



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Separation Practices
Number: 5.2.21

Responsibility: Human Resources
Last Updated: November 14, 2023
State Policy/Law: SBTCE Policy 8-8-100

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.

It is the policy of the Technical College of the Lowcountry that employee separations/terminations (voluntary and involuntary) are handled in a consistent and professional manner with minimal disruption to ongoing work functions. Separating employees are encouraged to participate in the exit interview process.

Procedures:

5.2.21.1 Separation Practices (SBTCE 8-8-100.1)