

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

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

Original Approval Date: 11-13-2007
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

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.

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.