



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Salary Supplements – Unclassified Personnel
Number: 5.3.6**

Responsibility: Human Resources
Last Updated: February 21, 2023
State Policy/Law: SBTCE Policy 8-2-106 Salary Supplements: Technical College
Employees

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 may recognize the administrative responsibilities of deans/division heads, selected instructors, and program coordinators through position supplements.

The College will maintain a procedure for awarding salary supplements, release time, or a combination of both, based on the complexity of the individual's responsibility and complying with policies of the State Board for Technical and Comprehensive Education.

In the case of extenuating circumstances, the President may approve an exception to the College procedure with documented rationale of need from the Vice President for Academic Affairs.