

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-2-101

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POLICY TITLE: NOTIFICATION OF EMPLOYMENT STATUS

LEGAL AUTHORITY: Section 41-10-30 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: May 27, 1992

DATE OF LAST REVISION: May 23, 2006

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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.

It is the policy of the State Board for Technical and Comprehensive Education that upon appointment an employee shall be notified in writing of the terms and conditions of his/her employment. There shall also be written notification to the employee of changes in employment status to include, but not limited to; salary change, promotion, reclassification, band reallocation, and change in hours. Such notification shall comply with all state and federal requirements.