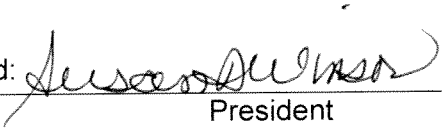
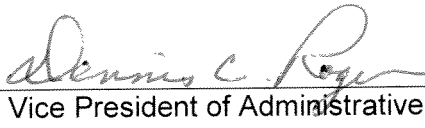


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	NOTIFICATION OF EMPLOYMENT STATUS	Procedure Number: 3-3-104.1
Institutional Authority:	President	
Associated SBTCE Policy/Procedure:	8-2-101	
Governing ATC Policy:	3-3-104	

Approved:  President  Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 02/11/2008

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.

Written notification of the terms and conditions of employment status shall be given to each employee at the time of initial appointment and at least seven (7) days prior to the effective date of subsequent employment status changes. This does not apply to wage increases. The initial terms of employment shall be provided to the employee with a signed copy certifying notification submitted to their personnel file.

Employment status terms and conditions include, but are not limited to; position title, effective date, work schedule, band or salary range, individual pay rate/salary, method of payment, required deductions, and period of probationary or trial status.

Such notification may include letters of appointment or similar documents, employee handbooks, local and state policies and procedures, and public postings at or near the place of work.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		