

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.1.9  
Title: Employee Evaluation System  
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: 09-21-2016  
Last Revision: 09-21-2016

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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.**

The primary purpose of the evaluation process is to increase the overall efficiency of the College by helping each employee to improve his/her own performance. Other important purposes include:

- A. To encourage continued growth and development of all employees.
- B. To identify employees who have potential for promotion.
- C. To provide information to employees, supervisors and managers to use in making work-related decisions.
- D. To assist management in assigning work and delegating responsibility based on a mutual understanding of the employee's skills and abilities.
- E. To enhance other personnel administration components such as selection and classification.
- F. To provide an accurate and objective method for evaluating the employee's performance.

G. To provide documentation to support recommendations for salary increases, promotions, transfers, demotions and dismissals.

H. To maintain a documented history of the employee's performance.

I. To identify training needs.

### **Employees to be Appraised**

All classified employees, unclassified non-teaching personnel, and institutional officers who occupy permanent positions in the Technical College System shall have their performance evaluated in accordance with the Employee Performance Management System as approved by the State Board for Technical and Comprehensive Education and the Human Resources Division of the Budget and Control Board.

All faculty members who occupy permanent positions shall have their performance rated on an annual basis and in accordance with the Faculty Performance Management System (FPMS) Program. For purposes of the policy, permanent teaching faculty includes instructors, vocational teachers, librarians, department heads, and division heads. The Faculty Performance Management System is described in State Board Procedure No. 8-4-101.1. The College may develop its own faculty evaluation form consistent with criteria set forth in Procedure 8-4-101.1.