

Orangeburg-Calhoun Technical College Statement of Procedure

Title: Employment Procedures

Number: 8.002.01

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Department of
Responsibility: Human Resources

Authorization:

President

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Last Reviewed: _____

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. 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.

All personnel employed by Orangeburg-Calhoun Technical College are considered state employees and are subject to the rules and regulations of the Division of Human Resources (DSHR), and statewide policies and procedures of the State Board for Technical and Comprehensive Education. They are designated and referred to as either: a) faculty, b) unclassified non-faculty personnel, c) institutional officers, or d) classified employees.

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

1. Full-Time Equivalent (FTE)

FTE positions are established when there is a projected need for specified duties to be performed for a period of time to exceed twelve 12 months.

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-term replacement of employees on leave of absence.

3. Temporary Grant:

Temporary Grant positions are established for a period of time, not to exceed the

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length of the grant that funds the position, and to provide specific duties as defined in the grant. Positions must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a grant.

FTE, temporary and temporary grant positions may be established on a full-time or part-time basis depending on the number of work hours required to perform the assigned duties. The minimum normal working hours of a full-time position is 37.50 hours per week. A normal work week of less than 37.50 hours is considered part-time.

A. EMPLOYMENT PROCEDURES FOR FTE POSITIONS (Faculty and Staff)

I. ESTABLISHING NEW POSITIONS

A Position Description describing the function and specific duties of the position and the minimum qualifications required to perform those duties must be developed. The supervisor for the proposed new position should complete a State of South Carolina Position Description and forward it to the Human Resources Officer for review and comment. After obtaining all necessary college approvals and confirming source of funds, the Human Resources Officer will forward the position description through the System Office Human Resource Services Division for appropriate action. For all non-delegated classifications, the System Office Human Resource Services Division will review the position description and forward it to the DSHR for establishment. Each position with a non-delegated classification shall be classified by DSHR before any action is taken to fill the position. Positions having a delegated classification shall be submitted to the System Office Human Resource Services Division for classification before any action is taken to fill the position.

II. VACANT POSITIONS

When an existing position is vacated, the Human Resource office will furnish the supervisor a copy of the current position description for review and update if necessary. If the position description accurately reflects the duties and responsibilities of the position, the College will begin the recruitment process. If the duties and responsibilities have changed, it will be necessary to update the position description. The supervisor will submit the updated position description to the Human Resource office for approval.

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When the position description is updated and approved, the recruitment process may begin.

III. RECRUITMENT

- a. The supervisor will submit a "Personnel Request Form" to Human Resources with required signatures. The position description will be attached.
- b. Using the position description as a guide, a vacant position announcement will be created. The announcement will include experience and education requirements. Positions requiring a post secondary degree will indicate the requirement for a transcript. Other credentials or certification may be specified as appropriate. The job notices will be posted in the Human Resources Office, the outside bulletin board located at the rear of the Williams Administration Building, (Building A), and the College's internal website for a period of no less than 5 working days. The position may also be posted on our external website www.octech.edu and www.jobs.sc.gov. To ensure an effective affirmative action program, the announcement may be sent to various recruitment sources available to meet the needs of the College. If the initial number of applicants does not provide an adequate minority or female representation and the position is in a race/gender group that is underutilized, it is recommended, if possible, the closing date be extended.
- c. All applicants will be required to complete a S.C. Government application and furnish transcripts and/or resume as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions. The transcripts should be on file in the Human Resources Office prior to referral to a hiring authority.

If unofficial transcript copies are provided, official transcripts must be provided within 30 days of hire. Failure to do so may be cause for termination.

- d. Applicants considered for employment in faculty positions must meet the minimum training and experience requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as detailed below, as well as any additional certification, licensure, training and /or experience required by other accrediting bodies.

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The hiring authority and the Assistant Vice President of Academic Affairs are responsible for verifying credentials of faculty applicants.

1. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

IV. INTERVIEW PROCESS

- a. After the application deadline, the Human Resource Office will review the applicants' qualifications based on the position description and the job opening notice and will identify qualified applicants for referral.
- b. The Human Resources Office will refer qualified applicants to the hiring authority for review.
- c. The hiring authority will form an interview committee to include the immediate supervisor and minority/female representation.
- d. The Human Resources Office will schedule interviews with all referred applicants identified by the hiring authority. Additional applicants may also be contacted for interview upon request by the hiring authority.
- e. The Human Resources Office will send applications, "employment interview analysis" and "presentation evaluation" for faculty presentations forms to all members of the committee.
- f. Prior to the interview, the Human Resources Officer will meet with the hiring authority to discuss the affirmative action and the equal employment opportunity aspects of the hiring policy as they apply to the position. The Human Resources Officer will also review questions submitted by the hiring authority.

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V. SELECTION

- a. The hiring authority will summarize interview records of all applicable candidates and prepare a recommendation for hiring the selected candidate. For certain positions, a final interview by the Vice President or President may be required.
- b. All applicant records will be returned to the Human Resource Office as soon as the employment decision is made.
- c. The Human Resource Office will conduct background and reference checks when authorized by the supervisor. These background and reference checks should be completed using a form approved by Human Resources.

VI. APPOINTMENT

- a. When the selection process has been completed, the Human Resources Officer will review the selected applicant's file for completeness and determine whether the employment salary recommendation is in compliance with State Board for Technical and Comprehensive Education and Office of Human Resources Policies and Procedures.
- b. When the employment decision has been approved by all authorities, the Human Resources Officer will officially offer the job to the candidate at the approved salary, determine the beginning date of employment, and notify the hiring authority. Hiring authorities are not to make tentative job offers or indicate their recommendations to applicants. If there is a problem with the candidate's acceptance of the position, the Human Resources Officer will immediately contact the hiring authority to discuss the problem.
- c. All new employees are to report to the Human Resources Office on the first day of their employment for completion of required employment forms.

B. EMPLOYMENT PROCEDURES FOR TEMPORARY FACULTY

I. DEFINITIONS

- a. Temporary faculty are individuals employed on a part-time temporary

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basis, usually by the semester, to perform instructional duties. These individuals will teach less than 75% of FTE faculty full load, unless prior approval has been granted by the Vice President for Academic Affairs.

- b. The Hiring Authority shall be Deans, with the concurrence of the Vice President for Academic Affairs.

II. GUIDELINES FOR EMPLOYMENT

- a. Temporary faculty employed to teach courses for credit must meet the minimum training and experience requirements for the discipline to be taught as specified by the State Board for Technical and Comprehensive Education Procedure Number 8-2-102.1 and criteria published by the Southern Association of Colleges and Schools Commission on Schools (SACSCOC)
- b. It shall be the hiring Dean and the Assistant Vice President of Academic Affairs responsibility to insure that the candidate possesses all credentials required. The resume and S.C. State Government Application must include transcripts and other appropriate documentation to substantiate the information reflected thereon.

III. HIRING PROCEDURES

Adjunct faculty needs will be posted in each location identified in Section A. III.b. and advertised as necessary.

- a. Applicants will be asked to complete a S.C. State Government Application and submit it to the Human Resource office for review.
- b. The Human Resource Office, after reviewing the application for minimum qualifications, will refer the application to the respective Dean.
- c. When a need occurs for a temporary instructor, the Hiring Authority will review, interview, and certify that the applicant is qualified to teach in the discipline.
- d. If there are not sufficient applications in the data file, ad(s) may be placed in additional media sources.

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C. EMPLOYMENT PROCEDURES FOR TEMPORARY NON-FACULTY PERSONNEL

I. TEMPORARY STATUS

An employee appointed on a full-time or part-time basis shall be given temporary status when:

- a. The appointment, not to exceed 12 months, is to a non-FTE position with duties and responsibilities comparable to those of a classified position. Appointment is made after determining that the applicant meets the minimum training and experience requirements.
- b. The appointment is for a person who enters into a written agreement for a defined period of time in a non-FTE position to perform a special service, project of the College, or fill intermediate needs.

II. GUIDELINES FOR EMPLOYMENT

- a. Hiring Authorities are defined as those supervisory personnel granted the authority by either nature of position or designation.
- b. For purposes of appointment, classification, in terms of position titles for temporary non-faculty employees, will generally be governed by the South Carolina State rules and regulations for FTE positions. Accordingly, hiring authorities must coordinate with the Human Resources Office in order to determine the most appropriate classification title for temporary positions based upon proposed duties and/or responsibilities.
- c. Compensation for temporary non-faculty personnel will be based upon a rate that is established by both the hiring authority and the Human Resources Office and approved by the Vice President for Business Affairs.

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- d. A Temporary/Non-Faculty Employee Agreement must be completed for all applicable employees. Agreements may not exceed 12 months.

III. HIRING PROCEDURES

Under normal circumstances, hiring authorities should identify needs for temporary employees during the budgetary process for the applicable budget year. However, in emergency or unforeseen circumstances, (e.g. temporary loss of a FTE employee), requests to hire temporary non-faculty employees must be made through and approved by the Vice President for Business Affairs.

Temporary non-faculty positions will be posted in each location identified in A. III.B. and advertised as necessary.

- a. Any person interested in temporary employment will be required to complete a S.C. State Government Application and submit it to the Human Resources office for review.
- b. The Human Resource Office, after reviewing applications for minimum qualifications, will refer applications to the applicable hiring official.
- c. Hiring officials will review applications, interview candidate(s), and make the final selection.

D. EMPLOYMENT PROCEDURES FOR FULL-TIME TEMPORARY GRANT-

I. ESTABLISHING NEW POSITIONS

Once a grant has been awarded, the Human Resources Office must submit all appropriate grant documentation to the System Office Human Resources Services in order to establish a temporary grant position.

A position description describing the function and specific duties of the position and the minimum qualifications required to perform those duties must be developed. The supervisor for the proposed new full-time temporary grant position should complete a State of South Carolina Position Description and forward it to the Human Resources Officer for review and comment.

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II. VACANT POSITIONS

When an existing full-time temporary grant position is vacated, the Human Resource Office will furnish the supervisor a copy of the current position description for review and update if necessary. If the position description accurately reflects the duties and responsibilities of the position, the College will begin the recruitment process. If the duties and responsibilities have changed, it will be necessary to update the position description. The supervisor will submit the updated position description to the Human Resource Office for approval. When the position description is updated and approved the recruitment process may begin.

III. RECRUITMENT

- a. The supervisor will submit a "Personnel Request Form" to Human Resources with required signatures. The position description will be attached.
- b. Using the position description as a guide, a vacant position announcement will be created. The announcement will include experience and education requirements. Positions requiring a post secondary degree will indicate the requirement for a transcript. Other credentials or certification may be specified as appropriate. The job notices will be posted in the Human Resources Office, the outside bulletin board located at the rear of the Williams Administration Building, (Building A), and the College internal website for a period of no less than 5 working days. The position may also be posted on our external website www.octech.edu and www.jobs.sc.gov . To ensure an effective affirmative action program, the announcement may be sent to various recruitment sources available to meet the needs of the College. If the initial number of applicants does not provide an adequate minority of female representation and the position is in a race/gender group that is underutilized, it is recommended, if possible, the closing date be extended.
- c. All applicants will be required to complete the S.C. Government application and furnish transcripts and/or resume as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions. The transcripts should be on file in the Human Resources office prior to referral to a hiring authority. If unofficial transcript copies are provided, official transcripts must be provided within 30 days of hire. Failure to do so may be cause for termination.

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IV. INTERVIEW PROCESS

- a. After the application deadline, the Human Resource Office will review the applicants' qualifications based on the position description and the job opening notice and will identify qualified applicants for referral.
- b. The Human Resources Office will refer qualified applicants to the hiring authority for review.
- c. The hiring authority will form an interview committee to include the immediate supervisor and minority/female representation.
- d. The Human Resources Office will schedule interviews with all referred applicants identified by the hiring authority. Additional applicants may also be contacted for interview upon request by the hiring authority.
- e. The Human Resources Office will send applications and "employment interview analysis" forms to all members of the committee.
- f. The Human Resources Officer will review questions submitted by the hiring authority.

V. SELECTION

- a. The hiring authority will summarize interview records of all applicable candidates and prepare a recommendation for hiring the selected candidate.
- b. All applicant records will be returned to the Human Resource Office as soon as the employment decision is made.
- c. The Human Resource Office will conduct background and reference checks when authorized by the supervisor. These background and reference checks should be completed using a form approved by Human Resources.

VI. APPOINTMENT

- a. When the selection process has been completed, the Human Resources Director will review the selected applicant's file for completeness and determine whether the employment salary recommendation is in

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- compliance with College Policies/Procedures.
- b. When the employment decision has been approved by all authorities, the Human Resources Officer will officially offer the job to the candidate at the approved salary, determine the beginning date of employment, and notify the hiring authority. Hiring authorities are not to make tentative job offers or indicate their recommendations to applicants. If there is a problem with the candidate's acceptance of the position, the Human Resources Officer will immediately contact the hiring authority to discuss the problem.
 - c. All new employees are to report to the Human Resources Office on the first day of their employment for completion of required employment forms and the temporary grant employment appointment form.