



TECHNICAL COLLEGE OF THE LOWCOUNTRY



2020-2021
Employee Handbook

TECHNICAL COLLEGE OF THE LOWCOUNTRY EMPLOYEE HANDBOOK 2020-2021

This handbook, compiled to serve, as a guide for Technical College of the Lowcountry employees, does not constitute an expressed or implied contract between the College and its employees. Only the President of the College and/or designee are authorized to enter into contracts. As a state entity, the College is governed by rules and regulations and by the Policies and Procedures of The State Board for Technical and Comprehensive Education and the Technical College of the Lowcountry Area Commission. This handbook describes the College's general philosophy and many of its policies, procedures and rules as approved by the appropriate governing bodies; however this handbook is not all-inclusive. The handbooks also subject to updates and revisions as may be necessary when new policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and the Area Commission.

The State Board for Technical Comprehensive Education's Policies and Procedures may be viewed by [CLICKING HERE](#).

The Technical College of the Lowcountry Policies and Procedures may be viewed by [CLICKING HERE](#).

In the event of any conflict between the handbook and the State Board for Technical and Comprehensive Education Policies and Procedures, the State Board for Technical and Comprehensive Education Policy, and Procedure will be the official document.

If you have any questions related to your employment, which are not addressed in this handbook, please consult your supervisor or the Human Resource Office.

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THE TECHNICAL COLLEGE OF THE LOWCOUNTRY'S EMPLOYEE HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE EMPLOYEE HANDBOOK DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THE EMPLOYEE HANDBOOK 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.

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Hello and welcome!

Thank you for joining the Technical College of the Lowcountry. Our vision is to elevate each student and every community we serve through transformative technology and exceptional teaching.

The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, fulltime, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes. We cannot wait to see what you will achieve with us.

This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace, but we need your help. We have created this handbook to guide you.

This handbook is not a contract or a guarantee of employment. It is a collection of our expectations, commitments and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.



About Our College



Mrs. Rachel Crane Mather created the Mather School in 1868 to educate the daughters of liberated slaves. She was a firm believer that everyone deserved the chance to get a good education, which is why she acted on her belief and began to teach and raise funds for a women's dormitory.

In 1901, the Mather School graduated its first three students from elementary school. In 1932, the Mather School high school program was approved by the South Carolina State Department of Education as Mather Industrial School.

By 1954, the School increased its educational opportunities by adding the Junior College Department and allowing male students. More sustained growth and support allowed for an accreditation by the Southern Association of Colleges and Schools in 1955. One year later, Mather Junior College graduated its first class.

100 years after starting, the Mather School was designated by the Office of Economic Opportunity for a pilot program to assist high school graduates in the Lowcountry to overcome certain academic deficiencies before entering college. Then a merger relationship with Benedict College in Columbia began. In 1968, the Beaufort campus was given to the State of South Carolina as an area trade school.

In 1970, The Mather School became known as the Beaufort Regional Training Center, which later joined the State Technical College System and eventually became Beaufort Technical College. In 1988, the name changed to the Technical College of the Lowcountry.

Since its founding in 1867, the Mather School has seen many changes. But one thing remains constant – the belief that all people deserve a chance to further their education.

It is all in the name!

- Technical:** Career-oriented education for today's high-skill jobs.
College: 80+ accredited academic programs and transfer degree options.
Lowcountry: Community-directed and locally focused.

Technical College of the Lowcountry is the region's primary provider of post-secondary education and workforce training. The public, two-year, multi-campus community college serves approximately 5,000 students annually. The college offers a variety of curricular programs including university transfer options, career and continuing education, online learning, and dual enrollment for area high school students.



TECHNICAL COLLEGE OF THE LOWCOUNTRY

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined by state and federal law), veteran status, political affiliation or belief, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation. This policy applies to all personnel actions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and education, social or recreational programs of this College.

All officials and other employees of the Technical College of the Lowcountry, as well as various employment agencies, both public and private, labor organizations and any advertising agency with whom the College may deal, will be informed that the Technical College of the Lowcountry is an Equal Opportunity/Affirmative Action Employer and adheres to all state and federal laws applicable to employment decisions.

The President, with the assistance of the Director of Human Resources, will have the overall responsibility for implementation of Affirmative Action and will have the full cooperation of all managers, supervisors and other employees.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer and Title IX Deputy Coordinator, Director of Human Resources at 921 Ribaut Road, Building 3 or 843-525-8248.



Functions of the Technical College of the Lowcountry Leadership Team

President

Responsible for leading the College to effectively fulfill its mission by providing leadership and guidance, representing the College to its various constituencies, ensuring that the college works to promote educational access and economic development, maintaining and enhancing the College's financial condition, and promoting the College on the local, regional, state, and national levels.

Vice President for Academic and Student Affairs

Responsible for the Instructional Area of the College. Oversees all educational programs in the area of faculty, adjunct faculty, and faculty development, and is responsible for the instructional labs. Responsible for the activities associated with the College's Student Services programs. Oversees the efficient operations of admissions, recruitment, financial aid, placement, counseling, student records, and TRIO programs. Responsible for designing the recruiting/enrollment strategy and plans to meet targeted enrollment goals requiring vision, comprehensive leadership, effective planning, program development, budget oversight, data analysis, and institutional coordination for marketing and enrollment management, recruitment, public relations, media and admissions functions. Is a member of the College Executive/Strategic Leadership Team in the colleges strategic planning and fulfilling its mission.

Vice President for Administrative Services

Responsible for planning, organizing, controlling, and directing the administrative functions and services of the college, including fiscal and budgetary systems, facilities master plans, and campus technology. Is a member of the College Executive/Strategic Leadership Team in the colleges strategic planning and fulfilling its mission.

Vice President for Institutional Advancement, Continuing Education and Workforce Development

Responsible for the efficient and effective planning and management of a development office to include the College's foundation fund raising efforts and Capital Campaign. Responsible for College operations regarding Continuing Education, Workforce Development, and other external functions for the college. Is a member of the College Executive/Strategic Leadership Team in the colleges strategic planning and fulfilling its mission.

Executive Director of Human Resources

Responsible for the decisions in all matters relating to HR Management. Is a member of the College Executive/Strategic Leadership Team in the colleges strategic planning and fulfilling its mission. Service as the Affirmative Action/ EEO Officer of the college.



**TECHNICAL COLLEGE
OF THE LOWCOUNTRY**

SECTION I EMPLOYMENT

You have been selected for employment at the Technical College of the Lowcountry based on your experience and/or educational qualifications as they relate to the job for which you were hired. Your potential, ability, and character were also factors in your selection. These factors along with your job performance will be considered in future appraisals and evaluations. For continued employment, your job performance must reflect that you meet the performance requirements for your position.

Personnel employed by the Technical College of the Lowcountry are referred to as (1) classified, which includes all staff personnel, (2) unclassified, which includes teaching faculty, non-teaching faculty, and (3) non-classified institutional officers.

Positions fall into two categories:

1. Permanent - Permanent positions are established where there is a projected need for specific duties to be performed for a period exceeding one year.
2. Temporary - Temporary positions are established to provide specific duties for a defined project, for peak workloads, and for short replacement of permanent employees on leave of absence for a period not to exceed one year.

1.1 ORIENTATION

The orientation process is provided to New Hires by the Human Resource Department. Onboarding will consist of orientation of employment and benefits. The Hiring Manager and others will provide additional orientation within your division. Should you have any questions, please contact the Human Resource Department.

1.2 PROBATIONARY PERIOD

Each new employee has a probationary period of either twelve (12) months for non-faculty or two (2) full Academic Years (Fall and Spring Semesters; the weeks worked during the Summer Term do not count towards the probationary period) for faculty. Also, a probationary period of six (6) months applies to promotions or transfers into a new position. This probationary period is a time of orientation during which you will be acquainted with your specific duties, job responsibilities, and the general operation of your department. During your probationary period, your supervisor will assess and discuss your progress with you. Prior to the end of the probationary period, your supervisor will formally evaluate your job performance. This evaluation could result in your dismissal should you fail to receive a "Meets Requirement" rating at any time during this probationary period.

1.3 PROMOTIONS AND REASIGNMENTS

The Technical College of the Lowcountry will attempt to promote from within the College whenever possible. You must apply for vacancies and it is highly encouraged that you submit your intentions in writing to the Human Resources Office with a copy to your supervisor.

A promotion results from assignment from a position in one class to a position in another class having a higher level of responsibilities and pay band. The employee must possess the minimum qualifications of the new classification.

A reassignment is the movement of an employee from one position to another having the same level of responsibility and pay band within the same department or a different department.

1.4 HIRING OF RELATIVES (NEPOTISM)

Individuals with supervisory or management authority (to include State Board and local Commission members) may not hire or have employed in any position under his/her direct supervision, chain of command, significant influence or control, any person(s) related or connected to the employee or to the supervisor by blood or marriage including parents, grandparents, brothers or sisters, children, grandchildren, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law.

This policy applies to those having common law or non-traditional relationships involving either cohabitation or significant interdependence.

1.5 OUTSIDE EMPLOYMENT

Your job at the Technical College of the Lowcountry is expected to be your primary one if you are a permanent employee. Should you have outside employment, it must not interfere with your full-time assignment, involve a conflict of interest, or be performed during your normally scheduled hours of work unless you take annual leave or are on leave without pay and the additional employment is not with a state agency or a request for dual employment has been approved. Acceptance of any outside employment must be approved in advance by the President of the College. (Secondary Employment form is located on the Personnel Folder on the Everyone Server.)

1.6 DUAL EMPLOYMENT

The College adheres to the state guidelines for dual employment when it becomes necessary to employ a person from another state agency or when a TCL employee performs services independent and additional to the employee's primary duties.

Requests to engage in dual employment must be made in advance of the work beginning, reviewed, and approved by the immediate supervisor, Division Dean, Vice Presidents and the President. Request for Dual Employment must be submitted and approved prior to your working for the other agency.

SECTION II

PAY PLAN

2.1 SALARY

Faculty are paid in accordance with the State Board for Technical and Comprehensive Education Compensation Plan for Unclassified Faculty Personnel ([8-2-102.1](#)).

Classified employees (staff) are paid in accordance with the State Board for Technical and Comprehensive Education Compensation Plan for Classified Personnel ([8-2-110.2](#)).

Institutional officers are paid in accordance with the State Board for Technical and Comprehensive Education Compensation Plan for Unclassified Institutional Officer Personnel ([8-2-102.3](#)).

2.2 INCREASES

Classified employees may be provided an increase in salary within their specific pay band as governed by legislation, budgetary provisions, and limitations, which are established each year for that purpose.

Faculty (unclassified) personnel are considered for pay increases on an annual basis based on annual legislation. Salary increases must be supported by an annual evaluation that will encompass performance as an educator, progress in professional development, and performance in other assigned duties.

Increases will be governed by legislation, budgetary provisions and limitations established each year for that purpose. A memorandum from the President will be sent to all employees detailing the College's Salary Plan and any applicable increases.

2.3 PROMOTIONS AND RECLASSIFICATIONS

Upon promotion or reclassification, an employee may be eligible for a promotional increase based upon the current salary, the nature of the promotion, the availability of funds, and state guidelines. Reclassification of employment refers to the change in position titles and/or responsibilities of an employee. Reclassification may promote or demote an employee within the same position or may be applied through open positions. Any questions regarding the reclassification of an employee's position can be directed to his/her supervisor, or the Human Resources Department.

2.4 PAY DAYS AND PAY PERIODS

Employees of the College are paid semi-monthly on the fifteenth and last day of the month. TCL follows the state guidelines concerning paydays that fall on a Saturday, Sunday, or a Monday holiday, i.e., with the issue date being the preceding Friday.

All employees are paid through direct deposit with advices posted to the TCL Self Service for viewing and printing.

2.5 PAYCHECKS NOT DEPOSITED

Contact the Payroll/Human Resources Office to initiate process to initiate deposit investigation.

2.6 CHANGES TO PAYROLL DEDUCTIONS

Changes to payroll deductions (insurance, tax withholding, credit union, etc) can be made in the Human Resources Office. All changes must be submitted prior to the 1st of the month in which the change is to occur.

2.7 TIMESHEETS

All non-exempt employees are required to record their daily and weekly hours in order to comply with the Fair Labor Standards Act through E-Leave. All Supervisors are required to ensure their non-exempt employees time sheets are submitted and approved weekly.

2.8 EMPLOYEE SELF SERVICE

Employee Self Service (EES) will allow employees the ability print earning statements, W2s, and 1095Cs. EES will also allow employees to change mailing addresses. ESS provides part-time employees with the ability to enter their time.

SECTION III

JOB RESPONSIBILITIES

Employees of the Technical College of the Lowcountry are relied upon to contribute to and be supportive of the educational mission of the College. Each employee is responsible and accountable for his or her personal and professional actions as he or she performs assigned duties and should be guided by principles of fairness, trust, and respect for one another's skills, abilities, and contributions to the College.

3.1 ATTENDANCE

Your attendance on the job is vitally important to the smooth functioning of operations in your department and the College. Your absence can disrupt or inconvenience other interrelated jobs. The success of your employment depends largely on how well you fulfill your job duties each day. Maintaining acceptable attendance levels is part of normal job performance standards. Supervisors have the authority to disapprove leave at anytime with the exception of an excuse from a physician.

3.2 DRESS CODE

Employees are expected to portray a favorable image of the Technical College of the Lowcountry and the position they hold within the College. It is required that employees take care of personal grooming and hygiene in order to appear neat and professional. This includes dressed in appropriate apparel for the work assigned. Extremes in dress or clothing are regarded as disruptive or a distraction from the working and learning environment are not permitted. Employees should be able to express individual preferences for attire and still keep within the concept of an appropriate dress code. Fridays are designated as "business casual".

3.3 ETHICS REQUIREMENTS FOR EMPLOYEES

All employees, as well as local Commission members, will perform their duties and conduct themselves in an ethical and accountable manner in keeping with applicable provisions of the State Ethics, Government Accountability, and the campaign Reform Act, and all related policies, procedures, regulations, or interpretations thereof.

3.4 HOURS OF WORK

The College operates on a 37.5 hour, five-day workweek. Typical hours for most departments are Monday through Thursday 8:00 a.m. to 5:30 p.m. (with an hour for lunch) and Friday from 8:00 a.m. to 11:30 a.m. For service-oriented departments, a variation of the typical hours may be necessary. Teaching faculty observe hours of work that are necessary for academic services and student assistance including selected evening and weekend classes and services.

Overtime is not allowed for classified employees except in emergency situations and certified by the President or his/her designee in advance of any overtime work. Most classified positions are identified as non-exempt; therefore, most are eligible for compensatory time and/or payment when required to work in excess of forty (40) hours in a standard workweek. If you have questions regarding your exempt/non-exempt status, ask your supervisor or contact the Human Resources Office.

3.5 FACULTY TEACHING LOAD & OVERLOAD COMPENSATION

Terms of Employment

Faculty may be employed up to 52 weeks. Faculty on 39-week Academic Year Employment Agreements may be considered for 13 week Summer Term supplemental employment agreements depending upon the needs of the College. The minimum workweek is 37.5 hours, to include assigned teaching, office hours, academic advisement, preparation, professional growth activities, service on committees, and any other assigned duties.

Teaching Day

Faculty may be assigned to teach credit or non-credit courses in their area of expertise. Course assignment may be at any location, on or off campus and at any time, day or evening or weekend.

Faculty Teaching/Work Loads

The faculty teaching load for TCL faculty has been determined in accord with SBTCE Policy [#8-2-103](#) and Procedure [#8-2-103.1](#) and TCL Policy [#HR-603](#) and TCL Procedure [#HR-603.1](#).

Overload Compensation

Additional compensation for an overload may be paid in accordance with established teaching loads set by TCL Procedure [#HR-603.1](#).

Office Hours

Faculty members are required to post and maintain eight (8) office hours per week to advise students and to assist students with their course work. In addition to these hours, faculty must be available to carry out other professional duties including committee assignments, curriculum development, administrative and other responsibilities as assigned and to attend to those duties of the College that contribute to its operation.

3.6 REPORTING ABSENCES

When you expect to be absent for any reason, you should notify your supervisor in advance. This allows your supervisor planning time to coordinate the workflow to maintain efficient operations of the unit. Supervisors have the authority to disapprove leave request.

If an emergency arises that requires your absence, you should notify your supervisor promptly of the reason for the absence and the anticipated length of absence. During your absence, it is your responsibility to keep your supervisor informed by contacting him/her on a daily or other agreed upon schedule. Unauthorized leave or failure to keep your supervisor informed may result in disciplinary action.

A leave request must be completed through E-Leave to report absences. The leave taken must be reported in terms of hours and will be charged to your accumulated leave monthly. (See the section on leave.)

3.7 RECORDS

All employees have an obligation to ensure that personnel information in their records is up to date. **The Human Resources Office should be notified immediately of changes in such personal status as name, address, marital status, degrees and certificates earned, tax deductions, insurance beneficiary, and emergency contacts.** Remember that such changes can affect your group hospitalization, life insurance, retirement, beneficiary, etc.

Employees may inspect their personnel file on request. All matters relating to the performance of their duties, promotion, and retention shall be available for examination.

Faculty should maintain current credential information in their personnel file and update this on an annual basis.

3.8 CONFIDENTIALITY

The Technical College of the Lowcountry entrusts its employees with confidential information of the institution, and, in some cases, of others. While the college is trusting the employees with this information, it is the responsibility of each employee to respect the privacy and confidentiality of the information being shared with them. Each employee is responsible for protecting this information from misuse and unauthorized disclosure with internal and external parties. All private information shared with employees is to be used for institutional use only.

3.9 PERSONAL CONDUCT

The Technical College of the Lowcountry expects that all employees will perform their assigned duties and responsibilities in a competent manner showing courtesy and consideration to the public, recipients of services and to fellow employees while exhibiting loyalty to the College.

3.10 PROFESSIONAL BOUNDARIES

The Technical College of the Lowcountry recognizes the unique and important relationship that exists between staff, faculty members, and students.

Technical College of the Lowcountry employees are bound by professional ethics, romantic or intimate relationships between management or supervisory employees and his or her staff are discouraged.

The Technical College of the Lowcountry also prohibits romantic or intimate relationships between a staff or faculty member and a student as per SBTCE Policy # [8-5-103](#) Non-Fraternization.

SECTION IV

EMPLOYEE EVALUATIONS & JOB PERFORMANCE

Your supervisor will evaluate your job performance annually. Your productivity, quality of work, record of attendance, punctuality, and your attitude toward your job are among the things that will be considered. Your supervisor should take this opportunity to offer recommendations that will help you improve your performance and increase potential for future promotion.

4.1 EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

Performance evaluation is an ongoing process to keep the employee informed of progress, encourage efforts to advance, and to give assistance if needed.

At the beginning of employment, assignment to a different position, and the beginning of a new rating period, a planning process is required. This process involves listing job duties, objectives and performance characteristics to include success criteria that are applicable to the particular job assignment on the EPMS form. This ensures the employee will be aware of the criteria on which the evaluation will be based. Objectives are optional for non-management personnel.

All covered employees shall have a regular (annual) performance appraisal no more than ninety (90) calendar days prior to their Universal Performance Appraisal date. The appraisal must be reviewed and discussed with the Reviewing Officer prior to discussion with the employee. The completed document must be forwarded to the Human Resource Management Office at least twenty (20) calendar days prior to the employee's Universal Performance Appraisal date of October 1 of each year.

4.2 FACULTY PERFORMANCE MANAGEMENT SYSTEM (FPMS)

The Faculty Performance Management System (FPMS) will be used in evaluating faculty personnel. The FPMS will require a planning stage at the beginning of the rating period, which will include a listing of job duties, performance characteristics, and objectives to include success criteria for the job assignment. Objectives are optional for non-management faculty personnel.

Faculty will be evaluated at the end of the initial academic period, and yearly, prior to the end of each academic year no later than August 1 of each year.

4.3 INTERIM PERFORMANCE APPRAISALS

An interim performance appraisal is one conducted during the rating period. Interim appraisals may be used periodically to call attention to commendable items or problem areas, to identify serious errors in an employee's overall performance or to simply give the employee feedback.

SECTION V

EMPLOYEE BENEFITS - LEAVE PROGRAM

An application for leave must be completed and submitted through the online leave system, E-Leave, any time an employee does not meet his/her normal work hours. Supervisors are responsible for ensuring that all absences are recorded properly. Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of the South Carolina Wage Payment Act and may be subject to disciplinary action up to and including termination.

5.1 ANNUAL LEAVE

During their first ten years of service, all permanent full-time employees other than teaching faculty earn 15 days annual leave per year. (See section 5.3 Faculty Non-work Days.) Leave is earned at the rate of 1.25 days (9.38 hours) per month for each full month in pay status. Leave for permanent part-time employees will be prorated. The maximum annual leave that may be used in one calendar year is 30 days. An employee may carry over from one calendar year to the next any unused annual leave credit up to a maximum of 45 days.

Annual leave must be approved in advance by the employee's supervisor. To the degree possible, requests for specific periods of annual leave shall be honored. However, consideration of workloads and similar factors may necessitate change. Supervisors have the authority to disapprove leave.

The maximum number of earned or accumulated working days of annual leave that may be used in any one calendar year shall not exceed 30 days without prior approval of the President for extenuating circumstances.

Permanent full-time employees earn bonus leave credits after having been employed by the state for more than 10 years (see chart below).

Years of Service	Earning Rate	
	Days Per Year	Hours Per Month
1 – 10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.63
19	26.25	16.41
20	27.50	17.19
21	28.75	17.97
22 & over	30.00	18.75

Upon separation from state service, an employee will receive compensation for up to 45 unused annual leave days. If an employee transfers to another South Carolina state agency without a

break in service (within 15 calendar days), all accumulated annual leave will be transferred to the new agency.

5.2 HOLIDAYS

The following legal holidays are granted to permanent employees, with the exception of teaching faculty (see Faculty Non-work Days):

New Year's Day – January 1
Martin Luther King's Birthday – Third Monday in January
George Washington's Birthday – Third Monday in February (accrued)
Confederate Memorial Day – May 10 (accrued)
National Memorial Day – Fourth Monday in May
Independence Day – July 4
Labor Day – First Monday in September
Veteran's Day – November 11 (accrued)
Thanksgiving Day – Fourth Thursday in November
Day After Thanksgiving
Christmas Eve – December 24
Christmas Day – December 25
Day after Christmas – December 26

The College does not close on all legal holidays and, therefore, employees are not always able to take the holidays as they occur. In this case, the holiday will be accrued for use when the College is closed during the Christmas holidays.

The Human Resources Office issues each January a calendar of holidays in order to allow employees to plan vacations and plan for accrued holidays to cover the mandated College closing.

Employees on leave without pay will not receive credit for holidays falling during the period of leave without pay.

When a legal holiday falls during a period of sick leave or annual leave, that day will not be counted as a sick or an annual leave day.

Holidays that fall on Saturday will be observed on the preceding Friday; holidays that fall on Sunday will be observed on the following Monday.

5.3 FACULTY NON-WORK DAYS

Faculty do not accrue annual leave or holiday leave. Full-time faculty in FTE positions are granted twenty-three (23) non-work days, per thirty-nine (39) week academic term (Fall and Spring semesters) inclusive of holidays (as observed by the college). In addition, a system to grant bonus non-work days is as follows:

10 years but less than 15 years
of continuous SCTCS FTE service 1 additional day;
15 years but less than 20 years
of continuous SCTCS FTE service 2 additional days;
20 or more years
of continuous SCTCS FTE service 3 additional days;

Non-work days are granted based on the number of completed academic years of continuous State service as of the beginning of the fall term.

A number of faculty Non-work days are scheduled within the institutional academic calendar in keeping with institutional policy and procedures. Faculty are required to observe the

scheduled Non-work days, unless specific prior approval is granted by the Vice President for Academic Affairs. The remaining faculty Non-work days may be taken with the prior approval of the Division Dean provided there are no departmental/divisional activities at which attendance is required. Unique situations may qualify for use of personal/emergency Non-work days at other times. The number of days requested should not be greater than the number of days accrued in a given year.

Full-time faculty who are employed during the summer term are granted additional Non-work days at the rate of .38 days per week of full-time employment.

Faculty may carry forward up to five (5) unused Non-work days each academic year to be “banked”. Faculty members may accumulate up to forty-five (45) unused Non-work days. Once personal leave is carried forward and “banked”, these days may only be taken with the approval of the President or their designee.

Upon separation of employment with the Technical College System, the faculty member shall be paid a lump sum payment for banked and unused Non-work days not to exceed forty-five (45) days, and without deducting any earned Non-work days taken during the calendar year the faculty member separates.

For additional information refer to SBTCE Procedure [8-3-101.1](#)

5.4 SICK LEAVE

All permanent full-time employees including teaching faculty earn 15 days sick leave per year. Leave is earned at the rate of 1.25 days (9.38 hours) per full month of service. Leave for permanent part-time employees will be prorated. Employees may accumulate up to 195 days in any calendar year and carry over for one calendar year to the next any unused sick leave up to a maximum of 180 days (1350 hours).

Use of Sick Leave

The absence of an employee for the following stated reasons shall be charged against earned sick leave credits:

- a. An illness, injury, or temporary disability incapacitating the employee to perform his duties;
- b. An exposure to a contagious disease substantiated by a physician’s statement testifying presence on duty would jeopardize the health of fellow employees or the public;
- c. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during Non-work hours. To the degree possible, examination appointments must be approved in advance by the supervisor;
- d. Sickness or temporary disability due to pregnancy. In addition to use for sickness or temporary disability due to pregnancy, sick leave may also be used for child delivery.

Notification

An employee who is absent because of illness must notify his/her immediate supervisor as early as possible. Arrangement for absence must be made in advance for elective surgery or diagnostic observation requiring sick leave of three days or longer. Employees not notifying their

supervisors of their absence in a timely manner may be subject to unauthorized leave, which could result in disciplinary action up to and including termination. Should an employee, already on sick leave, need to extend their leave for any reason, it is important to communicate this with your supervisor. Should there be any questions as to why the extension is requested, it may be directed to Human Resources for further discussion.

Application for Leave

Leave Requests must be keyed into the online leave system (E-Leave) anytime an employee does not meet his/her normal work hours.

A statement is required if an employee is out three (3) consecutive days due to illness or injury. This statement must be sent to the Human Resources Office immediately.

Family

Employees earning sick leave as provided in this section may use not more than ten (10) days of their sick leave annually to care for ill members of their immediate families. For purposes of this section, employee's "immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, or legal guardian and grandchildren.

An adoptive parent may use up to six weeks of his/her accrued sick leave to take time off for purposes of caring for the child after placement. The employee may request the leave authorized by this section only if the employee is the person who is primarily responsible for furnishing the care and nurturing of the child.

Family Medical Leave Act

In complying with the Family Medical Leave Act (FMLA), the College provides up to 12 weeks job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if the company has at least 50 employees within 75 miles.

Under FMLA leave, unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition affecting the employee.

A supervisor or employee should notify the Human Resources Office when an employee has been absent from work for three consecutive days so that the College may notify the employee of his/her FMLA rights (if applicable).

Note: If caring for an ill family member, an employee may take a total of 10 family sick leave days per calendar year. Any remaining time up to 12 weeks, must then be taken as leave without pay or annual leave.

COVID-19 Related Leave

The FFRCA issued temporary leave related to COVID-19. If you require leave for a COVID-19 related issue, to include closing of your child's school. Please consult with your supervisor.

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

Sickness During Annual Leave

When sickness occurs during a period of annual leave, sick leave may be granted to cover the length of the illness. A physician’s certificate is required. This request for change must be made within two days after expiration of annual leave. If sick leave is exhausted, the employee may be placed on leave without pay or may use any accrued annual leave.

Transfer

Upon transfer to another state agency without a break in service, all accumulated sick leave will be transferred to the new agency. Upon termination from state employment, all accumulated sick leave will be forfeited without payment except upon retirement.

Upon retirement, ninety (90) accumulated sick leave days may be added to the total number of years of service credit for the purpose of calculating retirement payments. These days may not be used to reach a specific number of years to be eligible for retirement.

5.5 MILITARY LEAVE

Any employee who is a member of the United States Armed Forces Reserves or the National Guard will be entitled to leave without loss of pay, time, or efficiency rating for one or more periods not exceeding fifteen (15) regularly scheduled workdays in any year for active duty training exercises ordered by the Governor or the Department of Armed Forces. Thirty (30) additional days may be granted in the event of declared emergency by U.S. Presidential Authority. A copy of the official orders must be submitted to the Human Resources Office.

5.6 BEREAVEMENT

An employee will be allowed up to three consecutive work days (not to exceed 22.5 hours) of leave, with pay, to attend the funeral of a member of the immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of either the employee or the spouse as well as the spouse of brothers, sisters, and children. The request for leave must state the relationship of the deceased and documentation may be required.

5.7 COURT LEAVE

A permanent employee who is summoned as a juror or subpoenaed as a witness shall be granted leave with pay except when the absence involves personal litigation. The absence must be reported in the same manner as other leave. A copy of the summons or subpoena must be submitted to the Human Resources Office.

Any day an employee is excused from service on a jury, the employee must return to work; otherwise, the time the employee was excused from court service will be charged to annual leave, or in case of illness, to sick leave.

Employees that are summoned to Jury Duty will be expected to work on any given day only the number of hours that, when added to the hours required to be at Court, equal the normal workday for the employee.

5.8 LEAVE WITHOUT PAY FOR DISABILITY

For an extended period of disability due to illness, injury, or maternity exceeding accrued sick leave, an employee may apply for leave without pay which along with paid leave that has been taken shall not exceed 180 calendar days. The written request for leave without pay must be accompanied by a physician's statement describing the disability and giving the projected inclusive dates of absence. During a period of leave without pay, it is the employee's responsibility to pay the insurance premiums to keep the coverage in force.

5.9 LEAVE WITHOUT PAY FOR PROFESSIONAL DEVELOPMENT

Professional Development Leave Without Pay is defined as full or part-time leave in non-pay status requested by permanent employees to participate in staff development activities or further educational attainment not required by the college. Such requests for leave without pay must be in writing and approved in advance by the employee's supervisor, Vice President, and the President. Employees may apply for educational leave without pay under the parameters as noted in SBTCE Procedure [8-10-100.1](#).

Consideration for approval shall include, but not be limited to: workloads, work distribution, relationship of development activity to position responsibilities and time duration. Approval may be made only when the development activity is shown to be beneficial to the employee and the college.

5.10 LEAVE TRANSFER PROGRAM

The program provides employees with a method to voluntarily transfer sick and/or annual leave to a leave transfer pool. Donations to the leave transfer pool must be made prior to the end of the calendar year.

An employee who has exhausted his or her sick or annual leave balances may request withdrawal of sick or annual leave from these pools for a catastrophic and debilitating medical situation, severely complicated diabetes, severe accident cases, family medical emergencies, or other hardship situations that are likely to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave.

While the circumstances surrounding the emergency or hardship will be primarily used as the criteria for approval, the employee's record, including length of service, responsible use of leave, job performance, and other relevant factors, may also be used in determining approval.

SECTION VI

EMPLOYEE BENEFITS

[Click here to refer To PEBA's Insurance Benefits Guide for detailed explanation of benefits.](#)

A new employee is allowed to change his mind about an original selection within 31 calendar days of his date of hire (*not* the effective date of coverage). To make a new selection, a new NOE must be signed within the 31-day window and submitted to EIP for processing.

Employees may change insurance coverage and add/drop dependents within 31 days of the date of the qualifying event (marriage, birth, adoption, or placement for adoption, gaining or loss of other coverage) and submit copies of the appropriate documents (see HR for documents required). Employee may also make changes during Open Enrollment (October 1 – October 31).

Outside the orientation and enrollment period changes to your Health or Retirement benefits will be completed within 30 days.

6.1 HEALTH INSURANCE

The State Health Plan offers two choices: the Standard Plan, which has higher premiums but lower deductibles, and the Savings Plan, which has higher deductibles but much lower premiums. Savings Plan subscribers who have no other health coverage (including Medicare) may open a Health Savings Account, which can be used to pay medical expenses now and in the future.

The Insurance Benefit Guide gives a more detailed breakdown provided by the plans.

6.2 DENTAL INSURANCE

The State of South Carolina also offers a group insurance program for dental services for employees and their dependents. Preventive, basic, and prosthetic benefits are limited to \$1,000 each year. Orthodontia benefits for dependent children under age 19 are limited to a \$1,000 lifetime benefit for each covered child.

Dental Plus which is also available pays in addition to the regular dental coverage available.

6.3 LIFE INSURANCE

The state group insurance program provides \$3,000 life insurance for permanent employees under age 70 and \$1,500 life insurance for employees age 70 and over. Employees are also covered by an accidental death and dismemberment insurance with the maximum benefit equaling the life insurance benefit in force. An optional dependent life insurance coverage is available for spouse and dependent children. The employee must pay the dependent life premium if such coverage is desired.

6.4 OPTIONAL LIFE INSURANCE

The State offers an optional life insurance program for state employees. The amounts of insurance that may be purchased are based on the employee's salary. The premiums are based on age and the amount purchased.

6.5 LONG-TERM DISABILITY INSURANCE

The State provides a long-term disability plan at no cost to employees enrolled in either State Health Plan. If an employee becomes totally disabled from an injury or illness, the employee may be eligible for disability benefits totaling up to 62.5% of salary, maximum of \$800 per month, subject to certain coordination of benefits. There is a 90-day elimination period from date of disability.

6.6 SUPPLEMENTAL LONG TERM DISABILITY INSURANCE

An optional supplemental long-term disability insurance is available to the employee. The employee will pay a premium for this coverage. Supplemental Long Term disability increases disability benefits to 65% of salary, with a maximum of \$8000 per month, subject to certain coordination of benefits. A 90 day or 180 day benefit waiting period may be selected.

6.7 VISION CARE

The Vision Care Program is not a benefit of the State Health Plan but rather a discount program offered to all State employees and dependents. The Vision Care Program offers discounted vision care services statewide from participating ophthalmologists and optometrists.

The **State Vision Plan** is an affordable vision program offering coverage for eye exams, eyeglasses and contact lenses. The plan has low copayments and high allowances for very affordable monthly premiums. The benefits of the State Vision Plan cover: a comprehensive eye exam once a year, standard plastic lenses or contact lenses once a year, and frames once every two years.

6.8 MONEYPLUS

MoneyPlus is an IRS approved program that allows employees to save money by using pre-tax dollars to pay for insurance premiums and dependent care expenses. MoneyPlus also allows employees to use the Medical Spending Account which allows you to set aside money from your paycheck, before taxes, to pay you and your family's unreimbursed medical and dental expenses.

6.9 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 gives eligible employees and/or their eligible dependents the option to buy extended coverage for Group Health and Dental insurance if they meet specific qualifications. Some of these qualifications are: termination, divorced or legally separated spouses of covered employees, and children who cease to be covered as dependents. Eligible employees will receive a letter detailing their COBRA rights at the beginning of employment and at termination.

6.10 SOCIAL SECURITY

All state employees contribute to the Federal Social Security Program. Employee contributions are matched by the state. Detailed information about social security benefits is available from local offices of the Social Security Administration or by visiting www.ssa.gov.

6.11 RETIREMENT

All permanent employees of the State of South Carolina are required to enroll in either the S.C. State Retirement System (SCRS) (defined benefit plan) or the State Optional Retirement Program (State ORP) (defined contribution plan). Regardless of the plan you select, you contribute a tax-deferred 9.00 percent of gross pay into your SCRS retirement account.

6.12 WORKER'S COMPENSATION

Worker's Compensation was created to benefit the employee who sustains an injury or illness arising out of and in the course of employment. It is the responsibility of the employee to report all work-related accidents or illnesses to the supervisor. The supervisor shall notify the Human Resources Office immediately and assist in completing necessary forms. Worker's Compensation benefits include medical expenses, and in case of disability, protection against total loss of income.

ALL WORK-RELATED ACCIDENTS MUST BE REPORTED TO THE HUMAN RESOURCES OFFICE IMMEDIATELY.

6.13 DEFERRED COMPENSATION PLAN

In order to supplement the benefits of the South Carolina Retirement System or Optional Retirement Program, the State of South Carolina provides the opportunity to participate in a Deferred Compensation Plan. Several plans are available to allow employees to invest a percentage of their income and defer the payment of taxes on the investment.

SECTION VII

MISCELLANEOUS EMPLOYEE BENEFITS

7.1 AFLAC BENEFITS FOR FULL-TIME EMPLOYEES

AFLAC offers alternate benefits to a Full-Time employee and can be added anytime. AFLAC offers benefits such as, critical illness, cancer, accident and short-term disability. For more information on these benefits, please contact your TCL Benefits Manager.

7.2 S.C. STATE EMPLOYEES ASSOCIATION

The South Carolina State Employees Association (SCSEA) is a non-profit, non-partisan organization established to advance the welfare of state employees and retirees and to promote efficiency in the administration of the business affairs and public services of state government. It is supported financially by the dues of those employees and retirees who choose to be members. To learn more about the programs and work of the SCSEA, including their Legislative Program and updates, access their website, www.scsea.com.

7.3 S.C. STATE CREDIT UNION

The SC State Credit Union offers membership to anyone who is enrolled in the SC Retirement System. To join, simply deposit \$5.00 into a savings account to establish your membership share in the credit union. Employees may join through a savings account by completing the necessary forms with the Human Resources Office.*

*Employees can view services offered by the S.C. State Credit Union by visiting <http://www.scscu.com>.

7.4 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistant Program (EAP) is a college sponsored benefit that offers support and resources you may need to address personal and work-related challenges and concerns. It is confidential and free to you and your household family members. We have partnered with McLaughlin Young Group, an independent provider of EAP services.

The EAP offers help for personal and/or professional concerns by providing free, confidential, short-term counseling and personal consultation. Additionally, the EAP provides work-life resources for things such as family and relationship issues, depression and anxiety, resiliency and coping skills, work-related issues, grief and loss, alcohol or drug use, stress and legal and financial consultations, online learning and resources. The EAP has a network of counselors that are conveniently located. They can help you improve or resolve personal difficulties whether big or small, personal or work-related. Our plan includes up to six (6) individual sessions per issue per year. Confidentiality is one of the most important features of the EAP. No one will know that you have used this resource unless you offer that information or unless someone's safety is threatened.

You may access your EAP & Work Life Services two ways:

1. Call 800-633-3353, or
2. Visit MYgroup.com
Click on My Portal Login
Work-Life
Username: *tcl education*
Password: *guest*

SECTION VIII

GRIEVANCE PROCEDURE

Per SBTCE Policy [8-6-100](#) and Procedure [8-6-100.1](#), classified and unclassified non-teaching faculty personnel and Institutional Officers excluding the President who have attained permanent status by virtue of having satisfactorily completed their probationary period and who have attained permanent status have the right to present complaints and grievances and to seek redress without fear of restraint, interference, coercion, discrimination, or reprisal.

Employees who are hired in temporary positions, either full-time or part-time, and those hired in permanent positions but have not yet attained permanent status, may only file complaints within the college arising from alleged acts of discrimination because of race, color, creed, religion, sex, national origin, age, and certain legally defined disabilities.

Employees are urged to read and familiarize themselves with the provisions of the grievance procedure found in SBTCE Procedure [8-10-100.1](#). The complete text of the procedure is furnished to all employees.

8.1 ANTI-HARASSMENT

The Technical College of the Lowcountry is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the College will not tolerate harassment of its employees by anyone, including supervisors, co-workers, vendors, clients, or its students.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's race, color, religion, sex, national origin, age, disability, or other protected status, or sexual harassment. The College will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. Violators of the policy will be subject to disciplinary action up to and including termination.

Any employee who feels that he or she is the victim of harassment discrimination should contact the Human Resources Director immediately. Law strictly prohibits retaliation for reporting harassment in good faith or otherwise participated in an investigation of harassment. Confidentiality will be maintained to the maximum extent possible and an immediate and thorough investigation will be conducted.

SECTION IX

PROHIBITED ACTIVITIES

The College has established guidelines to protect all employees from activities that may hinder their effective work performance. For this reason certain restrictions exist that relate to such activities as conflict of interest, solicitation and distribution, and political activities.

9.1 ACADEMIC FREEDOM AND RESPONSIBILITY

To ensure an instructional program of excellence, the Technical College of the Lowcountry supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching, matters that have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

9.2 ALCOHOL AND DRUG POLICY

The Technical College of the Lowcountry provides a drug free, healthful, safe, and secure work environment. Employees are expected to report to work in appropriate mental and physical condition to meet the requirements and expectations of their positions.

The Technical College of the Lowcountry prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Employees are prohibited from being under the influence of these substances while on campus or when representing the College to the public.

As employees of a public institution, TCL faculty, staff, and administration interact daily with students and the public. Employees must not give the appearance of being under the effects of either drugs or alcohol in their actions, their speech, or their demeanor. Anyone violating this policy will be subject to disciplinary action up to and including termination.

The Technical College of the Lowcountry and its employees comply with applicable Federal and State laws and regulations, including the Drug Free Workplace Act of 1988.

9.3 CONFLICT OF INTEREST

It is prohibited for any College employee to accept any work or remuneration that could be reasonably construed as a conflict of interest. Acceptance without proper prior approval of work assignment or remuneration that is found to be a conflict of interest will be grounds for disciplinary action or termination. The propriety of an employment situation or remuneration for services rendered shall be considered by all parties concerned. The College shall solicit counsel from the Office of the Attorney General or the State Ethics Commission if necessary to make such determinations.

9.4 COPYRIGHT

It is the policy of the Technical College of the Lowcountry that all students, faculty, and staff will adhere to and respect the provisions of the copyright law, Title 17, U.S. Code. Faculty, staff, and students are expected to follow the law in good faith and subscribe to the spirit of protection it gives to the rights of others. Consult the Learning Resources Center for additional information and resources on copyright.

9.5 HONORARIUMS AND GRATUITIES

State employees are prohibited from accepting additional compensation from any group or organization to which professional services are rendered. Honorariums awarded in appreciation of help and services provided, cannot be accepted by the individual employee.

Acceptance of gifts from salesmen, vendors, or business organizations wishing to acknowledge or attract favorable relationships must be tactfully refused, whether such gifts are tendered at home or at the office.

Essentially, whether in or out of state, an employee should not accept an honorarium for services rendered on State time or at State expense.

9.6 LABOR LAWS

Each employee is expected to adhere to all state laws and policies, which govern employment with TCL. The power to manage and control the Technical College system has been delegated to the State Board for Technical and Comprehensive Education and the respective College Commission by South Carolina Law. Labor organizations cannot be recognized as a bargaining agent for public employees at any level. It is the policy of Technical College of the Lowcountry to encourage its employees to pursue their individual remedies through the State Employee Grievance Procedure whenever they deem it necessary.

9.7 PERSONAL BENEFIT FROM INSTRUCTIONAL PROJECTS

No employee or any other person shall derive personal benefit or commercial gain from repair, construction, fabrication or other "real projects" performed for "instructional purposes" by students, nor will any employee be permitted to appropriate, use or otherwise divert state or TCL equipment, facilities, supplies, or student endeavors for the furtherance of any private projects or commercial enterprise. Any educational, literary, or media material developed for use by or commissioned by the College will remain the property of the College and cannot be used by employees for personal gain.

9.8 POLITICAL ACTIVITIES

Technical College of the Lowcountry employees are allowed to participate in political activities including running for state and county office as long as the employee's job responsibilities do not suffer and their political activities are not conducted on the College campus or with College equipment. The employee may be requested to go on leave without pay if the political activity interferes with the job responsibilities.

9.9 SOLICITATION AND DISTRIBUTION

Solicitation and distribution of goods or services by College employees for any purpose other than official Technical College of the Lowcountry business is prohibited anywhere on the campus. Any person desiring to solicit and distribute any matter in areas deemed to be public must receive prior written approval of the Vice President for Administrative Services.

9.10 WHISTLEBLOWER

Technical College of the Lowcountry is committed to the compliance with state and federal laws, as well as policies and procedures, that are put in place at the college. With that, we are expecting our employees to conduct themselves in the same manner that follows these guidelines. If an employee should see or hear something that s/he feels is potentially concerning, TCL wants to ensure the safety and protection of the employee reporting these concerns. This principle is in place to encourage the employees of the college to hold themselves, and each other, to the highest regard. Should you have concerns regarding peers, supervisors, or subordinates, it is the promise of the school to ensure privacy and protection for an employee who reports misconduct and grievances.

SECTION X

SEPARATION FROM EMPLOYMENT

10.1 RESIGNATION

The cooperation of resigning employees is asked in providing their supervisor and the Director of Human Resource with a letter of resignation with as much advance notice as possible, not less than two (2) weeks. Within three (3) working days of receipt of the letter of resignation, the Human Resources Director will send a termination package to the employee with a schedule date and time of the exit interview.

10.2 INVOLUNTARY

When an employee has been involuntarily terminated, the Human Resources Director and terminating employee or his/her immediate supervisor will complete the necessary termination paperwork.

10.4 REDUCTION IN FORCE

Reduction in force may become necessary due to a number of causes. Among these are reduction or termination of certain local, state, or federal appropriations, declining or lack of enrollment in one or more program areas, reasonable management decisions to eliminate or reduce the number of positions in a particular unit, and lack of work.

Planning and organizing the work force to accomplish College objectives within available resources is the responsibility of management. Therefore, management must decide what positions are required, where they are to be located, and when they are to be filled, vacated, or abolished.

The necessity of a reduction in force should be anticipated as far in advance as possible with notification being given to all employees who may be affected within as much time as possible prior to the effective date of the reduction.

Any affected employee will be informed of the following:

1. The reason of the layoff.
2. The benefits to which the employee is entitled.
3. The effects upon state benefits such as group insurance, retirement, etc.
4. The employee's recall rights and how notification will be made.

Every effort will be made to assist the affected employee in finding other work when the layoff is to be for an indefinite or extended period.

10.5 EXIT INTERVIEWS

Upon separation from state employment, you will be requested to complete exit forms and meet with the Office of Human Resources. The purpose of the interview is to complete necessary forms, discuss termination of fringe benefits and other clearance requirements.

SECTION XI

MISCELLANEOUS

11.1 BUILDING MAINTENANCE

Facilities Management is responsible for maintaining all buildings and grounds. Requests for emergency repairs should be reported to the Vice President for Administrative Services' office. Requests for building modifications and routine work must be submitted via email to support@tcl.edu.

11.2 CAMPUS EMERGENCY

The Technical College of the Lowcountry Emergency Response Plan provides guidelines and processes for planning and responding to campus emergencies. Individuals, who have information regarding an unusual occurrence or emergency on campus that may affect the college, should immediately contact TCL Security.

11.3 CHILDREN AND PETS ON CAMPUS

Due to concern for children's safety and well-being while on campus or during college-related activities, employees of the College may not bring children to their work setting/class unless participating in a college-wide family activity nor leave children unattended on campus. The College assumes no responsibility for supervision of children on campus. Faculty and staff are expected to arrange for appropriate childcare during work hours.

For safety, health and liability reasons, pets are not permitted on campus, either on the grounds or in buildings, except animals approved for assistance of persons with disabilities, used by law enforcement officials, or animals used for educational purposes in academic programs.

11.4 COLLEGE BOOKSTORE

The bookstore at the Technical College of the Lowcountry is an institutional operation for which the Vice President for Administrative Services is responsible. The bookstore function is one of service and convenience rendered to the students, faculty and to the staff. The bookstore carries required textbooks, optional reference books, office supplies and a variety of cards, gifts, and other merchandise. All items purchased for school purposes must have an approved requisition. No food may be purchased and charged to a department of the college. The normal hours of operation are as follows:

Beaufort Campus	Monday - Thursday	8:00 a.m. to 5:30 p.m.
	Friday	8:00 a.m. to 11:30 p.m.

11.5 COLLEGE KEYS

Keys to classrooms, labs and offices will be issued accordingly. Key requests forms must be submitted by the Division Dean.

No key may be reproduced. Employees are required to return their keys before an exit interview HR.

11.6 COLLEGE I.D.

All students and employees are required to have identification cards. College I.D. cards are processed in Student Records (Building 2).

11.7 COLLEGE VEHICLES

Use of TCL vehicles must attribute to the fulfillment of the college's mission and be congruent with the duties and responsibilities vested with the vehicle's operator.

Please review TCL Policy [FE-203](#) and Procedure [203.1](#) for additional information.

11.8 COMPUTERS, ELECTRONIC MAIL, INTERNET USE, AND OTHER ELECTRONIC DEVICES

The College's computer and other electronic equipment enable some or all employees to utilize services provided for the College's management, information, and operational needs and to facilitate more efficient internal and external communications. Any information or matter created, received, transmitted, or stored on the College's computer system (including E-mail and the College's Internet access), the employee's assigned computer, answering machines, or on computer disks, is the sole property of the College. See Appendix I for Network Use Agreement.

The College can periodically monitor and may intercept or access all information and communications on the College's electronic systems.

In order to streamline College communications, the Strategic Leadership Team requests all E-mails addressed to "All Employees" be sent only by the following: The President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Marketing and Enrollment Management, Vice President for Student Affairs, Director of Public Relations, Director of Human Resources, Director of IT, and Director of Research and Planning.

11.9 FACILITIES USE BY OUTSIDE AGENCIES

Please review TCL Policy [FE-201](#)

11.10 FOUNDATION

The Technical College of the Lowcountry Foundation Inc., is chartered in the State of South Carolina as a non-profit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Established in 1983, the Foundation is separate from the College, but operates exclusively for the benefit of the College.

The mission of the Technical College of the Lowcountry Foundation, Inc. is to:

- assess and prioritize TCL's needs for financial and other in-kind support and to develop and execute plans to obtain those resources.
- develop and execute plans to obtain scholarship funds to support students in need of financial support.
- assist TCL in reaching its goals through active support within the community.

11.11 HAZARDOUS MATERIALS MANAGEMENT

The administration of the Technical College of the Lowcountry is dedicated to providing a safe environment for all faculty, staff, and students.

The Technical College of the Lowcountry has a training program to provide employees with the information they need to protect themselves from hazardous chemicals, recognize overexposure symptoms, dispose of hazardous waste, and respond to emergencies involving these chemicals in an appropriate way. If the employee is to work in an area in which hazardous chemicals are used, he/she will be trained before being exposed to these chemicals. Department heads and supervisors are responsible for making sure that the employee obtains this training. Material Safety Data Sheets (MSDS) contain information needed to protect oneself from

hazardous chemical exposure. The information on these sheets tells the type of chemical hazard involved, what type of protective clothing/gear to wear, what to do in case of fire, overexposure, etc. The supervisor is required to keep these sheets in an area where the employee has easy access to them. Employees are encouraged to exercise their right to look at these sheets at any time and are encouraged to do so.

For those areas in which hazardous chemicals are used, the supervisors are also required to have a written plan, which describes the policies of that department in regard to hazardous chemicals. The supervisor is required to keep this written plan in an area where the employee has access to it at all times.

11.12 HAZARDOUS WEATHER

TCL follows the same weather hazard decisions made by county government officials where each campus is located.

For additional information, please visit the [South Carolina Emergency Management Division](#) website.

11.13 LEARNING RESOURCES CENTER (LRC/LIBRARY)

The Learning Resources Center provides access to print, audiovisual and electronic resources for the college.

11.14 MAIL SERVICE

The College's mailing address and service should not be used for personal or unauthorized use. All mail must be properly coded with the appropriate code number assigned to the respective department and placed in the corresponding mail slot located in the mailroom in the Business Office.

11.15 PARKING PERMIT

All employees at the Technical College of the Lowcountry are required to display a parking decal on the back window of their car. Human Resources will provide you with a registration form. Parking decals and related questions may be obtained from the Security Office.

11.16 PUBLIC RELATIONS

Duplication and Printing

The printing of all flyers, posters, brochures, etc. must go through the Public Relations Office, which supervises and coordinates the college-wide printing contract. The Public Relations Office will provide detailed, step-by-step instructions on the printing process when you contact them. If enough lead-time is given, the Public Relations Office will also help you with the design of your printed materials. For additional information, consult with the Public Relations Office.

Media Communication

The Director of Public Relations coordinates all contact with media communication services. Advertising, press releases, and any materials used for communication purposes, including postings on campus bulletin boards, should be cleared with the Public Relations Director for placement and editing purposes.

11.17 PURCHASING

Purchasing of goods or services for the College requires an approved Purchase Requisition form. Purchase requisitions are to be completed and forwarded through the appropriate Fund

Administrator to the Business Office.

11.18 RECEIVING

The equipment and supply control supervisor is responsible for receiving and inspecting all shipments of equipment and supplies for the college. Upon completion of the receiving process, items are delivered to the requestor.

No personal shipments allowed.

11.19 REMOVAL OF SCHOOL PROPERTY FOR OFF-CAMPUS USE

School property should not be removed from the premises for off-campus use except where it is necessary to conduct school-related business. An "Equipment Check-out Form" must be submitted in advance and approved by the appropriate Vice President for any equipment not directly issued to an employee.

Faculty & Staff Electronic Devices: Laptops and tablets are provided to TCL faculty and staff as a portable alternative to a desktop computer. These devices are property of the College and provided for the sole purpose of allowing employees to work outside of the confines of the office. The employee may not physically alter or make any irreversible changes to the laptop or tablet. Upon leaving the College, the employee shall return the laptop and/or tablet to IT on or before their final day.

11.20 SAFEGUARDING PROPERTY

Employees are responsible for the security of all equipment in his or her custody.

11.21 STOLEN/MISSING EQUIPMENT

Stolen/Missing equipment should immediately be communicated to Security and the Inventory Supervisor, or the Facility Management Director.

11.22 SOCIAL MEDIA

Technical College of the Lowcountry recognizes that social media platforms are commonly used among its employees. It is important for employees to recognize that they exemplify themselves in a professional manner, as you represent the school as one of its employees. However, that being said, employees are not to use social media platforms to act as a voice for the school. All accounts associated with TCL and used for business purposes must be approved through the college, as well as usage of any of the college's logos and marketing material. Employees are not to share confidential information from TCL on their social media pages.

11.23 TELEPHONE CALLS

All long-distance calls should be placed in accordance with the College's published telephone guide. Personal calls should be kept to a minimum to leave the lines free for business. Personal long-distance calls should never be placed from the College, unless it is an emergency, and under no circumstances should these be charged to the College.

11.24 TOBACCO FREE CAMPUS

TCL is a tobacco free campus. Smoking (including the use of "e-cigs" or vaping) and all uses of tobacco are prohibited from all owned and leased property and grounds.

11.25 TRAVEL

All personnel of the College are subject to travel, transportation, and allowance regulations as set forth by South Carolina Department of Administration, the South Carolina State Board for Technical and Comprehensive Education, and the President of the Technical College of the Lowcountry. Such regulations apply to both in-state and out-of-state travel.

Activity Request Forms & Travel Reimbursement Forms are located on the Everyone server in the file labeled "Forms".

11.26 WEAPONS ON CAMPUS

The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on TCL property shall be governed by South Carolina state law. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. An exception to this policy is provided to the Criminal Justice Pre-Police Academy Program; firearms and police equipment approved for academic instruction are maintained in accordance with procedures established by the college.

SECTION XII

TCL COMMUNICATION MANUAL SUMMARY

This is a summarized version of the TCL BRAND IDENTITY STANDARDS MANUAL located on the Public Relations folder on the everyone server under TCL_style_guide_c2009.pdf. Please refer to the style guide PDF for full explanations and definitions. Any commercial reproductions (print materials and/ or paraphernalia) should be preapproved by the Office of Public Relations on an individual basis to ensure proper style is used.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

LOGO

There are several acceptable options for the TCL logo. The jpg format is recommended for online use and file sharing. The bmp format is recommended for use in Microsoft applications such as Word and PowerPoint. (You may directly access the logos in the “Logos” folder on the PR folder on the Everyone server.) Please contact Public Relations for a higher-resolution eps format when needed.

Color Format: Preferred use whenever possible. Full-color applications only. For use on white background only.

Black and White Format: For use when printing in black and white. White background is preferred. Can also be used when one-color printing is required.

SEAL



The college seal is reserved for use on official documents – such as diplomas – but not for general printing or advertising. Use of seal must be approved by PR.

FONTS

Approved TCL fonts include bank gothic, **bank gothic bold**, and **Mrs. Eaves**. However, your computer may not come with these fonts installed. Acceptable substitutions include **Calibri** and **High Tower Text**. These fonts should be used on all correspondence, internal and external.

COLORS

Again, these colors are a simplified for general use. Please consult the Style Guide for full Pantone and Web color match information.

Primary Colors: Teal (RGB- 0,141,168) Gray (RGB-188,190,192)

Secondary Colors:

Lime Green (RGB- 176,188, 34)

Bright Orange (RGB- 249, 157, 39)

Deep Teal (RGB - 0, 83, 94)

Steel (RGB- 128,130,133)

VOICE MAIL

Standard Voice Mail Greeting:

“Thank you for calling the Technical College of the Lowcountry. You’ve reached the voice mail for Name, Title. I’m sorry I missed your call, but please leave your name and number, and I will return your call as soon as possible.”

Standard Out-of-Office Voice Mail Greeting:

“Thank you for calling the Technical College of the Lowcountry. You’ve reached the voice mail for Name, Title. I am currently out of the office but will return XXXX. Please leave me a message, and I will get in touch with you when I return. If you need immediate assistance, please contact XXX at XXX. Thank you.”

EMAIL

Background color: White only

Standard Body Font: Calibri 11, black

Email Signature Block:

Copy, paste and customize the example signature block below. If you have special circumstances such as additional titles, etc., please contact PR to determine the best approach for alignment, etc. It’s important that each row of text stay on one line and not flow to the next. Also, please refrain from using quotes or other references.



NAME

DEPARTMENT

Technical College of the Lowcountry
921 Ribaut Road | PO Box 1288
Beaufort, SC 29901-1288
Office: New River Building 50 Room 211
843.470.5964 | email@tcl.edu | www.tcl.edu

Follow us on [Facebook](#) and [Twitter](#).

Standard Out-of-Office Email Greeting:

One-day absence:

I will be out of the office Friday, June 26. I will reply to your message as quickly as possible upon my return.

Sincerely,
Insert Signature Block

Extended absence:

I will be out of the office Monday, June 20 through Friday, June 26. I will reply to your message as quickly as possible upon my return. If you need immediate assistance, please contact XXX at XXX or visit www.tcl.edu for general information.

Sincerely,
(Insert Signature Block)

OTHER TEMPLATES

Templates for Word documents , memos, and FAX cover sheets are located on the Public Relations Folder on the Everyone Server. Access them at Y:\Public Relations\Templates.

Appendix I
TECHNICAL COLLEGE OF THE LOWCOUNTRY
Acceptable Use Agreement

It is the policy of The Technical College of the Lowcountry to develop and articulate to users guidelines for acceptable use of network services and the Internet that conform to all applicable State statutes, agency regulations, and other College policies. Acceptable use guidelines are based on the following principles:

1. Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on users and is subject to state government policies and local, state and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
2. Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.
3. Use of network services provided by the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice. The College provides no facilities that guarantee the confidentiality of files, and it reserves the right to schedule the use of computing services.
4. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority, and the State of South Carolina is relieved of any legal responsibility. Therefore, users will be personally responsible and liable for such infringing activities.
5. By participating in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.
6. All of the electronic files (e-mail messages, text, document, worksheets, etc) created are considered property of the State and should be properly safeguarded.
7. This document may be up-dated on an as-needed basis and is subject to annual review.

As a user of the network and/or computer systems of The Technical College of the Lowcountry, I affirm that I will:

1. use the network only for official College business or educational purposes and access only files and data that are their own, that are publicly available, or to which they have authorized access.
2. refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.
3. protect my USERID and the system from unauthorized use.
4. assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

I also affirm that I will not:

1. use the networks for illegal or unlawful, or immoral purposes or to support or assist such purposes; for example, the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.
2. use mail or messaging services to harass, intimidate or otherwise annoy another person.
3. use the networks for private, recreational, non-public purposes including the conduct of personal commercial transactions.

4. use the networks for commercial or partisan political purposes
5. use the networks or other state equipment for personal gain such as selling access to a USERID or by performing work for profit with state resources in a manner not authorized by the State.
6. use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic that substantially hinders others in their use of the network.
7. attempt to circumvent or subvert system or network security measures.
8. intercept network traffic for any purpose unless engaged in authorized network administrative duties.
9. make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.

Willful violation of this agreement will be treated as misconduct and may result in disciplinary action. Computing privileges may be lost and violators will be subject to the judicial procedures of the College. This agreement does not preclude enforcement under laws and regulations of the State of South Carolina and the United States of America. I have read and understand the conditions in this statement.