

POLICY

Number: 3.6.2
Title: Employee Grievances and Appeals
Authority: Title 59, Chapter 53, Sections 810-860 and 8-17-310 et.seq. of the 1976 Code of Laws of South Carolina, as Amended; S.C. Code of Regulations 19-718.
Responsibility: Vice President, Human Resources and Employee Relations
Original Approval Date: 05-11-2001
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

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 to grant the right to those “covered” employees, as contemplated in S.C. Code Ann.§ 8-17-320-(7), to present formal grievance appeals through the Grievance Appeals process. This process allows employees to seek redress without fear of restraint, interference, coercion, discrimination or reprisal. Classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President, attain covered status upon having satisfactorily completed an initial twelve (12) consecutive months probationary period.

Initial faculty appointments shall be in probationary status of not more than two full academic years.⁽²⁷⁾ Employees who are hired in temporary positions, (either full- or part- time), adjunct faculty, temporary grant positions, returning retirees or time-limited employees and those hired in permanent FTE positions but have not yet attained permanent status may only file informal complaints regarding matters that are neither grievable nor appealable.⁽²⁸⁾ Matters arising only from acts of alleged discrimination because of race, color, creed, religion, sex, national origin, age, and certain legally defined disabilities may be filed within the College, the South Carolina Human Affairs Commission or the Equal Employment Opportunity Commission.

The President fully expects that all employees will abide by and make appropriate use of the policies and procedures established herein. This grievance procedure is informal in nature and does not become an adversary procedure until it reaches the South Carolina State Employee Grievance Committee.

⁽²⁷⁾ Reference procedure #3.1.9.2 Faculty Performance Management System.

⁽²⁸⁾ Employees with matters that are neither grievable nor appealable through the formal grievance and appeal policy; and/or employees who have not attained covered status, may only file informal complaints with their Human Resource Officer. Each College must develop its own process for handling informal complaints.