

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: Vice President, Human Resources and Employee Relations

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

---

Chairperson

## DISCLAIMER

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

It is the policy of Horry-Georgetown Technical College to release covered<sup>(6)</sup> 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.

<sup>(6)</sup> 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.