

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: EMPLOYMENT PRACTICES

BASED ON POLICY: REF. STATE BOARD POLICY: 8-7-100

BASED ON PROCEDURE: REF. STATE BOARD PROCEDURE: 8-7-100.1
REF. STATE BOARD PROCEDURE: 8-7-100.2

REVISION NUMBER: 6

OFFICE OF RESPONSIBILITY: Human Resources



PRESIDENT

October 1, 2018

DATE

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 COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE 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.

PURPOSE

All personnel employed by Technical College of the Lowcountry are state employees and, as such, are subject to the rules and regulations of the Department of Administration and the State Human Resources Division (SHRD), policies and procedures of the State Board for Technical and Comprehensive Education, and the policies and procedures of Technical College of the Lowcountry. They are designated and referred to as either (1) faculty, (2) unclassified non-teaching personnel, (3) unclassified institutional officers, or (4) classified employees.

Technical College of the Lowcountry positions fall into three (3) categories. These three categories are full-time equivalent (FTE), temporary and temporary grant.

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1. Full-Time Equivalent (FTE)

FTE positions are established when there is a projected need for specific duties to be performed for a period of time to exceed twelve (12) months. FTE positions may be established as full-time or part-time positions, depending upon the number of work hours required to perform the assigned duties. The minimum workweek for a full-time position, faculty or staff, is 37.5 hours per week. A normal work week of fewer than 37.5 hours per week is considered part-time.

2. Temporary

Temporary positions are established for a period not exceeding twelve (12) months to provide specific duties for a defined project, for peak workloads, and for short replacement of FTE employees on leave of absence. When there is a need to hire temporary employees that exceed these normal staffing guidelines, please consult with the Human Resources Office prior to any formal action (posting or offering) to allow for compliance with applicable federal and state laws.

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 may be funded in full by approved grant funds and may include State dollars only if they are required as a match to the grant. Time-limited positions may be funded by Federal, State, or other funds.

FTE, Temporary, or 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 37.5 hours per week. A normal work week consisting of less than 37.5 hours is considered part-time.

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HIRING PROCEDURES - FTE and Full Time Temporary Grant Positions

I. Establishing New Positions

- a. For a new position a *Position Request* form will be initiated by the position supervisor, submitted to his/her supervisor and/or division Vice President for review of content and approval. The form includes position description outlining the proposed job duties and responsibilities, minimum/preferred qualifications and a justification for the position requested. The Human Resources Office will identify the appropriate classification, available source of funds and an estimated annual salary for the position and obtain Executive Leadership Team approvals. The Human Resources Office will forward the position description to the System's Human Resource Services Office for appropriate action. When the appropriate agency has established and approved the new position, the Human Resources Office will notify the supervisor of the approval.

- b. For replacement, the position supervisor must review the current position description. If the position continues to meet the needs of the division and the College, as determined by the Executive Leadership Team, and if the position description accurately reflects the duties and responsibilities of the position, the position supervisor will initiate a *Position Request* form. If the duties, responsibilities, and/or function of the position have changed, then the position description must be updated by the supervisor of the vacant position. The Human Resources Office will identify the appropriate classification, available source of funds and an estimated annual salary for the position and obtain Executive Leadership Team approvals. The Human Resources Office will forward the position description to the System's Human Resource Services Office for appropriate action. When the appropriate agency has established and approved the new position, the Human Resources Office will notify the supervisor of the approval.

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II. Recruitment Process

- a. Once the *Position Request* has received final approval by the appropriate chain of command at the College, the position will be posted on the TCL website, advertised in the local newspaper, and other recruiting resources in accordance with our affirmative action program and state regulations.
- b. The supervising Vice President, in consultation with the Director of Human Resources, may determine that there is a sufficient internal pool of applicants such that the vacant position need not be advertised externally.
- c. All vacant positions shall be advertised for a minimum of five (5) days.
- d. All applicants will be required to complete a Technical College of the Lowcountry application via the online applicant tracking system. Applications will be received by the Human Resources Office until the designated close date or until the position is filled. If necessary, the Human Resources Office will solicit additional assistance in the recruiting effort for minority and female applicants.

III. Selection Committee Process

- a. The hiring supervisor, in consultation with the appropriate chain of command and the Human Resources Office, will coordinate a diverse selection committee.
- b. The supervisor will serve as chair of the selection committee or may appoint the chair.
- c. A committee should consist of no less than three (3) members diverse in ethnicity, gender, and department.
- d. For faculty positions, the selection committee shall consist of the supervisor and two faculty members – one the Division Chair and the second within the same teaching discipline. A person external to the division with specific knowledge of the field or teaching may be appointed to the committee.

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- e. For non-instructional positions, the committee shall consist of not less than three members – the supervisor, one from within the division and one external to the division.
- f. Once the selection committee is formed the Human Resources Office shall provide orientation and training of hiring supervisors and selection committee in the screening, selection, and appointment procedures, to assure the process for each employment position has been conducted consistent with federal, state, and College employment policies and procedures.
- g. Committee members will be informed that the hiring search is to be confidential and only discussed with search committee members.

IV. Selection and Recommendation for Hire Process

- a. The Human Resources Office shall review all applications to determine if the applicant possesses the minimum qualifications and experience and is eligible for hire. For faculty vacancies, applicants must attach unofficial transcripts to demonstrate that the minimum qualifications are met in order to be considered an applicant.
- b. If the applicant meets the minimum qualifications for the position, the application will be referred to the hiring supervisor for consideration for an interview.
- c. Those applicants not possessing the minimum qualifications and experience will be notified by the applicant tracking system via e-mail notification.
- d. Within one week of receiving the qualified applicant pool, the supervisor/committee chair will screen applicants, identifying at least three (3) qualified applicants who have been selected for an official interview. The supervisor/committee chair will submit a listing of selected applicants to the Human Resources Office along with appropriate applicant review form for each candidate qualified but not selected for an interview.
- e. The Human Resources Office will, in a timely manner, schedule all interviews to be conducted by the selection committee. For those candidates living outside the state, the Human Resources Office and the hiring supervisor must review the position to determine if an online interview will be extended.
- f. The Human Resources Office serves as the liaison with all applicants and candidates and is responsible for setting up interviews, facilitating tests, if

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- applicable, and any other communication that occurs outside of the actual interviews.
- g. The hiring supervisor/committee chair and the Human Resources Office will work together to develop the interview itinerary. Each interview will be conducted using a specific set of questions for each position which is developed by the hiring supervisor/committee chair. Those questions will be submitted to the Human Resources Office prior to interviewing for approval.
 - h. Within two (2) days of conducting the initial interviews, the hiring supervisor submits a recommendation memo with the top two (2) candidates to the supervisor, and the supervising division Vice President. The candidates are not to be ranked or prioritized, but perceived strengths and weaknesses of each candidate as determined by the selection committee conveyed in the memo. If the selection committee is not able to present two (2) candidates, the hiring supervisor, the supervisor, and the division VP will interview one (1) candidate. However, following the second interview a rejection recommendation of the candidate and a request to re-advertise may be submitted to the Human Resources Office.
 - i. For those positions not reporting directly to the division Vice President, a second interview will be scheduled before a hiring decision is made. For positions reporting directly to the division VP, the second interview will be conducted by the President. The President may be extended an opportunity to meet the final candidate.
 - j. The President will make the final hiring decision in all FTE positions.
 - k. The Director of Human Resources will be involved in the decision-making process to ensure policy has been followed, legal compliance, and no grounds for discrimination exists. NOTE: In selecting candidates for employment, the persons making the decision must always be cognizant of commitments made in the College's affirmative action plan. The Director of Human Resources will make sure all persons in positions with hiring authority and those with input into the selection process are aware of the College's affirmative action commitments and of any pertinent underutilization.
 - l. If an offer of employment is extended, but rejected, the supervisor(s) and division VP may recommend review of the application pool or re-advertisement. If the position is re-advertised the selection Committee will be used in the subsequent screening process.
 - m. All hiring notes, materials and copies related to the applicant or hiring must be returned to the Human Resources Office.

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- n. Those not selected will be notified by email via the online applicant tracking system through the Human Resources Office.

V. Appointment

- a. The Human Resources Office will conduct reference checks and process a background check. Once results are obtained, usually within 24-48 hours, the Human Resources Office will notify the hiring supervisor if the candidate is eligible or ineligible for hire.
- b. If the candidate is eligible for hire, the Human Resources Office will move forward in processing a salary calculation. The Director of Human Resources will prepare a salary analysis for approval by the division Vice President and the Vice President of Administrative Services.
- c. After the initial base salary is agreed upon by the appropriate leadership members of the college, the Human Resources Office will notify the successful candidate and a hire date will be established.
- d. The Human Resources Office will notify the hiring supervisor of the appointment information.
- e. The Human Resources Office will prepare and mail the applicable employment letter approved by the college President.

VI. Orientation

- a. Employee orientation will be conducted by the Human Resources Office and will include orientation to benefits, required forms, policies, procedures and other related information. This orientation will be conducted when the employee reports to work on the first day of employment or as scheduled by HR staff.
- b. Departmental orientation will be conducted by the immediate supervisor or department head on the employee's first work day and will include campus tour, departmental introductions, departmental procedures (regarding purchasing, travel, equipment/facility usage, OSHA required training, etc.) and specific job responsibilities. The Department Head/Supervisor will also schedule the employee for FERPA and other required training.

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HIRING PROCEDURES - Temporary Positions (Faculty and Staff)

I. Recruitment Process

- a. The hiring supervisor with the vacancy will work with the Human Resources Office to develop a specific job description and list of qualifications for the position.
- b. All positions, including temporary shall be advertised through the online applicant tracking system. In extenuating circumstances this requirement may be waived by Director of Human Resources.
- c. The hiring supervisor initiates a *Position Request* form. Departments who continually hire for positions, such as adjunct faculty or tutors, should prepare a "pool" posting request for the Human Resources Office to place blanket ads periodically to try and recruit multiple candidates for current and future openings.
- d. Once the posting has been approved by the appropriate chain of command at the College, the Human Resources Office will receive the approved posting, and the advertisements will be placed in the local newspaper and on the TCL College web site (in accordance with our affirmative action program and state regulations).
- e. Applications will be received by the Human Resources Office until the advertised close date of the position or until a sufficient pool of applicants, including adequate minority and female representation, is on file. If necessary, the Human Resources Office will solicit additional assistance in the recruiting effort for minority and female applicants. In the case of positions without a close date, the Human Resources Office will review applicants on a daily basis and submit for review by the hiring supervisor.
- f. Applications that meet the minimum qualifications will be referred to the appropriate hiring supervisor until a sufficient pool of applications is received.

II. Interview and Selection Process

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- a. When the hiring supervisor has received all applications, he/she will determine the interview and selection process. The hiring supervisor must be involved in the interview and selection process whether this is performed through a private interview and recommendations approach or through the use of a committee.
- b. Adjunct faculty of the College must meet or exceed the minimum academic credentials as set forth by Technical College of the Lowcountry (TCL), State Board for Technical and Comprehensive Education, the Southern Association of Colleges and Schools Commission on Colleges, and/or other accrediting agencies or boards. Employment of adjunct faculty that do not possess the minimum academic credentials must be fully justified in writing by the Vice President of Academic/Student Affairs or designee.
- c. When the selection process has been completed, the hiring supervisor shall initiate a *Temporary New Hire Recommendation* memo to their supervisor and/or division Vice President for approval. The selected candidate's TCL application, completed *Authorization for Background Check* form, and credential approval form (if applicable) must be attached to the *Temporary New Hire Recommendation* form. Thru the memo, the hiring supervisor and/or their chain of command sets the hourly rate based on the hiring range advertised and/or the temporary pay ranges. If the desired hourly rate exceeds the range listed in the current temporary pay ranges, it must be justified and approved through the Human Resources Office prior to offering the salary.

III. Official Notification

- a. Once the *Temporary New Hire Recommendation* memo is approved and all supporting documentation received in HR, the Human Resources Office will run a background check of the recommended candidate.
- b. Once results are obtained, usually within 24-48 hours, the Human Resources Office will notify the hiring supervisor if the candidate is eligible or ineligible for hire.
- c. If references are positive, then the hiring supervisor can move forward in completing a temporary employment contract.

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- d. If for any reason the person selected does not accept the position or is not approved eligible for the position, the interview and selection process will be repeated as necessary.
- e. All hiring notes, materials and copies related to the applicant or hiring must be returned to the Human Resources Office, along with any additional information needed, including names of screening/hiring committee, and list of questions.

IV. Orientation

- a. Once notified of a satisfactory background check HR officially notifies candidate of approval for employment via email with a link to the New Hire document/checklist.
- b. All new hires must have their employment packet completed with Human Resources on or before the first day of employment. Failure to complete the documentation may result in a delay of hiring.

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 materials relating to the final pool of applicants under consideration comprised of at least three (3) people for a position. These 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 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 if at least three (3) do not include an applicant's income tax return, medical records, social security number, or information otherwise exempt from disclosure by Article, 30-4-30 of the South Carolina Code of Laws. Applicant and hiring information may only be released by the Human Resources Office, as such these requests should be directed to the Human Resources Office.

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