

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 8-2-101

**PAGE:** 1 of 1

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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

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**DATE APPROVED BY BOARD:** May 27, 1992

**DATE OF LAST REVISION:** February 15, 2024

**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 that upon appointment, an employee shall be notified in writing of the terms and conditions of their 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.

*Date of Last Review: February 15, 2024*