

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 8-2-101.1

**PAGE:** 1 of 1

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**TITLE:** NOTIFICATION OF EMPLOYMENT STATUS

**POLICY**

**REFERENCE NUMBER:** 8-2-101

**DIVISION OF**

**RESPONSIBILITY:** Human Resource Services

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**DATE OF LAST REVISION:** September 12, 2019

**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.**

Written notification of the terms and conditions of employment status shall be given to each employee at the time of appointment and at least seven calendar days prior to the effective date of subsequent employment status changes. This does not apply to wage increases. The initial terms of employment shall be provided to the employee with a signed copy, certifying notification, submitted to their personnel file.

Employment status terms and conditions include, but are not limited to; position title, effective date, work schedule, band or salary range, individual pay rate/salary, method of payment, required deductions, and period of probationary or trial status.

Such notifications may include, but are not limited to, letters of appointment or similar documents, employee handbooks, local and state policies and procedures, and public postings at or near the place of work.