



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Notification of Employment Status
Number: 5.2.4**

Responsibility: Human Resources
Last Updated: February 15, 2024
State Policy/Law: SBTCE Policy 8-2-101 Notification of Employment Status

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 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.

Procedures:

5.2.4.1 Notification of Employment Status (SBTCE 8-2-101.1)