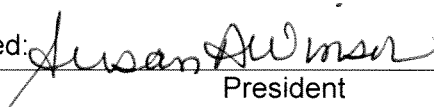



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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| Procedure Title: | CLASSIFICATION PLAN FOR CLASSIFIED PERSONNEL | Procedure Number: 3-3-123.1 |
| Institutional Authority: | Vice President of Administrative Services | |
| Associated SBTCE Policy/Procedure: | 8-2-110.1 | |
| Governing ATC Policy: | 3-3-123 | |

Approved:  
 President Vice President of Administrative Services

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.

This procedure establishes guidelines for administration of the uniform Classification Plan applicable to all classified positions at Aiken Technical College. The State Board's Executive Director delegates authority for reclassification actions to the President. All proposed classification actions shall be reviewed by the Human Resources Director and the SBTCE for non-delegated classes to ensure that requested classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated classification actions are subject to audit by SBTCE and the Office of Human Resources. The Executive Director reserves the right to withdraw delegation authority from the College based on non-compliance with SBTCE system procedures.

Classification actions for non-delegated classes must be submitted through the Human Resources Office to the SBTCE for review and evaluation prior to submission to OHR for consideration. The SBTCE shall serve as the College's liaison/facilitator for non-delegated classification actions with the SBTCE's Office of Human Resources.

A. ADMINISTRATION OF THE PLAN

1. The State Budget and Control Board's Director of the Office of Human Resources shall be responsible for overall coordination, review and control of the Classification Plan and its administration.
2. The following actions shall be approved by OHR prior to any action being taken by the SBTCE System to fill or alter a position or effect personnel changes:
 - a. The initial classification of all positions assigned to non-delegated classes;
 - b. The reclassification of all positions assigned to non-delegated classes; and
 - c. The establishment of new classes and the revision or abolishment of existing classes.
3. For non-delegated classification or reclassification actions, OHR requires submission of position descriptions, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan. The SBTCE staff will evaluate and concur with the requested classification or reclassification action prior to official review of the request by OHR staff.
4. For delegated classification or reclassification actions, OHR requires the SBTCE staff to maintain all approved position descriptions and any other related documentation in support of the classification reclassification decision rendered.
5. Any action taken by OHR in regard to the classification or reclassification of a position may be appealed by the SBTCE Executive Director to the State Budget and Control Board for review. Such appeals originating from the SBTCE System shall be submitted through the State and Budget and Control Board's Director of the Office of Human Resources.
6. Positions descriptions should be signed by the supervisor of the position, the functional area manager of the supervisor, and the employee, if position is no vacant. The Human Resources Director will have final signature on all delegated classifications.

B. CLASS SPECIFICATIONS

1. OHR will develop class specifications that define, in general terms, examples of the kind of work and level of responsibility normally assigned to positions that may be allocated to the class. The exact duties and responsibilities of positions allocated to any on class may differ; however, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility and

qualification requirements to warrant like treatment for human resources administration purposes. Class specifications shall be maintained on a current basis by OHR. Revisions and additions shall be furnished.

2. The SBTCE System will take appropriate actions to revise existing or establish new internal minimum requirements. OHR defines the minimum combination of education and experience normally required for the satisfactory performance of the duties of positions in the class, but not necessarily fully descriptive of the education and experience required for any one position in the class. The SBTCE System will establish specific minimum requirements for internal use.

C. POSITION DESCRIPTIONS

1. The approved South Carolina Position Description will be used and serve as a record of the duties assigned to an individual position in a class. The position description is used to compare positions to ensure uniformity of classification and as a basis for other human resource decisions.
2. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description shall include specific duties and responsibilities assigned to the position by the appropriate authority, the percent of time normally devoted to each duty and the designation of essential and marginal functions.
3. Position descriptions shall be reviewed by the supervisor with the employee during the performance evaluation process to ensure accuracy.
4. When a position is moved from one organizational unit to a different organizational unit, a new position description shall be completed. The proper classification of the position shall be determined based on the assigned duties and responsibilities of the position in the new work location. The Human Resources Director should be consulted to ensure proper classification.
5. When duties change, update position descriptions shall be promptly forwarded through the Human Resources Office to SBTCE and when necessary, to OHR.

D. CLASSIFICATION OF NEW POSITIONS

Each new position shall be authorized by the appropriate funding authority and in accordance with the policies of the State Budget and Control Board. Each position shall be classified by OHR before any action is taken to fill the position.

E. RECLASSIFICATION OF POSITIONS

1. An established position may be reclassified from one class to a different class as a result of a significant natural or an organizational change in the duties and responsibilities of the position or a redistribution of work assignments that significantly alters the duties and responsibilities of a position.
2. Reclassifications for filled positions cannot be effected for situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.
3. OHR shall approve all reclassifications of positions in non-delegated classes.

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