

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION C – HUMAN RESOURCES MANAGEMENT

<p>Title</p> <p style="text-align: center;">PERSONNEL FILES</p> <p>LEGAL AUTHORITY: Sections 59-53-20, 30-4-10 et. seq. 30-2-10, et. seq. and 41-1-65 of the 1976 Code of Laws of South Carolina, As Amended; S.C. Code of Regulations 19-720.02</p>	<p style="text-align: center;">Number C-25</p>
<p>Division of Responsibility</p> <p style="text-align: center;">Administration and Finance</p>	<p>Date Page 8/17/20 1 of 1</p>
<p>Approval</p> <p>President</p> <p>_____</p> <p>Commission Chair</p> <p>_____</p>	<p>Supersedes Policy No. C-25 Date 7/7/08</p>

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 comply with State Board for Technical and Comprehensive Education Policy 8-0-106 concerning Personnel Files.

State Board policies and procedures may also be viewed on the System Office website at www.sctechsystem.edu.