

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title EMPLOYMENT PRACTICES	Number C-1.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 4
Approval Vice President _____ President _____	Supersedes Procedure No. C-1.1 Date 2/3/14

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 AGENCY.-THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY 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 Williamsburg Technical College are considered state employees and are subject to the rules and regulations of the Department of Administration's Division of State Human Resources (DSHR), and statewide policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE). 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 on an ongoing basis for a minimum of twelve (12) months.
2. Temporary:
Temporary positions are established to supplement FTE positions not to exceed a period of twelve (12) consecutive months.
3. Temporary Grant/Time Limited:
Temporary Grant/Time Limited positions are established for a period of time, not to exceed the length of the grant/project that funds the position, and to provide specific duties as defined in the grant/project. Temporary Grant positions must be funded in full by approved grant funds and may include State dollars only if they are required as a match to a grant. Time Limited positions may be funded by Federal, State, or Other funds.

FTE, Temporary, and Temporary Grant/Time Limited positions may be established 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 37.5 hours per week. A normal work week of less than 37.5 hours is considered part-time.

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A. Employment Procedures for FTE Positions (Faculty and Staff)

I. Establishing New Positions:

A Position Description (PD) describing the function and specific duties of the position and the minimum qualifications required to perform those duties must be developed. The supervisor of the proposed new position should complete a State of South Carolina Position Description and forward it to the Human Resources Office for review and comment. After obtaining all necessary college approvals and confirming source of funds, the Human Resources Office will forward the position description through the System Office Human Resources Services Division for appropriate action. For all non-delegated classifications, the System Office Human Resource Services Division will review the PD and forward to 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 Resources 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 PD for review and update if necessary. If the PD 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 PD. The supervisor will submit the updated position description to the Human Resources office for approval. When the PD is updated and approved, the recruitment process may begin.

III. Recruitment:

- a. The supervisor will submit a "Request to Fill Position Form" to Human Resources with required signatures. The updated and approved PD will be attached.
- b. Using the PD 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 requirements for a transcript. Other credentials or certification may be specified as appropriate. The job notices will be posted for a period of no less than 5 business days on the state employment website at www.careers.sc.gov, college bulletin board, college website at www.wiltech.edu/employment, various college media outlets, and emailed to all active college employees. To ensure an effective affirmative action program, the job posting announcement may be sent to

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various recruitment sources available to meet the needs of the College. Should the initial number of applicants 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 the South Carolina Government Application and furnish transcripts and/or resume' as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions. 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 well as any additional certification, licensure, training and/or experience required by other accrediting bodies. The WTC Faculty Credential Verification Form must be completed on all faculty positions.

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 applicants who meet minimum requirements for referral.
- B. The Human Resources Office will refer qualified applicants to the hiring authority for review.
- C. The hiring authority and human resources will discuss the interview timeline and form an interview committee to include the immediate supervisor and minority/female representation.
- D. The Human Resources Office is responsible for managing the interview process and will schedule interviews with all referred applicants identified by the hiring authority. Additional applicants may also be contacted by human resources for interview upon request by the hiring authority.
- E. Prior to the interview date, the Human Resource office 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 office and the hiring authority will coordinate a list of interview questions to ensure legality and appropriateness of the questions.
- F. The Human Resource Office will package all pertinent interview materials to include, but not limited to, applications, approved interview questions, employment interview analysis, and presentation evaluations for faculty presentations forms to all members of the interview panel for review prior to the interview.
- G. The interview panel will ask the candidate interview questions and make appropriate notes concerning the candidate's answers, demeanor, aptitude, etc.

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- H. Once the interview is complete, HR will thank the candidate for their interest in the position and escort them from the interview room. At this time, the interview panel may discuss the candidate's answers and qualifications. HR will collect all question lists and the panel summary recommendation for the selection file.

V. Selection:

- A. Once all candidates have been interviewed, the panel makes a recommendation for hire. HR meets with the supervisor and, using the formula provided by the State HR Office and coordination with the VP of Administration and Finance, determines an appropriate salary to offer the candidate.
- B. HR takes this recommendation along with pertinent applicant information and presents it to the College President for final approval.
- C. If the College President does not approve the selected candidate, then the interview panel reconvenes to discuss another qualified candidate and the process of salary determination and presidential review is repeated.
- D. Once the President approves the candidate, then HR contacts the candidate and makes an offer of employment. If the candidate accepts, then a start date is agreed upon. HR then sends the employee a written offer of employment with information concerning the start date and documents required to start employment.
- E. HR submits the appropriate request for background and reference screenings prior to employee beginning their work assignment. HR verifies selected candidate's "right to work" information via the E-Verify system.
- F. HR notifies other candidates of positions being filled and thanking them for their interest in working with the College. EEO information is completed for audit in October.

VI. Appointment

- A. All new employees are to report to the Human Resources Office on the first day of their employment for completion of required employment forms.
- G. HR is responsible for ensuring all personnel files are complete and accurate.

VII. Notification of Employment Status

Williamsburg Technical College will follow the guideline contained in State Board for Technical and Comprehensive (SBTCE) Policy 8-2-101.1 and Procedure 8-2-101.1 concerning the Notification of Employment Status. State board policies and procedures may be viewed on the System Office website at www.sctechsystem.edu

B. Employment Procedures for Temporary, Temporary Grant/Time Limited Positions:

Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-7-100.2 concerning Temporary Employment. State board policies and procedures may be viewed on the System Office website at www.sctechsystem.edu.