

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.5.8.1  
Related Policy: 3.5.8  
Title: Personal Benefit from Instructional Projects or Written Material  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 08-01-1994  
Last Cabinet Review: 03-26-2025  
Last Revision: 06-26-2024

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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 services performed for public nonprofit organizations, students, and employees by instructional departments shall be related to the training process of the department involved. All costs incurred will be provided in advance by the person receiving the service; however, no charge will be made for personal services of students, instructors, and faculty.

The President is authorized to approve instructional-service projects that meet the guidelines of this policy statement. A work project form must be submitted on every instructional service project performed, and a copy filed in the department. All persons requesting service must sign a form releasing the College from liability for instructional service projects.

A person or agency desiring an instructional service project should contact the Department Chair in which the project will be performed. The Department Chair will complete a work project form specifying the service to be rendered and seek necessary approvals.

The person requesting the service will provide the supplies required to perform the project or authorize that the supplies be charged to their account at a local distributor.