

# POLICY

**Number:** 30-04.3  
**Title:** Notification of Employment Status  
**Original Approval Date:**  
**Area Commission Review:**  
**Last Revision:** 11/19/24

## Reference (Policy and/or Procedure)

### SBTCE:

**FDTC:** Human Resource Services

**Other:** Section 41-10-30 of the 1976 Code of Laws of S C, As Amended & Southern Association of Colleges & Schools Criteria (SACS) 4.4.6

## Policy Description

### 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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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 Florence-Darlington Technical College that upon appointment, employees shall be notified in writing of the terms and conditions of their employment. There shall also be written notification to the employee of changes in employment status to include, but not limited to; salary change, promotion, reclassification, band reallocation, and change in hours. Such notification shall comply with all state and federal requirements as well as requirements of accrediting bodies.