefits; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, professional or academic performance, or other educational benefit or creates an intimidating, hostile, or offensive working, learning or social environment.

Sexual harassment can take many forms. It can be committed by both men or women and occur between members of the opposite sex or between members of the same sex. Examples include, but are not limited to, the following:

- engaging in intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual’s body;
- offering or implying an employment-related reward or an education-related reward in exchange for sexual favors or submission to sexual conduct;
- threatening or taking a negative employment action or negative educational action or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected;
- using or displaying in the classroom or workplace sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification;
- making unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person’s sexuality or sexual experience; conduct.

**Rights And Responsibilities**

All employees are responsible for helping to eliminate discrimination and/or harassment. If any employee believes that he/she experienced or witnessed discrimination and/or harassment, the employee should notify his/her supervisor, a human resources representative, or any other College official. Pursuant to the policy of the College, any employee who believes that he/she is the victim of discrimination and/or harassment shall have the right to seek an investigation or to file a complaint in accordance with policy 3.5.4.

**Investigation Procedure**

Discrimination and/or harassment complaints should be investigated as promptly and thoroughly as possible. A human resource representative will normally conduct the investigation, but in certain circumstances, another impartial investigator may be designated.

If the investigation reveals that the complaint is valid and that discrimination and/or harassment has occurred, the College will take immediate appropriate action to stop the discrimination and/or harassment and prevent it from occurring in the future. Persons found to be in violation of the Non-Discrimination and Anti-Harassment Policy will be subject to immediate appropriate disciplinary action proportionate to the seriousness of the offense.

**Retaliation**

Horry-Georgetown Technical College strictly prohibits retaliation against any victim or witness who has reported discrimination and/or harassment in good faith or otherwise participated in an
investigation of discrimination and/or harassment.

No individual involved in the complaint process shall suffer retaliation because of their filing of or participation in the complaint process. The College’s employee disciplinary procedures will be used to address any case of alleged retaliation.

Confidentiality

The College wishes to create a safe environment in which individuals are unafraid to discuss concerns. Therefore, the College will always maintain confidentiality to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because the College must also consider fairness to the individual accused, as well as, the safety and welfare of all members of the College community. These considerations may require the College to disclose the allegation to and identity of the complainant to the accused and to other College officials.

Education

The College has the responsibility to conduct periodic training for employees and supervisor on all aspects of the non-discrimination and anti-harassment policy and procedures.

Support Process

While reporting such incidents of harassment may be a difficult personal experience, the College strongly encourages a student and/or employee who feels he/she has been a victim of harassment to utilize available counseling services.

In addition, the Employee Assistance Program provides confidential counseling services, and employees wishing to discuss, confidentially, an incident of possible harassment are encouraged to contact the Employee Assistance Program provider. These services are available for employees seeking information and advice without committing to future action, but with complete confidentiality.

Legal Representation

It is recognized that any employee or student involved in a harassment incident may obtain legal counsel at any point in the complaint process.

Special Circumstances

If the charge is to be against the Associate Vice President of Human Resources and Employee Relations or the Associate Vice President for Student Affairs, complainant employee is advised to contact the Senior Vice President for Academic Affairs; if the charge is against the College President, the complainant employee is advised to contact the Chair or Vice Chair of the College’s Area Commission. For all other employees, the initial point of contact is to be with the Associate Vice President for Human Resources and Employee Relations.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.5
Title: Freedom of Information
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-10-2008
Last Cabinet Review: 01-06-2016
Last Revision: 09/21-2016

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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.

It is the policy of the State Board for Technical and Comprehensive Education (SBTCE) to allow the public access to public records and documents, subject to any limitations of the South Carolina Freedom of Information Act (FOIA). The information provided to requestors shall not be used to contact any person directly for the purpose of commercial solicitation. The costs assessed shall be uniform, and will not exceed the actual cost of searching for or making copies of records.

Upon receipt of a written request for information, a preliminary determination will be made as to whether the information is available, and the reasons for such determination. The requestor of information will be informed in an accurate, timely and professional manner, not to exceed fifteen (15) days, whether the requested records are available for inspection and copying. Such determination shall constitute the final opinion of the agency as to the public availability of the record.

Generally, requests for information under the Freedom of Information Act must be in writing, except when the requestor appears in person for certain information that must be disclosed pursuant to statute.

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1 South Carolina Family Privacy Protection Act, S.C. Code 30-12-10 et. seq.
2 Saturdays, Sundays, and legal public holidays are excepted when calculating fifteen days.
3 S.C. Code Ann. 30-4-30(d)
I. RESPONDING TO FREEDOM OF INFORMATION ACT REQUESTS

Employees of the College should refer the news media to the Public Information Officer. It is the responsibility of the Public Information Officer, in conjunction with the College President and office/department directors, to determine who will provide information directly to the news media on individual issues. Requests for information from human resources records should be coordinated with the appropriate Human Resources Officer. All requests for information may be reviewed by legal counsel, as required.

In response to written requests for access to public records⁴ the College shall make a determination with reasons therefore as to the release or non-release of information as soon as the information is available but no later than fifteen (15) days, (excluding Saturdays, Sundays and legal public holidays) of the receipt of any such request notify the person making such request of its determination and the reasons therefore. Such a determination shall constitute the final opinion of the College as to the public availability of the requested public record and, if the request is granted, the record must be furnished or made available for inspection or copying. Generally, requests for information under the Freedom of Information Act must be in writing, except when the requestor appears in person for certain information that must be disclosed pursuant to statute.⁵ E-mail requests for information will be accepted only if the requestor provides a complete mailing address.

Pursuant to the S.C. Freedom of Information Act, an employee or officer’s name, dates of employment or service, title, sex, and race may be disclosed.⁶ The determination to disclose

⁴ S.C. Code Ann. 30-4-20(c)
⁵ S.C. Code Ann. §30-4-30(d)
other types of information should be made on a case by case basis. Requests for salary information should be reviewed in accordance with the requirements of the S.C. Freedom of Information Act.

To the extent practicable, media requests (e.g. press, broadcast) for information shall be made in writing; however, at the discretion of the Public Relations/communication Officer, certain media request may be made in person or by telephone in the interest of time.

In responding to requests for information concerning current or former employees by prospective employers, the College Human Resources (HR) office may provide information as follows:

1. College HR employees responding to oral requests for information may verify an employee’s and former employee’s dates of employment, pay range, wage history or eligible for rehire.7

2. disclose the following information to which an employee or former employee may have access:
   a. Written employee evaluations
   b. Office Human Resources notices that formally record the reasons for separation
   c. Whether the employee was voluntarily or involuntarily released from service and the reason for the separation; and
   d. Information about job performance.8

3. College HR employees shall not knowingly or recklessly release or disclose false information.

4. College HR employees should notify all requestors (persons or private entities) that personal information obtained from state agencies shall not knowingly be used for commercial solicitation directed to any person in this State.

Information pertaining to students should be coordinated with the appropriate persons to ensure that privacy rights of students are safeguarded as required under the Family Educational and Right to Privacy Act, as appropriate.

II. FEES

1. The individual or organization making a request for information shall be charged the total expense incurred for searching records, computer usage and making copies of requested information based on the per hour cost of staff time, including fringe benefits and ten cents per page copied.

2. The College reserves the right to require a reasonable deposit for costs expected to be incurred in searching for or making copies of the record(s). If a deposit is required the search for records will not be initiated until the deposit has been received. All fees associated with a request for information shall be made by check only, made payable to the State Board for technical and Comprehensive Education or to the specific college from whom the records have been requested.

3. To the extent possible, fees for expenses incurred will be collected at the time the information is released. Fees not collected at the time the information is released will be billed to the individual or organization and shall be subject to agency policies and procedures regarding collection of fees.

8 Id.
4. The College is not required to charge a fee. If a request for information is deemed simple or routine and only requires copying of a few pages of readily available documents which serve the public interest, then charging or collecting a fee is not recommended.

5. If a fee from a previous request remains outstanding, and the requestor makes a subsequent request, the response to the subsequent request may not be released to the requestor until all outstanding fees pertaining to the previous request(s) have been collected.

III. Obtaining Personal Information from Commercial Solicitation

1. A person or private entity shall not knowingly obtain or use any personal information obtained from a System Office/College for commercial solicitation directed to any person in this State.

2. The College, as a public entity, shall provide a notice to all requestors of records and to all persons who obtain records pursuant to Section 30-2-50 of the code of laws of the State of South Carolina that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited.

3. The College shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation.

4. A person knowingly violating these provisions of Section 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.

5. This does not apply to a local governmental entity of a subdivision of this state or local government.

IV. Disclosure of Applicant Information

1. All materials, regardless of form, gathered by the College during a search to fill an employment position, except that materials relating to not fewer than the final three applicants under consideration for a position must be made available for public inspection and copying is exempt from disclosure.

2. In addition to making available for public inspection and copying the materials described in this item, the College must disclose, upon request, the number of applicants considered for apposition. For the purpose of this item “materials relating to not fewer than the final three applicants” do not include an applicant’s income tax returns, medical records, social security number, or information otherwise exempt from disclosure from Section 30-4-10.
**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.**

Recognizing that Horry-Georgetown Technical College is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules are promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of persons, other than employees of the College/System Office who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.

2. Solicitation or distribution by College/System Office employees during working time for any purpose other than official College business is prohibited. Working time is the time the employee is normally scheduled to be working.

3. Any person desiring to solicit for any purpose or distribute any matter must submit a written request stating the purpose and method of the solicitation or distribution to the local executive office. The President will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given in writing directives concerning the areas and manner in which they may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the prior approval.

4. No written announcement or advertisement may be posted on College/System Office property without approval. The College President will delegate the responsibility of approving and posting all written announcements or advertisements to the Associate Vice President for Student Affairs if related to HGTC Students; to the Assistant Vice President for Human Resources if related to HGTC Employees. Announcements or advertisements
posted without approval will be removed and destroyed.

5. Notice shall be provided to all requestors of Public Records that knowingly obtaining or using public information for commercial solicitation is prohibited, and could result in a criminal conviction or fine.
It is the policy of Horry-Georgetown Technical College that eligible employees may participate in political activity including running for federal, state, county, local or other office so long as no governmental personnel, equipment, or materials are used, and the employees' job responsibilities do not suffer. Eligible employees include all employees of the State board for Technical and Comprehensive Education and its sixteen technical colleges, with the exception of those funded either in whole or in part by federal funds. Employees who opt to participate in political activity must do so on their own time and on non-governmental premises. Should it be determined that an employee's political activity interferes with job responsibilities, the employee may be required to go on "leave without pay" status, and appropriate disciplinary action may be taken.
An employee must submit a letter of intent to participate in political activities to the President for approval. The employee may be requested to go on leave without pay if his political activity interferes with his/her job responsibilities, and appropriate disciplinary action may be taken.

Employees covered in whole or in part by Federal Funds are covered by the Hatch act and therefore not permitted to participate in partisan political activities. Employees subject to the provisions of the Hatch Act may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
2. Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. Be candidates for elective office.

Partisan when used as an adjective means related to a political party, as defined below:

1. Partisan political group means any committee, club, or other organization which is affiliated with apolitical party or candidate for public office in a partisan election, or organized for a partisan purpose, or which engages in partisan political activity.
2. Partisan political office means any office for which any candidate is nominated or elected as representing a party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected, but does not include any office or position within a political party or affiliated organization.
3. Political activity means an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.

Where there are conflicts or inconsistencies between this policy, the Ethics Act of 1991, or the Hatch Act.
Act, the provisions of the relevant state or federal law will take precedence.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.8
Title: Personal Benefit from Instructional Projects or Written Materials
Authority: Title 59, Chapter 53, Sections 810-860 and 8-13-700et.seq. of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 4-08-1993
Last Cabinet Review: 01-06-2016
Last Revision: 1-31-2007

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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.

No employee or any other person shall derive personal benefit or commercial gain from repair, construction, fabrication or other "real projects" performed for "instructional purposes" by students, unless such services are equally available to the general public, nor will any employee or public official be permitted to appropriate, use or otherwise divert state or Horry-Georgetown Technical College equipment, facilities, supplies, or student endeavors for the furtherance of any private projects or commercial enterprise.

Where there are conflicts or inconsistencies between this policy and the Ethics Reform Act of 1991, the provisions of the Ethics Act will take precedence.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.5.8.1
Related Policy: 3.5.8
Title: Personal Benefit from Instructional Projects or Written Material
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-06-2016
Last Revision: 01-31-2007

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President

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.

All services performed for public nonprofit organizations, students, and employees by instructional departments shall be related to the training process of the department involved. All costs incurred will be provided in advance by the person receiving the service; however, no charge will be made for personal services of students, instructors, and faculty.

The President is authorized to approve instructional-service projects that meet the guidelines of this policy statement. A work project form must be submitted on every instructional service project performed, and a copy filed in the department. All persons requesting service must sign a form releasing the College from liability for instructional service projects.

A person or agency desiring an instructional service project should contact the Department Chair in which the project will be performed. The Department Chair will complete a work project form specifying the service to be rendered and seek necessary approvals.

The person requesting the service will provide the supplies required to perform the project or authorize that the supplies be charged to his account at a local distributor.
It is the policy of Horry-Georgetown Technical College to provide a drug free, healthful, safe, and secure work environment. Employees are required and expected to report to work in appropriate mental and physical condition to meet the requirements and expectations of his/her position.

Horry-Georgetown Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace. The workplace means either the agency premises or while conducting agency business away from the agency premises.

Employees of the College must comply with applicable federal and state laws and regulations, including The Drug Free Workplace Act and the American with Disabilities Act.
HURRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.5.9.1
Related Policy: 3.5.9
Title: Employee Alcohol/Drug Use
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1999
Last Cabinet Review: 01-06-2016
Last Revision: 09-21-2016

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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.

Horry-Georgetown Technical College Technical College is committed to maintaining an alcohol and drug free environment for its students, employees and members of the general public in compliance with state and federal laws. In order to prevent the consequences of drug and alcohol abuse, the College has implemented the following procedure to ensure an alcohol and drug free environment:

A. Drug and alcohol abuse at the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury or even death.
B. The manufacture, possession, use, sale distribution, dispensation, receipt or transportation of illegal substances while on HGTC property or while otherwise engaged in College business will be prohibited.
C. The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at HGTC is prohibited.
D. Being under the influence of substances while on HGTC property or while otherwise engaged in College business or during employment is prohibited. In addition, performing duties while under the influence of substances whether on or off College property will be not be allowed.
E. Drug and alcohol abuse can significantly lower performance on the job, thus, impacting the fulfillment of the College’s mission. Therefore, the College strongly encourages employees who have a problem with the use of illegal controlled substances or abuse to see professional treatment. Use of the College’s Employee Assistance Program (EAP) or drug rehabilitation services are encouraged. Services are available as follows: Local commissions on Alcohol and Drug Abuse, State Group Health Insurance Program, the
College’s employee assistance program—Life Services. Employees may obtain this information anonymously either through self-referral, direction of his/her supervisor or the Human Resources Department.

F. It is a condition of employment that all employees must abide by the policy and procedure on employee alcohol/drug use. Violation of any provisions herein may result in disciplinary action up to an including termination, and/or required satisfactory completion of a drug rehabilitation program as a condition of continued employment. In addition, violation of these provisions may have further legal consequences.

G. Faculty and/or staff (full time and/or part time) to whom a contingent offer is made for any position whereby the employee will be working in a clinical setting within any allied health program will be required to submit to drug testing. Any employee who refuses to execute the required consent/release form, refuses to submit to the drug test or fails to show up to take the test will no longer be considered for employment. In addition, any faculty and/or staff who test positive contingent on a drug screen, offers of employment will be revoked.
1. I understand that I am being asked to provide the required samples for testing to determine the presence of alcohol, drugs, or controlled substances in my system. I understand that I do not have to provide such if I choose not to do so, but that my refusal will result in termination of my employment at Horry-Georgetown Technical College or revocation of any offer of employment.

2. I understand that if the samples for testing are positive this will result in termination of my employment at the College or revocation of any offer of employment.

3. I hereby give consent and authorize Horry-Georgetown Technical College and its agents, laboratories, employees and/or physician chosen by the College to take the necessary samples in any manner that the facility and its agents, employees, and physicians deem appropriate, including, but not limited to, releasing such samples to a testing laboratory, hospital, other person or service for testing. I hereby give consent to and authorize the facility, its agents, employees and/or physicians chosen by the facility and any such testing laboratory, hospital, person or service to conduct drug tests and to release the results of the tests or other information concerning the samples to the Human Resources Department at Horry-Georgetown Technical College or to any person designated by the College.

4. I hereby release Horry-Georgetown Technical College, any of their officers, agents, employees and physicians, any laboratory, hospital, person or facility responsible for testing from any and all claims, causes of action, damages or liability relating to the testing or use and dissemination of test results, the release of information or results concerning such testing, or any action taken regarding any employability or continued employment as a result of such testing and/or test results.

I consent to provide the necessary samples for use in the manner described herein.

I refuse to provide the necessary samples for use in the manner described herein. I understand that my refusal constitutes grounds for immediate termination, disqualification from employment consideration or revocation of any offer of employment.

Employee/Applicant’s Signature __________________________________________________________________________ Date __________________________

Witness’s Signature __________________________________________________________________________ Date __________________________
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.10
Title: Telephone Usage
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 09-09-1993
Last Cabinet Review: 01-06-2016
Last Revision: 01-23-2008

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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.

Employees are granted use of the telephone system for business purposes. In the event you need to use the telephone system for personal use, it is expected that you will maintain your usage of the system to a minimum. However, long distance telephone calls for personal use are prohibited.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.11
Title: Dress Code
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 02-18-1998
Last Cabinet Review: 01-06-2016
Last Revision: 09-10-2003

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Chairperson

DISCLAIMER

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It is essential that Horry-Georgetown Technical College employees strive to portray a favorable image of the College and the position they hold within the institution. Therefore, employees are expected to be dressed in appropriate apparel for the work assigned.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.12
Title: Nondiscrimination of Employees with Disabilities
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 01-29-1999
Last Cabinet Review: 01-06-2016
Last Revision:

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.

Horry-Georgetown Technical College does not discriminate on the basis of disability in employment, public services and accommodations. The institution is committed to compliance with the Americans with Disabilities Act of 1990 and has established a procedure for filing requests for reasonable accommodations and/or complaints.
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.

I. Purpose

To provide a process for filing requests for reasonable accommodations and an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by U.S. Department of Justice regulations relevant to the implementation of the Americans with Disabilities Act (ADA).

II Procedure

A. Filing of requests for reasonable accommodations and complaints, their investigation, and disposition shall be conducted in accordance with published implementing processes. A request for reasonable accommodations or complaint should be filed in writing and contain the name and address of person filing request or complaint and briefly describe the request or alleged violation.

Requests for reasonable accommodations and/or complaints should be filed with Human Resources. Requests and/or complaints will be evaluated on a case-by-case basis.

B. An investigation, as deemed appropriate, shall follow the filing of request for reasonable accommodations or complaint and shall be conducted by the President or his designee. An informal but thorough investigation will be completed, affording all interested persons/representatives, if any, an opportunity to submit evidence relevant to a request or complaint.

C. A written documentation as to validity of the request for reasonable accommodations or complaint and a description of the resolution, if any, shall be issued by the President or his designee, and a copy forwarded to the requestor/complainant no later than thirty (30) days after receiving request or
complaint. In the event a determination is not available within the thirty (30) day period, all interested persons/representatives will be informed as to the status of the request and/or complaint.

D. Employees who are dissatisfied with the resolution may choose to file a formal complaint as specified in the College’s Employee Grievance Procedure 3.6.2.1.

E. The right of a person to a prompt and equitable resolution of the request for reasonable accommodations or complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA request for reasonable accommodations or complaint with the responsible federal department or agency. Use of this procedure is not a prerequisite to the pursuit of other remedies.
It is the policy of the HGTC to have zero tolerance regarding acts of threats of violence in the workplace. Any acts of violence which include, but are not limited to: physical assaults, threats, harassment and property damage committed by agency or college employees, students, vendors, or members of the public on agency or college grounds will be promptly investigated, and appropriate disciplinary measures will be taken, up to and including dismissal from employment and/or arrest and prosecution.

HGTC expects all employees to interact in ways that promote cooperation and mutual respect.
It is the policy of the State Board for Technical and Comprehensive Education to prohibit inappropriate relationships between persons in inherently unequal positions to include, but not limited to: administrators, supervisors, faculty, staff or students that interfere with the learning or work environment. It is possible to violate this policy even if both employees are administrators, supervisor’s faculty, staff or students who exercise influence, authority, or control over the other employee or student. (e.g. division head and faculty member). Since administrators and faculty members hold positions of authority and have influence, control, or supervision (either directly or indirectly) over staff and/or students, then engaging in romantic or sexual relationships may lead to claims of sexual harassment, uncomfortable working relationships, morale problems, complaints of favoritism, questions regarding academic achievement, and the appearance of impropriety.

Employees who violate this policy will be subject to discipline, up to and including termination of employment. Any students who violate this policy will be subject to discipline as outlined in the Student Code of Conduct.

If you have a question regarding this policy or its applications, please contact Human Resources. Such inquiries will, to the extent possible, be treated as confidential.

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1 Inappropriate relationships include, but are not limited to the following: inappropriate physical touching, sexually suggestive conversations, and/or romantic or sexual relationships between faculty and student, supervisor and employee, mentor and trainee, advisor and advisee, teaching assistant and student.

2 To interfere with the learning or work environment, conduct may include, but not be limited to the following: creating real or apparent conflicts of interest, causing disruptions, creating a negative or unprofessional work environment, or presenting concerns regarding supervision, safety, security, or morale.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.6.1
Title: Disciplinary Action
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

_________________________________________________
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.

It is the policy of Horry-Georgetown Technical College to practice progressive discipline. Progressive discipline is intended to be corrective rather than punitive. Continued minor offenses may require a series of disciplinary actions up to, and including termination; whereas, a severe act of misconduct may result in immediate termination. Each offense will be considered on a case-by-case basis.
1. **GENERAL INFORMATION**

Disciplinary action is used to address employee behavior/conduct that does not meet acceptable professional standards. This procedure does not address competency and job performance issues. This progressive discipline policy does not apply to non-covered employees (e.g., probationary employee, temporary employees, temporary grant employees, time-limited employees and employees exempt from the State Employee Grievance Procedure Act who may be disciplined at the agency's discretion.

Disciplinary misconduct will be handled by one or more of the following actions, but not necessarily in this progressive order:

1. Informal Counseling*
2. Oral Reprimand Warning*
3. Written Warning*
4. Disciplinary Reassignment
5. Disciplinary Demotion
6. Disciplinary Suspension
7. Investigating Suspension
8. Termination

Management, in conjunction with the System Office/College Human Resources Officer, must decide the appropriate discipline based on the circumstances in each case and the severity

* May not be formally grieved or appealed through the State Employee Grievance Procedure Act.
of the conduct. No two cases are identical; therefore it may not be possible to impose a particular discipline for a specific offense. It’s the responsibility of the Human Resources Office to ensure fair and consistent application of disciplinary measures for the same or similar offenses.

Disciplinary actions beyond an oral reprimand must be developed in consultation with the Human Resources Officer. When misconduct does not result in immediate termination, an employee should be given notice that continued improper conduct could result in dismissal. The original documentation of all disciplinary actions above oral reprimands should be forwarded to Human Resources for inclusion in the employee’s official personnel file.

2. **FORMS OF DISCIPLINARY ACTION**

   a. **INFORMAL COUNSELING**

      If it appears that an employee has failed to conduct himself/herself in accordance with State Board for Technical and Comprehensive Education (SBTCE)/College policies and procedures, Federal or state law, the supervisor may hold a discussion with the employee in which he/she coaches the employee on the expected proper conduct. The supervisor should fully explain what is expected and should be open to consideration of whether special circumstances may have been involved. The supervisor should document the counseling session with the employee and maintain the documentation in a supervisory file.

   b. **ORAL REPRIMAND**

      An employee may be verbally reprimanded for relatively minor infractions involving inappropriate behavior, misconduct, or violation of rules. The supervisor should inform the employee in private that an oral reprimand is being given and that the employee has the opportunity to correct the problem. The supervisor should further inform the employee that unless the problem is corrected, the employee will be subject to stronger disciplinary action up to and including termination. Written documentation of the oral reprimand should be maintained in a supervisory file, to be used to support future disciplinary action if needed.

   c. **WRITTEN WARNING**

      A written warning may be administered for the first offense of a more serious nature or if a conduct problem continues after the oral reprimand or informal counseling. The written warning should be written by management in consultation with the Human Resource Officer, prior to being issued to the employee. It should be sufficiently detailed to let the employee know the reasons for the disciplinary action. It should also advise the employee that future occurrence(s) of a similar nature may result in further disciplinary action up to and including termination.

      A copy of the written warning should be sent to the Human Resource Officer for the employee’s official personnel file. It may bear the employee’s comments, if any. Written warnings should be acknowledged in writing as received by the employee and witnessed by a Human Resources Officer or appropriate management if the employee refuses to
sign. The notice of written warning becomes a part of the employee’s official personnel file and a copy of the warning notice should be given to the employee. The employee should be advised that signing only indicates receipt of a copy, and not necessarily agreement with the contents of the written warning.

d. **DISCIPLINARY INVOLUNTARY REASSIGNMENT**

Depending on the severity of and the circumstances related to the offense, disciplinary action may result in an involuntary reassignment to a more suitable job within the System Office/College. Involuntary reassignment from one job to another must be coordinated with the Human Resources Officer to ensure that no inequities in classification will exist due to the reassignment. Management should make reasonable efforts to ensure that any reassignments exceeding thirty (30) miles from the employee’s previous worksite are necessary, and have been given appropriate consideration, since involuntary reassignments in excess of thirty (30) miles from the prior workstation could be grievable (See College Procedure 3.6.2.1) Involuntary reassignments should be acknowledged in writing as received by the employee and witnessed by a Human Resources Officer or appropriate management if the employee refuses to sign. The notice of disciplinary reassignment becomes a part of the employee’s official personnel file and a copy of the reassignment notice should be given to the employee.

e. **DISCIPLINARY DEMOTION**

Depending on the severity of and the circumstances related to the offense, disciplinary action may result in a demotion if, during the investigation of the misconduct or offense, it is determined that the employee could possibly function satisfactorily in a position in a state classification, in a lower pay band than what the employee currently occupies, then demotion should be considered. This action should be coordinated with the Human Resource Officer, prior to notifying the employee of the disciplinary action. Disciplinary demotions should be acknowledged in writing as received by the employee and witnessed by a Human Resources Officer or appropriate management if the employee refuses to sign. The notice of disciplinary demotion becomes a part of the employee’s official personnel file and a copy of the demotion notice should be given to the employee.

f. **DISCIPLINARY SUSPENSION**

Disciplinary suspensions are without pay. Accrued annual or sick leave may not be used during a period of suspension. A suspension may be administered for the first offense of a serious nature. It should be employed when management or supervisor believes that by its use the employee will correct this misconduct. The period of suspension will vary depending on the seriousness of the offense and should be for a specified period of time but only of duration sufficient to correct misconduct. Exempt employees are to receive suspension without pay in full day increments. The employee will be given a written statement of the reasons for disciplinary suspension. Disciplinary suspensions should be acknowledged in writing as received by the employee and witnessed by a Human Resources Officer or appropriate management. The notice of suspension becomes a part of the employee’s official personnel file and a copy of the suspension notice should be given to the employee. During the suspension period, the employee will not be allowed in the workplace.
g. **INVESTIGATORY SUSPENSION WITHOUT PAY**

In cases that have many issues or considerations or where the facts are not clearly evident, an investigatory suspension may be used by placing the employee on a leave of absence without pay. Investigatory suspension means the interruption of active employment status (without compensation) pending investigation and a decision as to the extent of disciplinary action. The investigatory suspension should last only long enough to permit time for adequate investigation and the formulation of a decision after the investigation. Investigatory suspensions should be acknowledged in writing as received by the employee and witnessed by a Human Resources Officer or appropriate management if the employee refuses to sign. During the suspension period, the employee will not be allowed in the workplace or to have contact with other employees during business hours.

At the conclusion of the investigation, an investigative report should be developed and a copy placed in an appropriate (confidential) employee relations file in Human Resources. If the allegation is determined to be unfounded, the employee shall be returned to work with back pay.

If the allegation is determined to be founded, time off during an investigatory suspension may be considered part of the disciplinary suspension period if the investigation determines that disciplinary suspension is appropriate. If the investigation determines that appropriate disciplinary action is less than the length of the investigatory suspension without pay, then the employee will receive back pay for the difference.

All back pay amounts must be submitted through the System Office and approved by the Budget and Control Board’s Human Resources Division.

h. **TERMINATION**

Each offense is viewed on a case by case basis. Severe, egregious, gross or aggravated misconduct or offense may result in immediate termination. In such instances, prior disciplinary actions, warning or attempts to correct the problem are not necessary.

3. **PROCEDURES FOR DISCIPLINARY ALL ACTIONS ABOVE ORAL REPRIMAND**

1. The supervisor and/or appropriate department administration should discuss and gather all facts surrounding an incident of misconduct.
2. The matter should then be discussed with the Human Resources Officer in determining the appropriate discipline.
3. Management shall work in consultation with the Human Resources Officer to determine the appropriate language in compliance with SBTCE/College policies and procedures an applicable state and federal laws.
4. The disciplinary action will then be signed and executed by the System/College President or a designee with the supervisor initiating the action.
5. The original document of the disciplinary action will be placed in the employee’s official personnel file.

4. **DISCLOSURE OF CRIMINAL CHAREGES/CONVICTIONS**

It is the responsibility of the employee to notify the System Office/College of any criminal
charges and/or convictions that occur during the course of his/her employment. Failure to notify the System Office/College may be cause for disciplinary action up to and including termination.

5. **JOB ABANDONMENT**

Employees who voluntarily fail to report to work for three consecutive workdays and fail to make direct contact with the supervisor or appropriate management during this time period will be considered to have voluntarily resigned.

6. **RELATED POLICIES, PROCEDURES OR REGULATIONS**

Before taking disciplinary actions involving alcohol, drugs, harassment of any type, management should ensure compliance with the following sources respectfully:

SC Code – Section 8-11-110 (Alcoholism); SBTCE Policy 8-7-105 (Employee Alcohol/Drug Use), SBTCE Procedure 8-5-101.1 (Non-Discrimination, Anti-Harassment, and Sexual Misconduct), and 8-5-102 (Workplace Violence).

All competency and job performance related issues should be addressed through the following agency procedures:

SBTCE Procedures 8-4-100.1 and 100.2 (EPMS) and 8-4-101.1 (FPMS)
ADDENDUM

It is not possible to list all acts or omissions which might result in disciplinary action. The below indicated range of offenses is to be used as a guide and is not intended to be all-inclusive. At the time of the occurrence of any of the listed offenses, or any not listed, the appropriate discipline shall be determined after the particular circumstances the case have been carefully considered.

<table>
<thead>
<tr>
<th>OFFENSE</th>
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<tbody>
<tr>
<td>Unauthorized Leave</td>
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<tr>
<td>Habitual Tardiness or Failure to Observe Assigned Work Hours</td>
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<tr>
<td>Abuse of Leave (Refer to Family Medical Leave Act and Americans With Disabilities Act)</td>
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<tr>
<td>Excessive Absenteeism (Refer to Family Medical Leave Act and Americans With Disabilities Act)</td>
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<tr>
<td>Leaving Work Station Without Authorization</td>
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<tr>
<td>Reporting to Work Under the Influence of Alcohol (Refer to S.C. Code of Laws Section 8-11-110; Act on Alcoholism)</td>
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<tr>
<td>Drinking Alcoholic Beverages on the Job (Refer to S.C. Code of Laws Section 8-11-110; Act on Alcoholism)</td>
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<tr>
<td>Reporting to Work Under the Influence of Drugs</td>
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<tr>
<td>Possessing or Using Illegal Drugs on the Job</td>
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<tr>
<td>Insubordination</td>
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<tr>
<td>Falsification of Records or Documents</td>
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<tr>
<td>Stealing</td>
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<td>Negligence</td>
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<tr>
<td>Willful Violation of Written Rules, Regulations or Written Policies</td>
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<tr>
<td>Unauthorized Use of State Equipment or Property</td>
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<tr>
<td>Destruction or Misuse of State Property or Equipment</td>
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<tr>
<td>Unauthorized Solicitation or Sales on State Premises</td>
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<td>Unauthorized Possession of Firearms on the Job</td>
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<td>Unauthorized Distribution of Written or Printed Material of Any Kind</td>
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<td>Sleeping While on Duty</td>
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<td>Horseplay</td>
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<tr>
<td>Malicious Use of Profane/Abusive Language to Others</td>
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<td>Loafing</td>
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<tr>
<td>Interference With Other Employee’s Work</td>
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<tr>
<td>Working on Personal Jobs During Work Hours</td>
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<tr>
<td>Excessive Use of Telephone, Computer or E-mail for Personal Matters</td>
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<tr>
<td>Defacing State Property</td>
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<tr>
<td>Harassment (Refer to SBTCE Procedure 8-5-101.1 Non-Discrimination, Anti-Harassment and Sexual Misconduct)</td>
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<tr>
<td>Failure to Disclose Pending Criminal Charges</td>
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<td>Conviction of Up to and including a Felony</td>
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<tr>
<td>Conviction of a Crime which Adversely Reflects on an Individual’s Suitability for Continued Employment</td>
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<tr>
<td>Discourteous Treatment of Visitors and/or Customers</td>
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<tr>
<td>Failure to Maintain Satisfactory or Harmonious Working Relationships with Employees or Supervisors</td>
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<tr>
<td>Improper Conduct or Conduct Unbecoming a State Employee</td>
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<tr>
<td>Willful False Statements to a Supervisor</td>
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<td>Workplace Violence</td>
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<td>Gambling During Work Hours</td>
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<td>Misrepresentation of Facts</td>
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<td>Unauthorized Release of Confidential Information</td>
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<tr>
<td>Engaging in Incompatible Employment or Serving in a Conflicting Interest</td>
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<td>Gross Misconduct</td>
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<tr>
<td>Non-Fraternization</td>
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<tr>
<td>Copyright Law</td>
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It is the policy of Horry-Georgetown Technical College to grant the right to those “covered” employees, as contemplated in S.C. Code Ann. § 8-17-320-(7), to present formal grievance appeals through the Grievance Appeals process. This process allows employees to seek redress without fear of restraint, interference, coercion, discrimination or reprisal. Classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President, attain covered status upon having satisfactorily completed an initial twelve (12) consecutive months probationary period.

Initial faculty appointments shall be in probationary status of not more than two full academic years. Employees who are hired in temporary positions, (either full- or part-time), adjunct faculty, temporary grant positions, returning retirees or time-limited employees and those hired in permanent FTE positions but have not yet attained permanent status may only file informal complaints regarding matters that are neither grievable nor appealable. Matters arising only from acts of alleged discrimination because of race, color, creed, religion, sex, national origin, age, and certain legally defined disabilities may be filed within the College, the South Carolina Human Affairs Commission or the Equal Employment Opportunity Commission.

The President fully expects that all employees will abide by and make appropriate use of the policies and procedures established herein. This grievance procedure is informal in nature and does not become an adversary procedure until it reaches the South Carolina State Employee Grievance Committee.
I. PURPOSE

The purpose of this procedure is two-fold. The first purpose is to provide an orderly means whereby any covered employee of the Horry-Georgetown Technical College may grieve actions taken by System Office or College management. The second is to specify which actions are grievable or appealable and specify which are not. Employees choosing to file a grievance or appeal must not be disciplined or otherwise prejudiced for exercising rights or testifying under the provisions of this policy.

II. DEFINITIONS

- **APPEAL**

  Appeal means the request by a covered employee to the State Human Resources Director for review of an agency’s final decision concerning a grievance.

- **CALENDAR DAYS**

  Calendar days means the sequential days of a year. The time must be computed by excluding the first day and including the last. If the last day falls on a Saturday, Sunday, or legal holiday, it must be excluded.

- **COVERED EMPLOYEE**

  Covered employee means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has completed the probationary period of twelve (12) months and has a “meets” or higher overall rating on the employee’s performance.
evaluation and who has grievance rights. Faculty at state technical colleges are covered upon the completion of not more than two full academic years’ duration.29 If an employee who has completed their probationary period does not receive an evaluation before the official review date, the employee must be considered to have performed in a satisfactory manner and be a covered employee. This definition does not include employees in positions such as temporary, temporary grant, returning retirees (who opted to participate in the TERI Program on or after June 6, 2005), or time-limited employees who do not have grievance rights.

- **DEMOTION**

Demotion means the assignment of an employee by the appointing authority from one established position to a different established position having a lower state salary range or for employees in position without a state salary range, assignment of a lower rate of pay to the employee except with the employee’s job duties are decreased for non-punitive reasons.

- **GRIEVANCE**

Grievance means a complaint filed by a covered employee or the employee’s representative regarding an adverse employment action designated in Section 8-17-330 of S.C. Code of Laws taken by the SCTCS.

- **IN Voluntary REASSIGNMENT**

Involuntary reassignment means the movement of an employee’s principal place of employment in excess of thirty miles from the prior work station at the initiative of the agency. However, the reassignment of an employee by the President/System President in excess of thirty miles from the prior work station to the nearest facility with an available position having the same state salary range for which the employee is qualified is not considered an involuntary reassignment, and is therefore not grievable or appealable. Teaching faculty may be assigned to any campus/site within the college’s service area depending upon the business needs of the college (Refer to College Procedure #8.2.1 Instructional Loading Guidelines for Faculty; Faculty Teaching/Workload and Overload Compensation.)

- **REASSIGNMENT**

Reassignment means the movement within an agency of an employee from one position to another position having the same state salary range, or the movement of a position within an agency which does not require reclassification.

- **PROBATIONARY EMPLOYEE**

Probationary employee means a full-time or part-time employee occupying a part or all of an established FTE position in the initial working test period of employment with the State of twelve months’ duration for non-instructional personnel, or of not more than two full academic years’ duration for faculty. An employee who receives an unsatisfactory performance appraisal during the probationary period must be terminated before becoming a covered employee.

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29 Reference college procedure #3.2.3.3; Compensation plan for Unclassified Faculty Personnel.
• PROMOTION

Promotion means the assignment of an employee from one established position to a different established position having a higher state salary range or, for positions without a state salary range, having a higher rate of pay. Failure to be selected for a promotion is not an adverse employment action that can be considered as a grievance or appeal.

• PUNITIVE RECLASSIFICATION

Punitive reclassification means the assignment of a position in one class to a different lower class with the sole purpose to penalize the covered employee.

• RECLASSIFICATION

Reclassification means the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities of the position.

• REDUCTION IN FORCE

Reduction in force means a determination made by the College President/System President to eliminate one or more filled positions in one or more organizational units within the agency due to budgetary limitations, shortage of work, or organizational changes, or outsourcing/privatization.

• SALARY DECREASE BASED ON PERFORMANCE

Salary decrease based on performance means the reduction of a covered employee's compensation based on the results of an Employee Performance Management System (EPMS) or Faculty Performance Management System (FPMS) evaluation.

• STATE HUMAN RESOURCES DIRECTOR

State Human Resources Director means the head of the Human Resources Division of the State Budget and Control Board, or his designee.

• SUSPENSION

Suspension means an enforced leave of absence without pay pending investigation of charges against an employee or for disciplinary purposes.

• TERMINATION

Termination means the action taken against an employee to separate the employee involuntarily from employment.

III. GRIEVANCE AND APPEAL PROCEDURE
A. GENERAL

The purpose of this section is to provide “covered employees”, as defined in Section II, with an avenue for filing grievances for actions covered under the South Carolina State Employee Grievance Procedure Act, as amended, and appealing final decisions to the State Human Resources Director. All eligible College/System Office employees who wish to file a formal grievance under these procedures shall follow the steps as outlined in Section D. In accordance with Section 8-17-370 of the S.C. Code of Laws, Technical college presidents do not have access to the state employee grievance process.

B. GRIEVABLE OR APPEALABLE ACTIONS UNDER THE STATE EMPLOYEE GRIEVANCE PROCEDURE ACT

Issues that are grievable or appealable include terminations, suspensions, involuntary re-assignments in excess of 30 miles, and demotions. Additional grievable actions are as follows:

- Promotions
  Promotions may be considered grievances in instances where the System President or in the case of appeals, the State Human Resources Director, determines that there is a material issue of fact as to whether or not the SCTCS/College has considered a qualified covered employee for a position for which the employee formally applied or would have applied if the employee had known of the promotional opportunity.

- Salary Decreases
  Salary decreases based on the results of a (EPMS/FPMS) performance evaluation are adverse employment actions that may be considered as grievances or appeals.

- Reduction in Force
  A reduction in force is an adverse employment action considered as a grievance only if the System President, or as an appeal if the State Human Resources Director, determines that there is a material issue of fact that the agency/College inconsistently or improperly applied its reduction in force policy or plan.

- Punitive Reclassification
  The assignment of a position in one class to a different class with a lower pay band with the sole purpose to penalize the covered employee. A punitive reclassification is an adverse employment action considered as a grievance only if the System President, or an appeal if the State Human Resource Director determines that a material issue of fact exists.

C. ACTIONS NOT GRIEVABLE OR APPEALABLE UNDER THE STATE EMPLOYEE GRIEVANCE PROCEDURE ACT

The following examples of employment actions do not constitute a basis for a grievance

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30 The reassignment of an employee in excess of thirty miles from the prior work station to the nearest facility with an available position having the same state salary range for which the employee is qualified is not considered involuntary reassignment and therefore not grievable or appealable. Teaching faculty may be assigned to any campus/site within the college’s service area depending upon the business needs of the college (Refer to HGTC policy #8.2.1; Instructional Loading.)

31 Actions that are not grievable or appealable under the State Employee Grievance Procedure Act must be handled through the College’s informal complaint process. (Such actions that may be suitable for the informal complaint process include, but may not be limited to: informal counseling, oral warnings, and written warnings.)
or an appeal:

1. A covered employee who voluntarily resigns or voluntarily accepts a demotion, reclassification, transfer, reassignment, or salary decrease shall waive any and all rights to file a grievance or an appeal concerning such actions and the covered employee can rescind such voluntary actions only if the College President (or System President in the case of System Office employees) or his designee agrees;

2. Reclassifications, reassignments, and transfers within the same salary range are not adverse employment actions which may be considered grievances or appeals;

3. A covered employee whose position is reclassified to a class with a lower salary range shall not have the right to file a grievance or an appeal concerning the reclassification to the State Human Resources Director unless a determination is made that a material issue of fact exists concerning a punitive reclassification;

4. A covered employee in an unclassified position whose position is changed to a lower salary range or whose rate of pay is lowered shall not have the right to file a grievance or an appeal concerning the change to the State Human Resources Director unless a determination is made that a material issue of fact exists that the change in salary range or rate of pay was punitive;

5. A covered employee who is promoted, reclassified to a higher state salary range, or moved to an unclassified position with a higher rate of pay and subsequently demoted prior to serving six months of satisfactory service in the class with the higher state salary range or higher rate of pay shall not have the right to file a grievance or an appeal concerning the demotion, unless such demotion is to a class with a lower state salary range or lower rate of pay than the position in which the employee was serving prior to promotion, reclassification, or movement to an unclassified position with a higher rate of pay.

6. A covered employee who is promoted or moved to an unclassified position with a higher rate of pay and subsequently receives a reduction in pay prior to completing six months of satisfactory service in the class with the higher state salary range or higher rate of pay shall not have the right to file a grievance or an appeal concerning the reduction in pay, unless the action results in a lower rate of pay than that which the employee was receiving prior to promotion or movement to an unclassified position with a higher rate of pay;

7. When the SCTCS/College promotes an employee one organizational level above the promoted employee’s former level, that action is not a grievance or appeal for any other qualified covered employee;

8. A covered employee who receives a salary increase for assuming additional job duties or responsibilities salary increase, and subsequently has the additional job duties or responsibilities which justified the salary increase taken away prior to completing six (6) months of service with the additional
job duties or responsibilities, shall not have the right to file a grievance or an appeal concerning a salary reduction equivalent to the amount of the additional job duties or responsibilities increase.

D. STEPS IN THE GRIEVANCE PROCESS

The State Employee Grievance Procedure Act provides that an agency complete all actions on a grievance within a period of forty-five (45) calendar days. Any employee who does not have his/her grievance completed within forty-five (45) calendar days of the filing of such grievance, may appeal directly to the State Human Resources Director, so long as the employee initiates his/her appeal no later than fifty-five (55) calendar days from the initial date the grievance was filed with the SCTCS/College. Otherwise, the employee waives his/her right to appeal. Failure by the agency to issue a final decision with this 45 calendar day period is considered an adverse decision. The 45 calendar day period for action by the agency may not be waived.

The following steps are a guideline to ensure timely completion of the agency grievance process. These steps are intended to start with the grieving employee’s local Human Resource Officer and proceed from there. The internal time frames may be waived with the mutual consent of the parties (refer to Addendum #1).

1. First Step

The covered employee initiates a grievance by written correspondence [that includes the nature and substance of the grievance and the relief sought] to the College/System Office Human Resource Officer which must occur within fourteen (14) calendar days of the effective date of the action. The Human Resource Officer shall initially review the grievance to determine whether the matter involves a grievance as defined by the Act. Should the grievance be related to a promotion, reduction in force, or punitive reclassification, the College Human Resource Officer should notify and forward the grievance to the System Office Human Resource Services, for a determination by the System president as to whether a material issue of fact exists. The Human Resource Officer may conduct appropriate investigations and fact findings as he/she may consider necessary to make this determination. If it is determined that the matter is not grievable, the covered employee shall be so advised in writing by the College President (or System Office President for System Office employees) or his/her designee, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final decision within the SCTCS. The College President (or System President in the case of System Office employees) shall notify the employee to contact the Human Resources Officer who shall provide information regarding the informal complaint process.

If it is determined that the matter is grievable, the Human Resource Officer will promptly schedule a conference to occur between the covered employee’s immediate supervisor, in conjunction with the appropriate Vice President (VP) of the College or Executive Council member of the System Office (if applicable), and the covered employee within fourteen (14) calendar days of receipt of the grievance.

32 Unless holiday schedules, inclement weather, and other verifiable extenuating circumstances prevent adhering to this deadline. Any extension of time must be by mutual written agreement of both parties. (Addendum #1).

33 The Executive Director/System President delegates the authority to the College President to render this decision concerning grievability and/or timeliness as the final decision of the agency. However, all matters that are grievable and/or require a determination as to whether a material issue of fact exists about the decision grieved are specifically reserved for the Executive Director/System President to issue the final agency decision. Accordingly, College Presidents do not have authority to make final agency decisions on grievances filed for any of the following reasons: terminations, suspensions, involuntary reassignments in excess of 30 miles, demotions, promotions, salary decreases, reduction in force, and punitive reclassifications.
employee, normally within five (5) calendar days of receipt of the grievance. This conference may occur face-to-face or via telephone, depending on the preference of the employee. However, any initial determination by the Human Resource Officer that the matter may be grieved shall only entitle the covered employee to have the matter considered in accordance with this grievance procedure and shall in no way be construed to be a judicial decision of the merits of the grievance. At the conference with the covered employee’s immediate supervisor and appropriate VP (or Executive Council member for System Office employees), the covered employee will have an opportunity to present his/her position regarding the action taken against him/her. The immediate supervisor may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The covered employee will be advised of his/her immediate supervisor’s and VP’s (or Executive Council member’s, in the case of System Office employees) decision in writing within five (5) calendar days of the conference.

2. **Second Step**
   If, in the opinion of the covered employee, the written decision of the first step official does not represent satisfactory disposition, then within five (5) calendar days of receiving the first step official’s decision, the employee shall continue the grievance in writing to the second step official (College President or for System Office employees, the System President). The second step official will promptly schedule separate inquiries with the covered employee and any other parties as necessary. The second step official may designate others to assist in the investigation or in making recommendations.

   The second step official shall make a decision within ten (10) calendar days of receipt of the grievance and notify the employee of such decision in writing.

   a) For college employees, the second step decision may be further grieved by the employee as provided in Step Three below).

   b) In the event that the College President serves as the first step official, then the second step official shall be the System President of the State Board for Technical and Comprehensive Education who will render the final decision. If the final agency decision is not satisfactory to the covered employee, this decision may be appealed to the S.C. Human Resources Director, as provided in Section E.

3. **Third Step**
   If the decision reached by the second step official is not satisfactory to the covered employee, the grievance may be continued to the System President of the State Board for Technical and Comprehensive Education. The covered employee must submit a continuance of the grievance in writing to the System President within five (5) calendar days of receipt of the second step official’s decision. The college employee shall provide a written summary of the specific facts of the grievance and the relief sought.

   The System President may personally handle Step Three of the grievance procedure or may appoint a designee(s) or ad hoc committee. The System President (or designee) shall conduct whatever inquiries, investigations, and/or fact finding sessions that are considered necessary. Following this review, the System President will determine whether a meeting with the college employee is necessary. The option whether to meet with the college employee or make a decision based on the findings shall belong to the System President. Within fifteen (15) calendar days of receipt of the grievance, the System President will render a decision, in writing, to all parties
concerned. The decision of the System President shall be final within the agency.

4. **Fourth Step (Appeals to S.C. State Human Resources Director)**

   If the decision of the System President is not satisfactory to the covered employee, the decision may be appealed to the State Human Resources Director. Such appeal must be in writing. The appeal must be made within ten (10) calendar days of receipt of the System President's decision or within fifty-five (55) calendar days of the date of the initial grievance, whichever comes later. Failure to file an appeal within this time period shall constitute a waiver of the right to appeal by the employee. The Act allows covered employees to appeal to the State Human Resources Director any grievance involving issues specified in the Act only after all administrative remedies to secure relief within the agency have been exhausted.

E. **LEGAL REPRESENTATION**

   Eligible employees may be accompanied by an attorney or other representative at any stage of the grievance process, though it is not necessary as all meetings within the agency are informal, non-adversarial meetings. Only when a matter reaches the South Carolina State Employee Grievance committee does it become adversarial. Legal representation shall be at the employee's expense.
AGENCY ADDENDUM #1

<Employee First Name Last Name>
<Street Name>
<City, State Zip Code>

<Relevant Step Official>
<College Name>
<College Address>

Re: Consent to extend grievance hearing

Our signatures below evidence our consent to a <Number> (#) day extension of the <number of step> step grievance process due to <Insert Reason: e.g. holiday schedule, inclement weather, or other verifiable extenuating circumstance>.

__________________________________  ________________
<Employee Name>                      Date

__________________________________  ________________
<Human Resources Official>           Date

Horry-Georgetown Technical College

Informal Complaint Process

Employee complaints may be filed in writing by any College employee with the Assistant Vice President for Human Resources and Employee Relations. The complaint will be assessed by the Assistant Vice President for Human Resources with appropriate individuals. Appropriate disposition or action will be taken and communicated with all parties.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.6.3
Page: 1 of 1
Title: Personnel Files
Authority: Sections 59-53-20, 30-4-10 et. seq. and 30-2-10, et. seq. of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Associate Vice President for Human Resources and Employee Relations

Original Approval Date: 05-11-2001
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

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.

Employees may inspect their personnel file on request. Supervisors may inspect the personnel files of the employees who report to them upon request. All matters relating to the performance of the employees' duties, promotion, and retention shall be available for examination, and employees shall be permitted to add to their file any item which he/she feels is pertinent. Personnel files will be retained in compliance with the provision outlined in the Records Retention Schedule provided by the South Carolina Department of Archives and History or designated by the College and in accordance with other state federal and/or local laws.

All information, forms, reports, background checks, official transcripts, certificates, license, verifications of previous work experience and other documentation in support of applications that result in employment and any subsequent change in employment status must be preserved on file at the College. Copies of the individual’s application and résumé’, and/or Salary Worksheets will be submitted to the State Board for Technical and Comprehensive Education – Human Resource Management Division as requested for delegation audit purposes. Individual personnel files are subject to selective or general audit from time to time by state, federal or local agencies.

Request for personnel information from other than the employee or supervisor(s) are subject to the Freedom of Information Act, the Family Privacy Act of 2002 and any corresponding amendments. Such requests for information must be made in writing to the President.
It is the policy of Horry-Georgetown Technical College that employees with contagious diseases & infectious may continue their active employment in accordance with the American with Disability Act as long as they are able to meet acceptable academic performance standards and/or perform essential functions and pose no potential or actual threat to the safety of themselves or others.

The college (working in concert with the South Carolina Department for Health and Environmental Control (SCDHEC) and the Center for Disease Control and Prevention (CDC) reserves the right to exclude a person with a contagious disease from the facilities, programs or functions if it is found that based on a medical determination, such restriction is necessary for the welfare of the person who has the disease and/or the welfare of others.

Confidentiality of information and communications relating to contagious diseases and infections will be maintained in accordance with applicable law regarding any aspect of actual or suspected contagious diseases or infectious disease situations.

A contagious disease is an infectious disease that can be transmitted from person to person, animal to person, or insect to person. Infectious disease is a disease caused by a living organism or virus. An infectious disease may, or may not, be transmissible from person to person, animal to person, or insect to person.

Contagious and infectious diseases include, but are not limited to, ebola, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis) human immunodeficiency virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), AIDS related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), and tuberculosis. The college may choose
to broaden this list at its discretion based on information received through the Centers for Disease Control and Prevention (CDC).

A pandemic is an epidemic of infectious disease that is spread through human population across a large region; for instance a city, state, continent, or even worldwide. Should a pandemic occur, the college President will work in concert with local fire, rescue and emergency medical services as well as the Department of Health and Environmental Control (DHEC) and the CDC to determine the need to evacuate/close a facility in the interest of personal safety 1 and, if necessary, to establish any quarantine or containment protocols.

The college shall develop a response plan to address critical business needs (staffing needs, pay, leave and closure issues) in the event of a contagious/infectious disease or pandemic emergency.

1 Reference procedure Hazardous Weather and Emergency Leave
I. A. Contagious diseases shall include but not be limited to:

1. Diseases
   AIDS
   Tuberculosis
   Chicken Pox
   German Measles
   Measles
   Mumps
   Whooping Cough
   Trachoma, granulated lids, or acute conjunctivitis
   Impetigo
   Ringworm
   Scabies
   Lice

B. If any employee has knowledge of having a contagious disease or having been exposed to a contagious disease, it is the responsibility of the employee to notify the Human Resources Office.

C. If any supervisor or any member of his/her staff suspects an employee of having a health condition that could possibly be communicated to others, the Human Resources Office will be notified immediately. The employee may be excluded from the work place until an appropriate assessment of the employee’s medical condition can be made.

D. The assessment of an employee with a suspected contagious disease and the determination of an employee’s ability to remain at work will be made by the President, after a preliminary consultation with the Human Resources Officer, based upon
recommendation from local health authorities and/or physician.

E. If the President feels that the situation poses a real threat to the College or the community at large, he will notify the Public Health Authority of all known details and seek their advice and counsel.

F. Under provision of South Carolina Code 44-29-200, the President will prohibit the attendance of any employee until a satisfactory certificate is obtained from one or more licensed physicians and the Public Health Authority stating that such attendance is no longer a risk to others employed at the College.

G. Under all circumstances, the individual's right of privacy will be protected. Only those individuals who are directly involved with the employee(s) daily activities will be notified concerning the presence of a contagious disease.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.7.4
Page: 1 of 1
Title: Accidents/Illnesses Occurring on or off Campus
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-06-1994
Last Cabinet Review: 12-01-2011
Last Revision: 12-01-2011

_________________________________________________
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.

Any accidents involving injury should follow procedures that have been established by the College. Employees of the College, which also includes students at clinical sites, work study students, or students out on a required internship, are covered by worker's compensation and compensable claims are determined by the State Workers' Compensation Fund. Students [in a classroom or campus setting] have limited coverage through the College's student accident insurance (which is included in [their paid] tuition).

As a non-residential college, infirmary facilities are not provided. First Aid kits are available; however, illnesses of a more severe nature shall follow the respective procedure.
PROcedure

Number: 3.7.4.1
Related Policy: 3.7.4
Title: Accidents Occurring On or Off Campus
Responsibility: Assistant Vice President for Human Resources and Employee
Relations

Original Approval Date: 10-05-1994
Last Cabinet Review: 12-01-2011
LastRevision: 12-01-2011

_________________________________________________

President

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.

NOTE: If an injury or illness is determined to be of a more serious nature to require more than first
aid attention, Public Safety should be contacted immediately. If the injured person requires medical
attention, Public Safety will call ‘911’ or a family member’s number provided by the victim or from
emergency contact information in WaveNet. If the injury requires immediate action before the arrival
of Public Safety, one bystander should also dial ‘911’ or dial a family member. Employees of HGTC
should not transport an injured person to the hospital or doctor’s office, but should follow the transport
in order to assist with information. If Public Safety cannot be reached then ‘911’ should be called
immediately and the injured person should not be moved without the supervision of qualified medical
personnel.

I. If an accident/illness involving faculty, staff, student worker, students or visitors occur, one of,
the following procedures should be followed.

A. Faculty/Staff and Student Worker (work-study, clinical student or students on a
required internship) Accidents

An accident/illness involving faculty, staff or student worker must be reported
immediately to the Human Resources Department before seeking medical treatment,
if possible, so an accident/incident report can be completed and Worker’s
Compensation can be notified. In the event someone in Human Resources cannot be
notified, the injured party may contact the College’s Worker’s Compensation insurance
carrier, CompEndium Services, to complete an accident/incident report and to receive
clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of workers’ compensation coverage.

B. Student Accidents

If a student has an accident/illness requiring any medical attention while on campus, the accident/illness should be reported directly to the Associate Vice President for Student Affairs office on the Conway Campus, or to the respective Dean of the Georgetown or Grand Strand Campuses so an accident/incident report may be completed. If the accident/illness occurs in the classroom or a laboratory setting, the instructor may administer first aid, if appropriate. First Aid Kits are strategically located on all campuses. If the accident/illness does not require medical attention, the student, along with any witnesses, should report the accident/illness to one of the appropriate offices above.

If a student who is involved in an accident requires medical attention at the hospital, an accident/incident report should be obtained by the faculty/staff member from the Associate Vice President for Student Affairs on the Conway Campus, or the respective Provosts from the Georgetown or Grand Strand Campuses. If possible, a copy of the form should be taken to the hospital with the student or as soon as possible following the accident. All student accident claims are filed to the College’s student accident insurance carrier by the Office of the Associate Vice President for Student Affairs. The claims are paid in accordance with the guidelines of the College’s student accident insurance policy.

C. Visitor Accidents

An accident/illness involving a visitor must be reported immediately to Public Safety. A report should be completed and maintained by Public Safety. In following, Public Safety will notify the Procurement Office and provide them a copy of the accident report to maintain on file. The Procurement Office will file the claims with the College’s insurance carrier.

D. Accident/Incident Reports

In regards to any of the above accidents, proper documentation needs to be completed. An accident/incident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred.

A copy of the report needs to be distributed to the following:

- Faculty: Human Resources, AVP/Dean, Supervisor
- Staff/Student Worker: Human Resources, Supervisor/Instructor
- Student: Public Safety, AVP for Student Affairs, Dean/Campus Provost, Instructor
- Visitor: Public Safety
Blank accident/incident reports are located in the Public Safety office, Human Resources’ office, Office of Student Affairs, as well as an addendum to the Procedure.

II. Public Safety

HGTC is committed to maintaining a safe and secure environment for students, employees and visitors to Campus. In order to ensure that safe environment, the College is partnered with Coastal Carolina University to provide professional police and public safety services 24 hours a day, seven days a week.

If an emergency occurs and Public Safety is required, all campus phones have a ‘Campus Safety Alert’ button. Pressing this button will dispatch HGTC Public Safety and/or the CCU Police to that specific location. The direct line contacts for HGTC Public Safety are as follows: Conway Campus – 843.349.7806, Grand Strand Campus – 843.477.2115, Georgetown Campus – 843.446.1869, and the CCU Dispatch Contact line – 843.347.3161.

To inquire about further information regarding our Public Safety Department or Emergency Response, please reference the College’s ‘Safety & Emergency Response Manual’. Presentations are also available on HGTC’s website for Safety & Emergency Training as well as Phone System Training.

III. First Aid Kits

The Superintendent of Buildings and Grounds will inspect the First Aid Kits quarterly and replace any missing items. First Aid Kits are located in various Departmental offices around each campus.

IV. Important Phone Numbers

♦ Public Safety:
Conway Campus: 843.349.7806
Grand Strand Campus: 843.477.2115
Georgetown Campus: 843.446.1869

♦ CCU Police Dispatch: 843.347.3161

♦ Worker’s Compensation Insurance Carrier, CompEndium Services: 877.709.2667 (for Faculty, Staff Members, and Student Workers only)
ADDENDUM

HORRY-GEORGETOWN TECHNICAL COLLEGE
ACCIDENT/INCIDENT REPORT
(Please submit to the appropriate departmental office immediately)

CAMPUS: [ ] Conway [ ] Grand Strand [ ] Georgetown

Name of Person Involved in Accident/Incident: ____________________________

S.S./H Number: __________________________________________________________

Address: __________________________________________________________________

Phone Number(s): __________________________________________________________

Date of Accident/Incident Occurred: _______ Time: _______

Nature of Accident/Incident:
(1) Injury
(2) Property Damage
(3) Fire/Arson
(4) Theft/Robbery/Motor Vehicle Theft/Burglary
(5) Hate/Prejudice Crime
(6) Crimes (such as drug or liquor law violations, assaults, or weapons possession)
(7) Other:

Explain Accident/Incident: ________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What Action Has Been Taken?: _____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reporting Person’s Signature: ______________________________________________

College Representative: ____________________________________________________

Date of Report: __________________________ Time: _______
Copy of Report Distributed to: Human Resources, Public Safety, Student Affairs, Dean/Provost of Campus, &/or Supervisor (whomever applicable)
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.7.5  
Title: Safety  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-06-1994  
Last Cabinet Review: 09-21-2016  
Last Revision: 03-30-2004  

______________________________  
Chairperson

DISCLAIMER

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The policy of the College is to provide a safe environment for the students, faculty and staff. The reporting of all incidents involving theft, physical altercation, assaults, fire, threatening situations or similar incidents shall comply with the established procedure. Also, in accordance with South Carolina State Law, alcohol, illegal drugs, weapons, use of inappropriate printed or non-printed materials or misuse of college equipment are prohibited on College property.
HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.7.5.1
Related Policy: 3.7.5
Title: Safety
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 10-05-1994
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

President

DISCLAIMER

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Any incident which endangers the safety and security of faculty, staff and/or students, Campus Security and/or “911” should be called immediately.

All incidents (including “911” incidents) involving theft, physical altercations, assaults, fire or similar incidents shall be reported immediately to the Office of the Vice President for Business Affairs, Conway Campus or the Office of the Provost, Grand Strand and Georgetown Campus. If these offices cannot be reached, Security, on the respective campus, should be notified immediately.

An incident report should be completed and submitted by all individuals witnessing the incident and forwarded to the Office of the Vice President for Business Affairs, Conway Campus. Any incident involving a crime will be logged in the College’s Crime Log by the Office of the Vice President for Business Affairs. The Crime Log is maintained in the Office of the Vice President of Student Affairs.
Fire extinguishers and fire alarm pull boxes are located in strategic areas throughout the buildings. In the event of a fire, do the following:

1. Clear the immediate area of all personnel.
2. Alert the Main Office.
3. Attempt to extinguish or confine the fire.
4. Sound a general alarm if the fire is uncontrollable.

A fire drill can be expected at any time during school hours. It will not be pre-announced. The alarm for a fire is a continuous sounding of the fire signal buzzer. At the instance of an alarm, all instructors will immediately see that the following is accomplished:

1. All students clear the classroom and the buildings in a rapid and orderly manner and proceed to at least fifty feet from the building. Use fire exit route posted on room, laboratory, or office walls.
2. When the last student has cleared the classroom, the lights are to be turned off and the door closed.
3. The "All Clear" sign will be short blasts for one minute.
4. The class roll should be called after exiting the buildings to assure that no students remained in the buildings. Any missing or extra students should be reported to the Senior Vice President, the Vice President for Student Affairs and Campus Life, or any Division Chairperson.

A fire drill will be conducted during each semester staff and faculty members should observe exiting procedures posted in each room, and the faculty member, as the last person to leave, should extinguish the lights and shut the door. The signal for a fire drill is the continuous ringing of the class...
It is the policy of Horry-Georgetown Technical College that the College will close when the Governor issues a Declaration of Emergency.

A Declaration of Emergency will be issued when there is extreme weather or other specified emergency conditions that would expose State employees to harmful or unsafe conditions, as determined by the Governor’s Office. The Declaration of Emergency may apply to the entire State or only specific geographic areas.

This policy is not intended to preclude the necessity of the President to evacuate/close the College or a specific campus for one or more full work days, or for partial days, as the circumstances dictate in the interest of personal safety.
I. Purpose

In the interest of personal safety or in the case of severe weather or other emergency conditions creating hazardous conditions that would endanger the safety of employees or students, the following procedures will be followed.

II. Hazardous Weather or Emergency Leave

A. Upon issuing a Declaration of Emergency, the Governor has the authority to excuse all employees of State government from reporting to work during extreme weather or other emergency conditions. “Emergency conditions” means circumstances that would expose employees to harmful or unsafe conditions as determined by the Governor’s Office. Unless such a Declaration of Emergency has been issued, all State government employees are expected to report to work.

B. Exception – This does not preclude the closure or necessary immediate evacuation of a facility by the College President in the interest of personal safety.

In the interest of personal safety and/or in the event that severe weather conditions occur that would make traveling hazardous or that would endanger the safety of employees or students, the President is authorized to close the institution for one or more full work days, or for partial days, as the circumstances dictate. Horry-Georgetown Technical College will also close when the Governor issues a Declaration of Emergency due to extreme weather or other conditions that will expose State employees to harmful or unsafe conditions.

It may be determined by the College President that essential personnel (security,
maintenance, etc.) are needed to maintain the facilities during extreme weather or emergency situations. The College President shall identify and notify essential employees by position, classification, or internal title. All other employees will not be expected to report to work.

C. The Declaration may be applicable to all employees in the entire State, or only to those employees who live or work in one geographical region of the State, or a combination of geographical regions.

III. Notification of Declaration of Emergency (Hazardous Weather or Declared Emergency)

A. Normal Working Hours

1. Between the hours of 8:00 a.m. and 5:00 p.m., The Declaration of Emergency shall be communicated from the Governor’s Office to the South Carolina Emergency Management Division. South Carolina emergency Management Division will communicate the Declaration of Emergency to each agency through their website.

   When the Governor has issued a Declaration of Emergency to close the agency due to weather or other emergency situations, the Executive Director/System President or his designee will notify his staff and all technical colleges affected by the Governor’s declaration.

B. Off-Duty Hours

1. Between the hours of 5:00 p.m. and 8:00 a.m., all Declarations of Emergency will be transmitted by the Governor’s Office to the South Carolina Emergency Management Division. Employees should assume individual responsibility for monitoring the media. Employees may determine whether a State office is closed or delayed in opening by going to the Human Resources Division’ website and click on the State Employee’s Weather Alert link. The link will take you to the South Carolina Emergency Management Division web site where you will find the delayed openings or closings of State offices by county. The South Carolina Educational Television will also broadcast on television and radio those State offices that are closed or delayed in opening due to hazardous weather. This information may be delayed on commercial media outlets due to high volume.

2. As decisions regarding hazardous weather and College closings have to be made early, the College President is authorized (HRD Regulations) to evacuate/close a facility in the interest of personal safety. College employees should assume individual responsibility for monitoring the media for such closures.

IV. NON-WEATHER RELATED CLOSURES

In accordance with the State Human Resource Division Regulations, the College President is authorized to evacuate/close a facility in the interest of personal safety.

V. Accountability for Time Lost During Hazardous Weather Conditions, Declaration of Emergency or other College Closures

A. When the Governor makes a Declaration of Emergency, all offices are to be closed and
all employees, except for essential personnel, are excused from reporting to work.

Leave Eligible Employees will account for time lost, selecting from the following alternatives:

1. Use accrued annual leave or faculty non-work days.
2. Take leave without pay.
3. Take accrued compensatory time (non-exempt employees).
4. Make up time lost from work within ninety (90) days at a time(s) scheduled by the College President or designee.

B. In accordance with SC Code Laws 8-11-57, only the Governor can provide state employees with up to five days leave with pay for absences from work due to the state of emergency for hazardous weather.

C. Agencies will receive official notification of the Governor’s decision for leave with pay for absences from work due to the state of emergency for hazardous weather.

D. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.

VI. Employee Notification

In the interest of personal safety or in the event that severe weather or other emergency conditions occur that would make traveling hazardous or that would endanger the safety of employees or students, the following steps will be taken:

1. If the above conditions occur during the work or class day, the President will notify all personnel of action to be taken. If conditions occur overnight or on weekends, the President will notify the AVP for Student Affairs of the closing and anticipated time/date of reopening, whenever available. The AVP for Student Affairs will then notify the media and College employees identified below.

2. In the President’s absence, two or more Vice Presidents will confer and notify the Associate Vice President for Student Affairs, who will notify the following official media sources:
   - WBTW TV-13 (Myrtle Beach/Florence)
   - WPDE TV-15 (Myrtle Beach/Florence)
   - WMBF TV-10 (Myrtle Beach)
   - Media Radio Stations
   - WLMC 1470 AM
3. In addition to the above listed media outlets, Associate Vice President for Student Affairs will notify the College Webmaster, who will post closing/reopening information on the College website, and personnel from each College campus, who will remotely change the College outgoing phone greeting to reflect the information.

4. All offices are to be closed. No employee, except essential personnel (i.e. Building Supervisor and Security), is to report to work. It shall be the responsibility of College employees and students to obtain information regarding the closing and/or reopening of the College from the above listed sources only.

Whenever possible, the President will provide the anticipated reopening date and time to the Associate Vice President for Student Affairs upon first contact regarding the closing of the College. Otherwise, the President will monitor conditions and notify the Associate Vice President for Student Affairs of the reopening of the College as soon as such may be reasonably determined.
HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.8.1
Title: Recognition of Employees for Retirement
Authority: Sections 8-2-180 and 8-11-190 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility: Assistant Vice President for Human Resources and Employee Relations

Original Approval Date: 07-09-1996
Last Cabinet Review: 07-06-2016
Last Revision: 07-06-2016

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.

All employees who retire from the College will be recognized at an All College meeting. All employees who retire from the College will be presented with a College memento by the President or his/her designee.
To provide appropriate guidance to College personnel and to ensure equitable treatment of all employees, the College will observe the following guidelines in recognizing the retirement of covered, full-time employees. The retirement of employees with College service of: 5 – 9 years: gift of $35.00 in value; 10 years or more of service: gift of $50.00 in value. Monetary gifts may not be given. All employees who retire will be recognized at the All College meeting. The Human Resources Department will be responsible for extending the invitation, selecting and purchasing the gift. The honored employee(s) will be presented the gift by the President or his/her designee.
Flowers can be sent for appropriate occasions to members of the faculty and staff. Requests should be directed through the President's office.
I. Guidelines for Flowers through the President's Promotional Account

A. Hospitalization

1. Flowers are normally sent to full-time faculty and staff members. Exceptions for long-term part-time employees may be authorized by the President.

2. If a faculty or staff member is hospitalized more than once a year, flowers will be sent during the first stay.

3. Cost of flowers should not exceed the amount of $75.00.

B. Funerals

1. Flowers will be sent only to the immediate family members of any full-time faculty or staff. Immediate family will include mother, father, son, daughter, spouse, sister or brother.

2. Cost of flowers should not exceed the amount of $100.00.

C. Miscellaneous

1. Flowers for any other purpose must be approved by the President.