

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

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**TITLE: EMPLOYMENT PRACTICES**

**POLICY  
REFERENCE NUMBER: 8-7-100**

**DIVISION OF  
RESPONSIBILITY: HUMAN RESOURCE SERVICES**

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**DATE OF LAST REVISION: June 14, 2013**

**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. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

All personnel employed by the South Carolina Technical College System (SBTCE) are considered State employees, and as such are subject to the rules and regulations of the Budget and Control Board's Human Resources Division (HRD), and statewide policies and procedures of the State Board for Technical and Comprehensive Education. They are designated and referred to as either (1) faculty, (2) unclassified non-faculty personnel, (3) institutional officers, or (4) classified employees.

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Positions fall into three (3) categories. These three categories are full-time equivalent (FTE), temporary and temporary grant. An employee may not occupy more than one FTE position.

1. Full-time Equivalent (FTE)  
FTE positions are established where there is a projected need for specific duties to be performed for a period of time to exceed twelve (12) months.
2. Temporary  
Temporary positions are established for a period not exceeding twelve (12) months to provide specific duties for a defined project, for peak work loads, and for short-term replacement of employees on leave of absence.
3. Temporary Grant  
Temporary grant positions are established for a period of time, not to exceed the length of the grant that funds the position, to provide specific duties as defined in the grant. Positions must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a grant.

FTE, temporary and temporary grant positions may be established on full-time or part-time positions depending on the number of work hours required to perform the assigned duties. The minimum normal working hours of a full-time position is 37.5 hours per week. A normal workweek of less than 37.5 hours is considered part-time.

The following is a general outline of the hiring procedures to be used in the South Carolina Technical College System (SCTCS). System Office/Colleges may incorporate more detailed procedures to suit their individual needs.

### A. Establishing New Positions

A Position Description describing the function and specific duties of the position and the minimum qualifications required to perform these duties must be developed. The supervisor for the proposed new position should write the position description and forward it to the Human Resource Officer for review and comment. After a review of the position description, the Human Resource Officer should identify the availability and source of funds for the position.

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After gaining all System Office/College approvals, the Human Resource Officer will forward the position description to the System Office Human Resource Services Division for appropriate action. For all non-delegated classifications, the System Office Human Resource Services Division will review the position description and forward it to the State Budget and Control Board's Human Resources Division (HRD) for establishment. Each position with a non-delegated classification shall be classified by HRD before any action is taken to fill the position. Positions having a delegated classification shall be submitted to the System Office Human Resource Services Division for classification before any action is taken to fill the position.

### B. Vacant Positions

When an existing position is vacated, the Human Resource Officer will furnish the supervisor a copy of the current position description for review and update if necessary. If the position description accurately reflects the duties and responsibilities of the position, the System Office/College may begin the recruitment process. If the duties and responsibilities have changed, it will be necessary to update the position description. The supervisor will submit the updated position description to the Human Resource Officer for appropriate processing. When the update process is completed, the recruitment process may begin.

### C. Recruitment Process

Using the position description as a guide, complete an announcement for the vacant position. The announcement should be posted in predominant places at the System Office/College and also sent to all other Colleges/System Office Human Resource Services Division for posting. To ensure an effective affirmative action program, the announcement may be sent to various recruitment sources, including predominantly minority and female colleges/universities as well as those with diverse student enrollments and alumni, State Employment Offices, Human Resources Division (HRD) Recruitment Unit, and any other recruiting sources available to meet the needs of the System Office/College.

If the initial number of applicants does not provide an adequate minority or female representation and the position is in a race/sex group that has an underutilization, it is recommended that, if possible, the closing date be extended. During this period, the

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Human Resource Officer is encouraged to solicit additional assistance in the recruiting effort for the underutilized race/sex group.

All applicants will be required to complete the South Carolina Government Application or the local college's application form and furnish transcripts and/or resume as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions.

### D. Interview Process

The Human Resource Officer should review all applications to determine which applicants possess the minimum qualifications for the position. Those not possessing the minimum qualifications should be notified by the Human Resource Office. Colleges may develop an interview process best suited to meet their organizational needs, but should rely upon the Human Resource Officer throughout the process for advice on policy and procedure and compliance with the System Office's/College's Affirmative Action Plan.

In extenuating circumstances, such as when there are insufficient applicants for a position, the System/College President may make an exception to the SBTCE Minimum Requirements provided that the minimum requirements are not less than that of the State. If the System Office/College feels that an exception to the State's minimum training and experience is warranted, a request must be made through System Office's Human Resource Services to the Budget and Control Board's Human Resources Division for an equivalency approval. The Budget and Control Board's Human Resources Director must approve such equivalency prior to the consideration of any such applicant.

The supervisor should be involved in the interview and selection process whether this is accomplished through a private interview and recommendations approach or through the use of a System Office/College selection interview committee. An approved interview form should be completed by the official(s) participating in the interview process.

### E. Selection and Recommendation for Hire

The Human Resource Officer, supervisor, or selection interview committee should summarize interview records of all candidates and prepare a recommendation for hiring the selected candidate(s). System Office/Colleges may require a final interview with an

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Executive Officer before the hiring decision is made. The Human Resource Officer should be involved in the decision making process to ensure that no grounds for discrimination exist.

The Human Resource Office should conduct background<sup>1</sup>, and reference checks when authorized by the supervisor and an approved form should be completed by the Human Resource Officer.

In selecting candidates for employment, we must always be cognizant of commitments made in our Affirmative Action Plan. All persons in positions with hiring authority and those with input into the selection process should be made aware of our affirmative action commitments. In keeping with commitments made in our Affirmative Action Plan, the gender and race statistical balance of the System Office/College and/or the particular department or section in which a vacancy is to be filled should be a primary consideration in the selection process.

The Human Resource Officer should give notice to all unsuccessful applicants. Those not selected should be notified that their application will be maintained on file and how they should go about applying for any future vacancies.

### F. Appointment

After the initial base salary is agreed upon, the successful candidate should be notified, and a beginning job date established. The Human Resource Officer should prepare the applicable employment agreement and schedule an orientation with the selected candidate. An I-9 Form must be completed and processed through E-Verify within three (3) business days of the employee's hire date.

### G. Release of Information

The System Office/College may, but is not required to, exempt from disclosure all materials, regardless of form, gathered during a search to fill an employment position, except that materials relating to the final pool of applicants under consideration comprised of at least three people for a position must be made available for public inspection and copying. In addition to making available for public inspection and copying the materials described in this item, the System Office/College must disclose, upon request, the number of applicants considered for a position. For the purpose of this

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item, materials relating to the final pool of applicants comprised of at least three people, do not include an applicant's income tax returns, medical records, social security number, or information otherwise exempt from disclosure by §30-4-40 of the South Carolina Code of Laws.

# ADDENDUM

## SAMPLE RECORD OF INTERVIEW

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Interviewer \_\_\_\_\_ Position Applied \_\_\_\_\_

\*\*\*\*\*

A = Outstanding; B = Good; C = Acceptable;  
D = Acceptable with reservations; F = Unsatisfactory

\*\*\*\*\*

1. General knowledge as it relates to Specific Duties on Position Questionnaire. A B C D F

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Skill competencies as it relates to the position. A B C D F

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Degree to which present Education relates to position applied for. A B C D F

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Degree to which past employment and training relate to position applied for. A B C D F

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. Degree to which the applicant shows an interest and understanding of the position applied for. A B C D F

Comments: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ADDENDUM

## SAMPLE REFERENCE REQUEST AUTHORIZATION

To Whom It May Concern:

As you will note below, I have applied for employment with the South Carolina Technical College System. I hereby authorize you to give the South Carolina Technical College System any and all information concerning my previous employment and any pertinent information that you might have.

Applicant's

Signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYER REFERENCE COMMENTS

Applicant's

Name \_\_\_\_\_ SSN \_\_\_\_\_

Position Held \_\_\_\_\_ Salary \_\_\_\_\_

Previous Position Held: \_\_\_\_\_

Employment From \_\_\_\_\_ to \_\_\_\_\_

Eligible for Re-employment Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

PLEASE RATE APPLICANT ON THE FOLLOWING CHARACTERISTICS:

CHARACTERISTIC:                      Excellent                      Good                      Fair                      Poor

To what degree was this employee dependable and trustworthy? \_\_\_\_\_

To what degree was this employee's services satisfactory? \_\_\_\_\_

To what degree did this employee fit in with his/her fellow employees? (well-liked, cooperative?) \_\_\_\_\_

To what degree did this employee assume responsibility? \_\_\_\_\_

Did this employee have excessive absenteeism? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, to what degree, and for what reasons? \_\_\_\_\_

Corrections and comments, if any: \_\_\_\_\_

Signed by \_\_\_\_\_ Position \_\_\_\_\_

A self-addressed stamped envelope is enclosed for your convenience.

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# ADDENDUM

## SAMPLE TELEPHONE REFERENCE CHECK

Name of Applicant \_\_\_\_\_

Position Applied for \_\_\_\_\_

Company's Name and Address \_\_\_\_\_

Name & Position of Person Contacted \_\_\_\_\_

Was \_\_\_\_\_ employed by you?

Did he/she have excessive absenteeism? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, to what degree and for what reasons? \_\_\_\_\_

What were the dates of his/her employment? From \_\_\_\_\_ To \_\_\_\_\_

What was his/her salary or wage? \_\_\_\_\_

Title of position hired for \_\_\_\_\_

Is he/she eligible for rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, reason \_\_\_\_\_

Did he/she advance to a higher level position? \_\_\_\_\_

What was the nature of his/her duties? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were his/her reasons for leaving? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was notice given? Yes \_\_\_\_\_ No \_\_\_\_\_

Did he/she follow instructions well? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you believe he/she has the required skills for the position of \_\_\_\_\_ ?

How would you rate him/her on his/her performance on the job(s): \_\_\_\_\_

Poor \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

How did he/she get along with his/her supervisor, fellow employees (customers)? \_\_\_\_\_  
\_\_\_\_\_

General impression of Telephone Interview \_\_\_\_\_  
\_\_\_\_\_

I hereby authorize you to use this form to attain information concerning my previous employment and any pertinent information that my past employer might have.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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