



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Employee Definitions
Number: 5.2.1

Responsibility: Human Resources
Last Updated: February 21, 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.

Personnel employed by the Technical College of the Lowcountry are referred to as either Unclassified Faculty Personnel, Unclassified Non-Teaching Personnel, Institutional Officers, or Classified Employees.

Positions fall into three categories:

1. Covered Employee – a full time or part time employee occupying a part or all of a full-time equivalent (FTE) position who has completed the probationary period and has a 'successful' or higher overall rating on the employee's performance evaluation and who has grievance rights.
2. Temporary Employee – a full time or part time employee who does not occupy an FTE position, whose employment is not to exceed one year and who is not a covered employee.
3. Temporary Grant Employee – a fulltime or part time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant and who is not a covered employee.