



**PIEDMONT TECHNICAL COLLEGE**

**PROCEDURE**

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**TITLE: Permanent Positions/Employment Practices**

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

**DIVISION OF RESPONSIBILITY: Business and Finance**

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**June 20, 2013**

**October 17, 2013**

**Date of Approval by President**

**Date of Last Review**

**Date of Last Revision**

**DISCLAIMER**

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

**Administrative Responsibilities**

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

**Procedure**

**A. Permanent Positions**

1. All personnel hired by the College are considered state employees, and as such are subject to the rules and regulations of the Budget and Control Board, the Office of Human Resources (OHR), and statewide policies and procedures of the



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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,
  - d. Classified employees.
2. Positions fall into three (3) categories: full-time equivalent (FTE), temporary, and temporary grant. An employee may not occupy more than one FTE position.
- a. FTE positions are established where there is a projected need for specific duties to be performed for a period of time to exceed twelve (12) months.
  - b. 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.
  - c. Temporary grant positions are established for a period of time, not to exceed the length of the grant that funds the position, to provide specific duties as defined in the grant. The positions must be funded in full by federal or state grants.
3. FTE, temporary and temporary grant positions may be established on fulltime or part-time basis depending on the number of hours required to perform the assigned duties. The minimum normal working hours of a full-time position is 40 hours per week. A normal workweek of less than 40 hours is considered part-time.

#### **B. Filling Permanent Positions**

The Human Resources Office is responsible for the proper implementation of these guidelines in all personnel actions. All hiring is done in accordance with this procedure and must have the approval of the appropriate Vice President. Prior to filling or refilling any position, the Recruitment Process Workflow must be initiated.

1. Establishing New Positions  
Position Description describing the function and specific duties of the position and the minimum qualifications required to perform these duties is developed in



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the Recruitment Process Workflow. The supervisor for the proposed new position writes the position for the Human Resources Manager for review and comments. After gaining all South Carolina Technical College System (SCTCS) approvals by the appropriate Supervisor/Institutional Officer, the Human Resources Manager forwards the position description to the Office Human Resources Services Division for appropriate action.

#### 2. Vacant Positions

When an existing position is vacated, the Human Resources Manager provides the Supervisor with 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 begins the recruitment process.

- a. For all non-delegated classifications, the System Office Human Resources Services Division reviews the position description and forwards it to the Office of Human Resources (OHR) for establishment. Each position with a non-delegated classification is classified by OHR before any action is taken to fill the position.
- b. Positions having delegated classification shall be submitted to the System Office Human Resources Services Division for classification before any action is taken to fill the position.
- c. If the duties and responsibilities have changed, it is necessary to update the position description. The supervisor submits the updated position description to the Human Resources Manager for appropriate processing. When the update process is completed, the recruitment process may begin.

#### C. Recruitment Process

1. Using the position description as a guide, the Hiring Official completes the Recruitment Process Workflow. The announcement is posted in the College's internal communications publication, "Pointers" and also sent to all other Tech Colleges/System Office Resources Services Division for posting.
2. To ensure an effective affirmative action program, announcement should be sent to various recruitment sources, including predominantly minority and female colleges/universities as well as those with diverse student enrollment and alumni, State Employment Offices, Office of Human Resources (OHR) Recruitment Unit, and any other recruiting sources available to meet the needs of the College.



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3. If the initial number of applicants does not provide an adequate minority or female representation and the position is in a race/sex group that has an underutilization, it is recommended that, if possible, the closing date be extended. During this period, the Human Resources Manager is encouraged to solicit additional assistance in the recruiting effort for the underutilized race/sex group.
4. All applicants are required to complete the South Carolina Government application or the College's application form and furnish transcripts and/or resume' as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions.
5. Applications for employment must be submitted by the deadline established in the job announcement. Interested candidates requesting job posting information are informed that all vacant positions are posted on the College's website with detailed instructions on how to apply.

#### **D. Interview Process**

1. In establishing the interview process, the hiring official should rely upon the Human Resources Manager throughout the process for advice on policy and procedure and compliance with the College's Affirmative Action Plan.
2. In extenuating circumstances, such as when there are insufficient applicants for a position, the College President may make an exception to the SBTCE Minimum Requirements provided that the minimum requirements are not less than that of the State. If the College feels that an exception to the State's minimum training and experience is warranted, a request is made through SBTCE to the Office of Human Resources for an equivalency approval. The State Office of Human Resources Director must approve such equivalency prior to the consideration of any such applicant.
3. The Human Resources Manager refers candidate pool to Hiring Official. The referred pool is accessible to the Hiring Official within one (1) workday after closing date, or weekly after the initial posting, for open to fill positions. The Hiring Official reviews all applicants to determine which applicants possess the minimum qualifications for the position. Those not possessing the minimum qualifications are notified by the Human Resources Office.
4. The Hiring Officials/Committee reviews applicants for qualifications and schedules/conducts interviews of at least the top three (3) selected candidates. A



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rating sheet form is completed by the officials participating in the interview process.

5. The supervisor should be involved in the interview and selection process whether this is accomplished through a private interview and recommendations approach or through the use of a College selection interview committee. If a committee is used, it consisting of three (3) to five (5) members selected by the hiring official and approved by the appropriate Vice President. An approved interview form should be completed by the officials participating in the interview process.

#### **E. Selection and Recommendation for Hire**

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

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

#### **G. Background Checks**

1. A criminal background check is conducted on all new hires.
2. The College reserves the right to perform other background checks or credit checks on finalists for positions or in circumstances when it is deemed appropriate to protect the interests of the College.
3. Interviewers are informed of the College's Background Checks Procedure and are asked to sign an [Authorization and Release Form](#) to have the check or report conducted. Refusal to sign a release form eliminates the applicant from further consideration for employment.



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4. Applicants who provide misleading, erroneous, or deceptive information related to criminal offenses on the application form, resume, or during an interview may be eliminated from further consideration for employment.
5. All criminal background checks are initiated through the Human Resources Office. Results of checks are kept confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. The Human Resources Office retains a copy of the background check results and release forms in a secured location.
6. Once a final candidate is selected, a conditional job offer of employment is extended contingent upon the results of the background check. If the results reflect issues of concern, a final decision is rendered which may result in the termination of employment or rescinding of the original offer.
7. The College complies with the Fair Credit Reporting Act (FCRA) as it relates to the use of background checks for employment purposes.

#### **H. Appointment**

1. Upon concurrence and approval by the appropriate Institutional Officer and the President regarding the hiring decision and the initial base salary, the successful candidate is notified, and a beginning job date established. The Hiring Official prepares the applicable employment agreement/offer notification provided by the Human Resources Manager. A written acceptance of the employment offer is required.
2. The Human Resources Office schedules an orientation appointment covering conditions of employment and benefits. An I-9 is completed and E-Verify is processed within three (3) business days of the employee's hire date. The supervisor is responsible for specific job orientation.

#### **I. Records**

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



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2. All records are kept to satisfy both State and Federal retention standards.

#### **J. Release of Information**

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

ADDENDUM:

[Sample Record of Interview](#)

[Sample Reference Request Authorization](#)