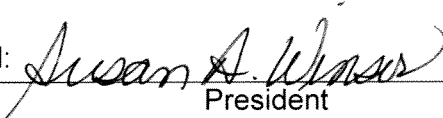
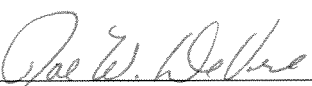


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: RETIRING OR DEPARTING EMPLOYEES	Policy Number: 3-3-114
Institutional Authority: President	
Associated SBTCE Policy:	
Associated ATC Procedure:	

Approved:  President  Commission Chairperson

Date Adopted: 07/01/2004
Date Revised:

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.

Permanent employees who retire or depart from the College after serving ten or more years of service with the College will be honored by an informal reception arranged and scheduled through the President's office.

A gift of appreciation will be presented to employees in recognition of their years of service. The College will pay all expenses.

Employees departing or retiring from the College having served less than ten years may be recognized by their respective division at the division's discretion without incurring College expense.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		