

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.8.1.1
Related Policy: 3.8.1
Title: Recognition of Employee for Retirement
Responsibility: Vice President, Human Resources and Employee Relations

Date Approved: 05-08-2002
Last Cabinet Review: 08-08-2019
Last Revision: 08-08-2019

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.

To provide appropriate guidance to College personnel and to ensure equitable treatment of all employees, the College will observe the following guidelines in recognizing the retirement of covered, full-time employees. The retirement of employees with years of loyal and faithful service to the State of: 5 – 9 years: gift of \$35.00 in value: 10 years or more of service: gift of \$50.00 in value. Monetary gifts may not be given. All employees who retire will be recognized at an all College meeting. The Human Resources Department will be responsible for extending the invitation, selecting and purchasing the gift. The honored employee(s) will be presented the gift by the President or his/her designee.