

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: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993  
Last Cabinet Review: 03-13-2024  
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 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.