



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Employment Verification
Number: 5.1.6**

Responsibility: Human Resources
Last Updated: February 23, 2023
State Policy/Law:

Commission Chair

President

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 OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE 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.

The Technical College of the Lowcountry Human Resources Director is the designated College official authorized to release information for employment verification. When appropriate, the Human Resources Director will consult with supervisors upon completing verifications, particularly those requested by prospective employers.

Employment verification shall be defined as the act of providing employment-related information about employees (current/former/permanent/temporary) to persons outside of the College.

Requests for employment verification must be in writing, signed by the applicant, and routed to the Human Resources Director. Only an employee's name, class, date of employment, gender, race, and title may be released without written authorization of the employee.

Upon written authorization of the employee, more specific details such as exact salary and performance related information may be disclosed. Copies of employment verifications will become a part of an employee's official personnel file.