

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.1.7  
Title: Appointment to Permanent Status/Probationary Period  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993  
Last Cabinet Review: 02-08-2023  
Last Revision: 02-08-2023

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Chairperson

## 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 AGENCY.**

An employee appointed to fill an established full-time equivalent (FTE) position on a full-time or part-time basis as a classified employee, unclassified non-teaching personnel or institutional officer shall serve in a probationary status and attain covered status upon completion of twelve (12) months of satisfactory service.

An employee appointed to fill an established full-time equivalent (FTE) position as an instructor (faculty), shall be in probationary employment status for two academic years' duration. An academic year with Horry-Georgetown Technical College shall be equivalent to thirty-nine (39) full weeks (Fall and Spring semester). Two full academic years' duration shall equal seventy-eight (78) full weeks. Each week worked during the Fall and Spring semesters shall count towards the attainment of covered status. The weeks worked during the summer months do not count. Whether a faculty member does or does not work during the summer term(s) has no effect on the attainment of covered status.

The probationary period may not be extended for any employee.