



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Permanent Positions/Employment Practices

RELATED POLICY AND PROCEDURES: 8-7-1000 Employment Practices

RESPONSIBILITY: Human Resources

June 20, 2013

October 26, 2016

October 26, 2016

Date of Approval by President

Date of Last Review

Date of Last Revision

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. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES 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.

Administrative Responsibilities

The Associate Vice President for Human Resources is responsible for the review and revision of this procedure. It is the responsibility of the Hiring Official to adhere to the specified procedures.



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All personnel employed by the South Carolina Technical College System (SBTCE) are considered State employees, and as such are subject to the rules and regulations of the Department of Administration's Division of State Human Resources, and statewide policies and procedures of the State Board for Technical and Comprehensive Education. Employees are designated and referred to as either faculty, unclassified non-faculty personnel, institutional officers, or classified employees.

Positions fall into three (3) categories. These three categories are full-time equivalent (FTE), temporary and temporary grant/time limited. An employee may not occupy more than one FTE position.

1. Full-time Equivalent (FTE)

FTE positions are established where there is a projected need for specific duties to be performed on an ongoing basis for a minimum of twelve (12) months.

2. Temporary

Temporary positions are established to supplement FTE positions not to exceed a period of twelve (12) consecutive months.

3. Temporary Grant/Time Limited

Temporary grant/time limited positions are established for a period of time, not to exceed the length of the grant/project that funds the position, to provide specific duties as defined in the grant/project. Temporary grant positions must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a grant. Time limited positions may be funded by Federal, State or Other funds.

FTE, temporary and temporary grant/time limited positions may be established as full-time or part-time positions depending on the number of work hours required to perform the assigned duties. The minimum normal working hours of a full-time position is 40 hours per week. A normal workweek of less than 40 hours is considered part-time.

The following is a general outline of the hiring procedures to be used in the South Carolina Technical College System (SCTCS). System Office/colleges may incorporate more detailed procedures to suit their individual needs.



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A. Establishing New Positions

A Position Description (PD) describing the function and specific duties of the position and the minimum qualifications required to perform these duties must be developed. The supervisor for the proposed new position should write the position description and forward it to the human resource office for review and comment. After a review of the position description, the Human Resource Officer should identify the availability and source of funds for the position.

After gaining all System Office/college approvals, the human resource office will forward the position description to the System Office Human Resource Services Division for appropriate action. For all non-delegated classifications, the System Office Human Resource Services Division will review the position description and forward it to the Division of State Human Resources (DSHR) for establishment. Each position with a non-delegated classification shall be classified by DSHR before any action is taken to fill the position. Positions having a delegated classification shall be submitted to the System Office Human Resource Services Division for classification before any action is taken to fill the position.

B. Vacant Positions

When an existing position is vacated, the human resource office will furnish the supervisor a copy of the current position description for review and update if necessary. If the position description accurately reflects the duties and responsibilities of the position, the System Office/college may begin the recruitment process. If the duties and responsibilities have changed, it will be necessary to update the position description. The supervisor will submit the updated position description to the Human Resource Officer for appropriate processing. When the update process is completed, the recruitment process may begin.

C. Recruitment Process

1. Using the position description as a guide, the Hiring Official completes the Recruitment Process. The announcement is posted in the College's internal



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communications publication, "Pointers" and also sent to all other Tech Colleges/System Office Resources Services Division for posting.

2. To ensure an effective affirmative action program, announcement should be sent to various recruitment sources, including predominantly minority and female colleges/universities as well as those with diverse student enrollment and alumni, State Employment Offices, Office of Human Resources (OHR) Recruitment Unit, and any other recruiting sources available to meet the needs of the College.
3. If the initial number of applicants does not provide an adequate minority or female representation and the position is in a race/sex group that has an underutilization, it is recommended that, if possible, the closing date be extended. During this period, the Human Resources Department is encouraged to solicit additional assistance in the recruiting effort for the underutilized race/sex group.
4. All applicants are required to complete the South Carolina Government application and furnish transcripts and/or resume' as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions.
5. Applications for employment must be submitted by the deadline established in the job announcement. Interested candidates requesting job posting information are informed that all vacant positions are posted on the College's website with detailed instructions on how to apply.

D. Interview Process

1. In establishing the interview process, the hiring official should rely upon the Human Resources Department throughout the process for advice on policy and procedure and compliance with the College's Affirmative Action Plan.
2. In extenuating circumstances, such as when there are insufficient applicants for a position, the College President may make an exception to the SBTCE Minimum Requirements provided that the minimum requirements are not less than that of the State. If the College feels that an exception to the State's minimum training and experience is warranted, a request is made through SBTCE to The Division of



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State Human Resources Director for an equivalency approval. Resources must approve such equivalency prior to the consideration of any such applicant.

3. The Human Resources Department refers candidate pool to Hiring Official. The Hiring Official reviews all applicants to determine which applicants possess the minimum qualifications for the position. Those not possessing the minimum qualifications are notified by the Human Resources Office.
4. The Hiring Officials/Committee reviews applicants for qualifications and schedules/conducts interviews of at least the top three (3) selected candidates. A rating sheet form is completed by the officials participating in the interview process.
5. The supervisor should be involved in the interview and selection process whether this is accomplished through a private interview and recommendations approach or through the use of a College selection interview committee. If a committee is used, it consisting of three (3) to five (5) members selected by the hiring official and approved by the appropriate Vice President. An approved interview form should be completed by the officials participating in the interview process.

E. Selection and Recommendation for Hire

In selecting candidates for employment, we must always be cognizant of goals set in our Affirmative Action Plan. All persons in positions with hiring authority and those with input into the selection process are made aware of our affirmative action goals.

1. The Hiring Official/Committee summarizes the interview records of all candidates and prepares a recommendation for hiring the selected candidate. The College may require a final interview with an Executive Officer before hiring decision is made. The Human Resources Department is involved in the decision making process to ensure no grounds for discrimination exist. Those not selected to interview are notified by the Human Resources Office.
2. The Hiring Official conducts a reference check and returns all interviewing documents, reference check forms, and background release forms to Human Resources.



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3. The Human Resources Department conducts the background check.

G. Background Checks

1. A criminal background check is conducted on all new hires.
2. The College reserves the right to perform other background checks or credit checks on finalists for positions or in circumstances when it is deemed appropriate to protect the interests of the College.
3. Interviewers are informed of the College's Background Checks Procedure and are asked to sign an Authorization and Release Form to have the check or report conducted. Refusal to sign a release form eliminates the applicant from further consideration for employment.
4. Applicants who provide misleading, erroneous, or deceptive information related to criminal offenses on the application form, resume, or during an interview may be eliminated from further consideration for employment.
5. All criminal background checks are initiated through the Human Resources Office. Results of checks are kept confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. The Human Resources Office retains a copy of the background check results and release forms in a secured location.
6. Once a final candidate is selected, a conditional job offer of employment is extended contingent upon the results of the background check. If the results reflect issues of concern, a final decision is rendered which may result in the termination of employment or rescinding of the original offer.
7. The College complies with the Fair Credit Reporting Act (FCRA) as it relates to the use of background checks for employment purposes.

H. Appointment

1. Upon concurrence and approval by the appropriate Institutional Officer and the President regarding the hiring decision and the initial base salary, the successful



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candidate is notified, and a beginning job date established. The Hiring Official prepares the applicable employment agreement/offer notification provided by the Human Resources Department. A written acceptance of the employment offer is required.

2. The Human Resources Office schedules an orientation appointment covering conditions of employment and benefits. An I-9 is completed and E-Verify is processed within three (3) business days of the employee's hire date. The supervisor is responsible for specific job orientation.

I. Records

1. The Human Resources Office maintains documents on each position filled that contains the interview forms and rating sheets, and documentation to support the hiring process. A summary of all applicants to indicate those who met minimum qualifications, and those who were interviewed, by race and sex is developed by the Human Resources Office from the Applicant Tracking System to satisfy reporting requirements of the South Carolina Human Affairs Commission.
2. All records are kept to satisfy both State and Federal retention standards.

J. Release of Information

The College may, but is not required to, exempt from disclosure all materials, regardless of form, gathered during a search to fill an employment position, except that materials relating to the final pool of applicants under consideration comprised of at least three people for a position must be made available for public inspection and copying. In addition to making available for public inspection and copying the materials described in this item, the System Office/college must disclose, upon request, the number of applicants considered for a position. For the purpose of this item, materials relating to the final pool of applicants comprised of at least three people, do not include an applicant's income tax returns, medical records, social security number, or information otherwise exempt from disclosure by §30-4-40 of the South Carolina Code of Laws.

ADDENDUM:

[Sample Record of Interview](#)

[Sample Reference Request Authorization](#)