

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.1.18  
Title: Notification of Employment Status  
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: 05-11-2001  
Last Cabinet Review: 06-09-2017  
Last Revision: 06-09-2017

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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 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.