



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Grievances and Appeals
Number: 5.5.2

Responsibility: Human Resources
Last Updated: February 21, 2023
State Policy/Law: SBTCE Policy 8-6-100 Grievances and Appeals

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 grants the right to those covered employees, as contemplated in S.C. Code Ann. § 8-17-320 (7), to present formal grievance appeals through the Grievance Appeals Process. This process allows employees to seek redress without fear of restraint, interference, coercion, discrimination, or reprisal. Classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President, attain covered status upon having satisfactorily completed their initial twelve (12) months probationary period. Faculty personnel attain covered status upon having satisfactorily completed their initial probationary period of two (2) full academic years duration.

The College President expects all employees will abide by and make appropriate use of the policies and procedures established herein. Within the College a grievance is informal in nature and does not become an adversarial procedure until it reaches the South Carolina State Employee Grievance Committee.

Employees who are hired in temporary positions, (either full-time or part-time), adjunct faculty, temporary grant positions, returning retirees or time-limited employees, and those hired in FTE

positions but have not yet attained covered status may only file informal complaints regarding matters that are neither grievable nor appealable. Matters arising from alleged acts of discrimination because of race, color, religion, sex (including pregnancy, childbirth, lactation, or related medical condition), national origin, age (40 or older), disability, or genetic information or any other protected classes deemed unlawful under the State or Federal law and certain legally defined disabilities may be filed within the agency, the South Carolina Human Affairs Commission or the Equal Employment Opportunity Commission.

Procedures:

5.5.2.1 Grievances and Appeals (SBTCE 8-6-100.1)