

# PROCEDURE

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Related Policy: 3.1.3  
Title: Employment Practices Procedure  
Responsibility: Vice President, Human Resources and Employee Relations

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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 personnel employed by the South Carolina Technical College System (SCTCS) are considered State employees, and as such are subject to the rules and regulations of the Department of Administration's Division of State Human Resources (DSHR), and statewide policies and procedures for the State Board for Technical and Comprehensive Education, as well as, all college policies and procedures. Employees 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/time limited. An employee may not occupy more than one FTE position.

A. Full-time Equivalent (FTE)

FTE positions are established where there is a projected need for specific duties to be performed on an ongoing basis for a minimum of twelve (12) months.

B. Temporary

Temporary positions are established to supplement FTE positions not to exceed a period of twelve consecutive (12) months.

### C. 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, the online requisition must be initiated by the position supervisor, submitted to their supervisor and/or supervising Vice President for review and consent and approved by the President's Cabinet. The form must include the position description (PD) 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 requests to their supervisor and/or supervising Vice President for review and consent. Replacement position requests require President's cabinet review. All approved requisitions 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 (EEO)**

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 (HR) Department will review applicant files and identify "under-represented" status in the EEO category in which the vacant position occurs with each screening committee chair/position supervisor.

## **II. Recruitment Process**

- A. The supervising Vice President, in consultation with the Associate 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.
- B. Positions shall be advertised according to an identified list of publications. In consultation with the position supervisor, their supervisor and the supervising Vice President, additions may be made to the list with particular and additional recruitment sources.
- C. 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.
- D. If a position is advertised internally only, a timeline up to three (3) 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.
- E. 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**

- A. The supervising Vice President, in consultation with the Associate 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.
- B. For faculty positions, the Screening Committee shall consist of two 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 their expertise. For non-instructional positions, the Screening Committee shall consist of three members – the position supervisor and two from within the department/or division.

- C. 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.
- D. 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**

- A. All applicants will be required to complete the college's application form.
- B. 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.
- C. Those not possessing the minimum qualifications should be notified by HR office.
- D. The Screening Committee typically will begin screening applications within one week of the job posting closing.
- E. 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.
- F. 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.
- G. 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.)

- H. 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.
- I. An approved interview form should be completed by the official(s) participating in the interview process.
- J. 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.
- K. 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).
- L. After the supervisor(s) and supervising Vice President have conducted personal interviews, the Vice President will submit the final candidate(s) to Human Resources Department for preparation of a salary analysis, reference check, and back ground check<sup>(1)</sup>.
- M. The HR Office will conduct applicant reference check on top candidate(s) prior to making the official job offer. After the reference check is complete the conditional job offer is made, the background check will be conducted.

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.

- N. 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.

<sup>(1)</sup> Refer to HGTC Procedure 3.1.15.1 Background Check for additional information.

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

- A. The Associate Vice President 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. Non-compete agreements may be required under certain circumstances.
- B. 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 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.
- C. An I-9 Form must be completed and processed through E-Verify within three (3) business days of the employee's hire date.
- D. 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.