

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

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POLICY TITLE: 1-4-100 FTE ACQUISITION AND MAINTENANCE

LEGAL AUTHORITY: Sections 59-53-20 et. seq. of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD:

DATE OF LAST REVISION:

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.

It is the policy of the State Board for Technical and Comprehensive Education (SBTCE) that System FTE be distributed in a fair and consistent manner to meet the business needs of the colleges. Our human resources are our greatest asset and as such, position needs are of utmost importance.

Legislatively, the South Carolina Technical College System is considered one agency. The System is a lump sum agency, whereby all monies and FTE are allocated as a lump sum for distribution. Likewise, FTE is handled in the same manner. The State Board for Technical and Comprehensive Education has oversight of System FTE and bears the responsibility for distribution and utilization of that which are acquired for the colleges. The State Board for Technical and Comprehensive Education FTE needs are requested directly from the State Executive Budget Office and are not drawn from the SCTCS Central FTE Pool.

Date of Last Review: February 17, 2016

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The acquisition of FTE is part of the annual budget process. And, in accordance with the General Appropriations Bill, "Each institution of higher learning, when requesting additional other funded full-time equivalent positions shall ensure to the Commission on Higher Education, or its successor entity, that sufficient revenues exist to fund the salary and fringe benefits for the positions. In addition, the institution shall also ensure that in the calculation of the revenue required for the positions, future pay increases and future health adjustments as may be mandated by the General Assembly are taken into consideration." Thus, colleges should assess and project business and programmatic needs annually. FTE requests should be submitted to the State Board for Technical and Comprehensive Education by August of each year for inclusion in the annual detail budget for the next fiscal year budget cycle. FTE from the System Central FTE Pool will be distributed using the FTE Request Form (Addendum attached).

Colleges will have 60 days from the time a position becomes vacant to post the position. All vacant positions not advertised within the 60 day period will be returned to the System Central FTE Pool. Likewise, any unestablished FTE allocated to a college that is not utilized within six (6) months will be returned to the System Central FTE Pool, unless an exception is granted.

Colleges may voluntarily donate FTE/positions to the System Central FTE Pool at any time should a college determine it does not have an immediate need and available funding for the position.

The State Board for Technical and Comprehensive Education will conduct a bi-annual review (similar to the process utilized by the Executive Budget Office) of System FTE (vacant and unestablished) in January and July of each year. The allowable excess FTE will be based on a 4.5% vacancy rate. All colleges in excess of their allotted vacancy rate must provide a written status of all vacancies. Utilization must be documented by evidence of one of the following methods:

1. A copy of the job posting (jobs posted prior to the semi-annual review date may be considered for exemption).
2. A copy of the offer of employment letter.

Vacant positions not having the above documentation are subject to be transferred to the System Central FTE Pool.

The college's Human Resources Office bears the responsibility for monitoring all college vacancies and ensuring that FTE are utilized in a timely manner.