

Williamsburg Technical College  
STATEMENT OF POLICY

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>REDUCTION IN FORCE</b>	Number <b>C-20</b>
<b>LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED; SECTION 19-719 OF THE STATE HUMAN RESOURCES REGULATIONS</b>	
Division of Responsibility <b>Administration and Finance</b>	Date <b>8/17/20</b> Page <b>1 of 1</b>
Approval President _____ Commission Chair _____	Supersedes Policy No. <b>C-20</b> Date <b>7/7/08</b>

**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.**

It is the policy of Williamsburg Technical College to release covered employees\* in an equitable manner should a Reduction in Force become necessary. Reasonable efforts consistent with the Department of Administration's Division of State Human Resource (DSHR) guidelines should be made to limit the adverse impact on both the South Carolina Technical College System and the affected employee.

This policy is established using the guidance set forth in policy 8-7-103 of the State Board for Technical and Comprehensive Education (SBTCE) which establishes system wide policy concerning Reduction in Force.

State Board policies and procedures may also be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).

\* Covered employee means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has grievance rights in accordance with SBTCE procedure 8-6-100.1.