



SCDC POLICY

NUMBER: ADM-11.28

TITLE: APPLICANT SELECTION PROCESS

ISSUE DATE: SEPTEMBER 29, 2020

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-11.28 (August 21, 2013), (April 1, 2010), (July 1, 2007), (July 1, 2004), Change Memo #1, (dated November 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 16-9, 16-60, 16-67, 16-81, 16-82, 16-83, 16-90, 16-113

ACA/CAC STANDARDS: 4-ACRS-7B-07, 4-ACRS-7F-04, 4-ACRS-7E-07, 4-ACRS-7E-05, 4-ACRS-7E-03, 4-ACRS-7C-02, 4-ACRS-7E-06, 4-ACRS-7B-05, 4-ACRS-7D-06, 4-4048, 4-4053, 4-4054, 4-4055, 4-4057, 4-4058, 4-4061, 4-4062, 4-4063, 4-4102

STATE/FEDERAL STATUTES: Equal Employment Opportunity Act (Title VII, Civil Rights Act, Including Subsequent Amendments); Americans With Disabilities Act; South Carolina Code of Laws, 1976, as amended, Sections 8-11-120, 23-23-50, and 59-111-50, Genetic Information Nondiscrimination Act of 2008, Prison Rape Elimination Act (PREA) Statute 42 USC 15601 and PREA Standard 115.17.

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, 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.

PURPOSE: To provide standardized guidelines for the selection and hiring of qualified individuals by the South Carolina Department of Corrections.

POLICY STATEMENT: The South Carolina Department of Corrections will consider all persons who submit an application for (a) vacant position(s) provided that they meet the minimum qualifications for the position(s) and comply with the established guidelines of the application process. In compliance with applicable state and federal statutes and regulations, the South Carolina Department of Corrections will not make any employment selections based on an applicant's creed, race, religion, age, sex, national origin, Genetic Information, or disability except when such conditions would either significantly interfere with a person's ability to perform required essential duties, would jeopardize the security procedures of the Agency, or would jeopardize the health or safety of the employee. (4-ACRS-7E-05, 4-ACRS-7E-03, 4-4053, 4-4054)

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SPECIFIC PROCEDURES:

1. GENERAL:

1.1 The SCDC actively promotes compliance with the Equal Employment Opportunity Act, Affirmative Action Act, and Americans with Disabilities Act. SCDC participates in the E-Verify System to ensure compliance with work eligibility requirements. Any selecting official who willfully or negligently fails to comply with the requirements of these Acts or with the requirements of the Agency's Equal Employment Opportunity and Affirmative Action plans and programs will be subject to corrective action, up to and including termination. To further promote compliance with the Equal Employment Opportunity Act and Affirmative Action Act, the SCDC recommends that all screening and selection panels include minority and female representation. The Deputy Director of Administration will establish Affirmative Action programs for all institutions, divisions, and offices and will establish appropriate monitoring processes to advise selecting officials of classifications that are under-represented by minorities and women in accordance with SCDC Policy ADM-11.20, "Equal Employment Opportunity/Affirmative Action." The Agency will ensure that no business transactions, employment advertisements, etc., are conducted with any organization, contractor, or sub-contractor, vendor, etc., who promotes discrimination or who federal or state authorities have determined is not in compliance with equal employment opportunity guidelines. (4-ACRS-7E-07, 4-ACRS-7E-05, 4-ACRS-7E-03, 4-4048, 4-4053, 4-4054)

1.2 The South Carolina Department of Corrections (SCDC) will comply with all provisions of the State Human Resources Division (HRD) Human Resource's Rules and Regulations Manual, as well as all applicable state and federal statutes and regulations, and Agency directives with regard to the hiring, selection, and employment of individuals to positions within the Agency. Only those positions that have been established and classified in accordance with State Human Resource Regulations will be available for filling. In the case of unclassified positions (executive staff), employment will be made in accordance with the policies/procedures of the State Budget and Control Board.

2. REQUEST TO FILL A VACANCY:

2.1 All current vacancies or projected vacant positions, to include Associate Warden and Warden vacancies, must be requested by the appropriate official and entered into the Automated Vacancy System (AVS) by the requesting Division/Institution Human Resource Manager or designee. *A matching requisition must also be created for all positions in NEOGOV by the requesting Division/Institution Human Resources or their designee.*

2.2 Unclassified executive staff and temporary positions will not be announced through the AVS.

2.3 Positions for announcement will be automatically routed to the Classification and Compensation Branch to review elements related to the position, review the state minimum, and SCDC additional requirements.

2.4 After review/approval by the Classification and Compensation Branch, vacancy announcements must be approved by the designated approving official, i.e., Warden, Division Director, or Central Office Supervisor. All Central Office positions must be approved by the designated Central Office official in consultation with the Warden/designee. (Note: An institution does not approve a Central Office position for announcement.)

2.5 Upon approval by the approving official, all announcements will automatically be routed to the Recruiting and Employment Services Branch for the designated recruiter's final review and approval for an automated announcement.

2.6 If, at any stage identified in Sections 2.2 through 2.5, above, incorrect information is found, the vacancy announcement may be delayed until all information is corrected.

3. ANNOUNCING POSITIONS:

3.1 All vacant positions will be announced in accordance with Section 8-11-120 of the South Carolina Code of Laws, 1976, as amended, as well as Section 19-703 of the State HRD.

3.2 The Recruiting and Employment Services Branch will announce vacant positions through the AVS *and NEOGOV each business day* unless a holiday occurs on the scheduled announcement date. Vacant position announcements will remain active for a minimum of five (5) business days, except when a longer period is requested by the selecting official and approved by the Division Director of Human Resources. (4-ACRS-7E-07, 4-4048)

3.3 The Recruiting and Employment Services Branch will be responsible for electronically forwarding vacancy announcements to the appropriate Human Resource Manager/Liaison in each SCDC institution and/or designated divisions, *and the Graphic Artist II in the Agency Director's office*. Human Resource Managers/Liaisons *and the Graphic Artist II* will retrieve the vacancy announcements from the Agency's messaging system *daily*, unless informed otherwise. (NOTE: The Chief, Recruiting and Employment Services Branch, must be notified of any changes to the Liaison responsible for receiving vacancy announcements.)

3.4 Human Resource Managers/Liaisons assigned to SCDC institutions or work sites other than Central Office must post vacancy announcements on a centrally located, tamper-proof bulletin board accessible to all SCDC employees as soon as they are announced. (4-ACRS-7E-07, 4-4048)

3.5 The Graphic Artist II in the Agency Director's office must enter vacancy announcements into the Visex system, for display on the Visex screens at each institution and locations throughout the Central Office, as soon as they are announced.

3.6 Announcements must remain on the bulletin board *and Visex System* through the closing date posted on the announcement. The name of the Human Resource Manager/Liaison responsible for posting job announcements at his/her location must also be posted on the bulletin board. Designees other than the Human Resource Manager/Liaison must be appointed by the Warden or Division Director. (NOTE: The Central Office Vacancy Announcement Board will be maintained by the Recruiting and Employment Services Branch.)

3.7 The general public will have access to vacancy announcements through the *South Carolina Department of Corrections Careers* website, or by visiting the Recruiting and Employment Services Branch, or visiting an institution. The Recruiting and Employment Services Branch will also forward vacancy announcements to other state agencies and recruitment sources as designated.

3.8 Classified newspaper advertisements *and/or job boosting to additional fee-charging websites*, may be requested at the time a request to fill a vacant position is made. The Recruiting and Employment Services Branch will coordinate with designated newspapers for publication of the vacant position. (4-ACRS-7E-07, 4-4048)

3.9 The guidelines listed below should be followed when requesting classified newspaper advertisements *and/or job boosting* of vacant positions:

3.9.1 Newspaper advertisements *and/or job boosting* should be requested only for those positions that are considered difficult to fill.

3.9.2 No advertisement for a position(s) will be placed with periodicals *or websites* that segregate their ads on the basis of race, creed, religion, age, sex, national origin, and/or disability. All advertisements will clearly state the Agency's position on equal employment opportunity.

3.9.3 The Chief, Recruiting and Employment Services Branch, or designee will review all advertisement requests *and/or job boosting* and may deny a request for advertising *and/or job boosting* due to the cost and/or the suitability of recruiting.

3.10 If a position becomes vacant and a previously announced position with the same job classification, band/level, and location had been previously announced within *thirty (30)* days of the current vacancy, the selecting official may request to fill the position from the referrals of the previously announced position, as follows:

3.10.1 To request to fill a vacancy based on a previously announced position, the position must be keyed into the AVS providing all pertinent information. However, under the "Comments" section, it must state, "Position to be filled from previously announced position-psn#-----." These positions will not be announced electronically and will not be posted.

3.10.2 Or a request to fill a vacancy may be submitted in writing and forwarded to the Recruiting and Employment Services Branch with all required approvals.

3.10.3 Selecting officials utilizing the referrals from a previously announced position may select either the second highest scoring candidate from the prior interview process, or select new candidates to interview.

3.11 *Multiple positions may be recruited for on a single posting as long as they meet the following criteria:*

- *All vacancies must have the same class code and SCDC job title.*
- *All vacancies must be within 25 miles of the job posting location (unless stated otherwise on the job posting).*
- *All vacancies must be the same pay band/level and have the same salary range.*
- *All vacancies must be vacant at the time of the approval request.*

NOTE: *If these criteria are met, then all vacancies must be submitted to the Assistant Director, Recruiting and Employment Services, for his/her approval prior to the posting being released in AVS or posted online in NEOGOV.*

4. APPLICATION PROCESS:

4.1 Applicants, to include current SCDC employees, *must create a profile in NEOGOV* and apply *online* for specific position(s). A resume may be attached *for each application*; however, it will not be accepted in lieu of the application. Applicants must be explicit in submitting background information by which they are to be evaluated. Missing information, i.e., type of employment and duties performed, inclusive

dates of employment (month and year), academic training, special skills, etc., may disqualify applicants from a position(s).

NOTE: All applicants for employment with the SCDC will be responsible for presenting accurate information regarding themselves and their backgrounds on their employment application, official documents, and correspondence. SCDC will verify information, but the primary responsibility for reporting accurate information rests with the applicant. Falsification, omission, or misrepresentation of official information or facts may result in the withdrawal of an official offer of employment or immediate termination if the individual in question has already begun work.

4.2 Where a job posting requires submission of a resume, license, certification, etc., with the application, failure to attach the requested documentation will disqualify applicants from the position.

4.2.1 Applicants experiencing technical difficulties in attaching requested documentation to their application, may contact the Recruiting and Employment Services Branch for assistance prior to the closing date.

4.3 NEOGOV will automatically notify the applicant via email that his/her application was received.

4.4 All applicants should apply for a specific vacant position to ensure referral to the selecting official. (See Section 6., below.) Referral to the selecting official does not guarantee an interview.

4.5 Upon completion of 12 months of employment with SCDC, any employee may apply for vacancies that are equal or lower in pay band/pay level than the position they currently occupy. Permanent state employees must be in their current position six (6) months before being eligible to apply for vacancies that are equal or lower in pay band/pay level than the position they currently occupy. Employees with less than the required months of experience in their current position who apply for a vacancy that is equal or lower in pay band/pay level will be screened out by ***Recruiting and Employment Services Branch staff***. Requests for a waiver of this waiting period, for serious hardship reasons, must be submitted in writing for approval to the Division Director of Human Resources or designee prior to consideration for the position.

4.6 Employees may apply for announced promotions at any time. **(4-4058)**

4.7 A former employee disapproved for rehire will be screened out ***by Recruiting and Employment Services Branch staff***.

5. APPLICATION DEADLINES:

5.1 The deadline for applying for an announced position will be ***11:59 p.m.*** of the closing date on the vacancy announcement. Exceptions must be approved by the Division Director of Human Resources or designee.

5.2 Applications must be ***submitted online via NEOGOV*** by the closing date.

5.3 In extraordinary circumstances, paper applications may be accepted with the approval of the Division Director of Human Resources, or their designee.

5.4 Paper applications received in an office, a division, or an institution must be date-stamped and immediately forwarded to the Recruiting and Employment Services Branch. Applications received after the closing date without the location's date-stamp may not be considered for the requested vacant position.

6. APPLICANT REFERRALS:

6.1 After the closing date of the position, the Recruiting and Employment Services Branch will ***refer to the selecting official or their designee, via NEOGOV, those applications that meet the minimum state and SCDC requirements and/or show work experience that may be equated for the state minimum***

education requirements. The selecting official may request that only applicants falling in a given range based on NEOGOV's Autoscore, be initially submitted for screening.

6.2 Applications received after, or not postmarked by, the closing date will not be forwarded to the selecting official.

6.3 The selecting official *or their designee* will be notified by *system generated email when applicants are referred to them in NEOGOV for their review.*

7. SCREENING AND SELECTION PROCESS:

7.1 The Screening and Selection Process establishes the process for filling all levels of positions within the South Carolina Department of Corrections. (See Attachment A.) All final decisions to fill vacant positions rest with the selecting official and appropriate concurring officials (as required by SCDC policy). **(4-ACRS-7E-07, 4-4048)**

7.2 With appropriate justification and approval from the Human Resources Director, officials involved in the selection process may utilize all of an applicant's prior Disciplinary Corrective Actions, Memorandums of Understanding (MOU), EPMS, and Leave and Attendance records to evaluate the applicant during the screening, interviewing, and selection process. Any applicant may, however, submit resumes and copies of documents s/he wishes to be considered to the selecting official.

7.3 The selecting official must ensure that all screening and selections are conducted within 30 days of the position close date and *entered into NEOGOV* to make an offer in a timely manner. Vacancy announcements for positions that are outstanding after *thirty (30)* days from the closing date may be cancelled by the Recruiting and Employment Services Branch and *will need* to be re-announced in order to be filled.

7.4 Screening Process Steps:

7.4.1 The selecting official may appoint a panel of one (1) or more employees to screen *applications* for a vacant position. The employee(s) must occupy a position(s) equal to or higher in pay band and level than the vacancy being filled. Should the selecting official choose to utilize more than one employee for screening, panelists should include minority and female representation. **NOTE:** For Institutional positions, if the vacant position's pay band and level are higher than the Wardens', the Warden or his/her designee may serve as part of the screening panel.

7.4.2 If the panel consists of more than one (1) employee, panel members may discuss an applicant's qualifications in order to ensure consistency and clarify credentials.

7.4.3 *Recruiting and Employment Services staff will* screen out previous SCDC employees who were terminated for a positive drug test or refusal to take a drug test. *They* will also screen out any /all applicants who tested positive or refused to take a pre-employment drug test.

7.4.4 Recruiting and Employment Services staff will screen applicants against the State Minimum, and the SCDC Additional Requirements using screening codes S01 and S02. (See SCDC Form 16-82, "Applicant Screening/Interviewing Form.")

7.4.5 *Recruiting and Employment Services staff will screen out applications missing any required attached documentation (resumes, licensure, etc.)*

7.4.6 Applicants who meet the SCDC Additional Requirements will be screened against specific screening criteria and points will be determined by the selecting official. Each screening panel member must complete and initial a score sheet on each applicant being screened.

7.4.7 The selecting official may request that applicants scoring within a determined point range be referred for interview. (**NOTE:** Only applicants scoring within the determined point range may be selected for a position. SCDC does not conduct courtesy interviews.)

7.4.8 The selecting official must select an employee to be responsible for entering into **NEOGOV** the appropriate code(s) **and comments** beside each applicant indicating whether the applicant has been screened out or referred for an interview.

7.4.9 Screening Process for certain Operations Vacancies:

- Majors: Screening for these vacancies will be conducted by an employee(s) appointed by the Deputy Director of Operations (DDO). Upon completion of screening, **applications** will be forwarded to the appropriate Warden/Regional Director for interview.
- Associate Wardens: Screening for Associate Warden vacancies will be conducted by an employee(s) appointed by the Deputy Director of Operations. Upon completion of screening, **applications** will be returned to the Deputy Director of Operations.

7.5 In the event that a sufficient number of applicants are not received, or none of those referred meet the position criteria as specified by the selecting official, the selecting official may request to re-announce and advertise through **NEOGOV**. Comments on the position announcement should reflect "re-announcement." Administrative changes may also require a position to be re-announced.

7.6 Selection Panel:

7.6.1 The selecting official may designate any employee in his/her chain of command to serve as the selecting official for vacancies in the selecting official's area of responsibility. The designee must be in a position that is equal to or higher in pay band and level than the vacancy being filled. **NOTE:** For Institutional positions, if the vacant position's pay band and level are higher than the Wardens', the Warden or his/her designee may serve as part of the selection panel.

7.6.2 The selecting official may personally choose to conduct interviews for a vacant position or appoint a panel of one (1) or more employees to conduct interviews. Panel members must be in positions equal to or higher in pay band and level than the position being filled.

7.6.3 Should the selecting official choose to utilize more than one (1) employee for the selection panel, panelists should include minority and female representation.

7.6.4 The selecting official may choose to conduct second interviews of applicants. The number of applicants referred for a second/final interview will be determined by the selecting official.

7.6.5 Selections for Central Office positions located in an institution, i.e., Food Service, Classification, Commissary, Education, Grievance, etc., must be made jointly between the Central Office area of responsibility and the Warden/designee. Coordination of the selection will be made by the Central Office selecting official.

7.6.6 The SCDC Form 16-83, "Applicant Interview Evaluation Form," must be used to evaluate referred applicants' education and related work experience. Education and related work experience must be evaluated using the pre-determined schedules below. If related work experience is not clearly evident on the **application**, interview panelists must denote on the score sheet what experience was counted to award points for this category, e.g. 10 years secretarial/administrative experience in a legal/law enforcement/judicial setting is MORE related for an administrative position in Classification/Inmates Records than 15 years secretarial/administrative experience in a hospital setting. Other categories may be defined by the selecting official prior to the selection process. The rating in each of these categories will require use of an SCDC Form 16-83, "Applicant Interview Evaluation Form." Evaluation categories should not exceed 100 total possible points. Each interviewing panel member must complete and initial a score sheet on each applicant being interviewed: **(4-4057)**

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Education	Points
High School (Non-Graduate)	0 points
High School Graduation	1 points
Associate Degree	3 points

Bachelor's Degree	5 points
Master's Degree	7 points

Related Work Experience (as it exceeds the SCDC Additional Requirements)	Points
1-1.99 year(s) of related experience	1 point
2-3.99 years of related experience	2 points
4-5.99 years of related experience	3 points
6-7.99 years of related experience	4 points
8-9.99 years of related experience	5 points
10 + years of related experience	6 points

7.6.7 Each applicant's final evaluation (first or second) will be totaled by the selection panel member(s), and the applicant with the highest total score will be recommended for the vacant position.

7.6.8 In the event of a tie, the selecting official will use objective criteria to break the tie. (The criteria may include years of related experience, type of education, special related experience, etc.)

7.6.9 The selecting official must select an employee to be responsible for entering into **NEOGOV** the appropriate **rejection reason and comments** for those applicants **referred** but not selected. The same employee may be responsible for entry into **NEOGOV** for both screening and selection.

7.6.10 The selecting official or designee will key the individual selected and a salary recommendation into **AAS** which will automatically route to the Classification and Compensation Branch for salary review and appropriate approvals as specified in SCDC Policy ADM-11.03, "Employee Compensation." (**NOTE:** Should the selected applicant be an employee of the Agency and be on disciplinary probation, the system will not allow the selecting official or designee to finalize the selection, but will store the record. An employee who is on disciplinary probation cannot be selected for any vacant position [demotion, reassignment, and/or promotion]. In such cases, the selecting official must choose the second highest scoring individual as the selection for the position or must initiate the process to have the position re-announced.)

7.6.11 The selecting official will ensure that all documentation relating to the screening and selection process, i.e., referral roster, interview questions, written exercises (if applicable) and evaluations on the screening and selection process, are **electronically** returned to the Recruiting and Employment Services Branch. Once **these have** been received and all required approvals are obtained, an official offer of employment may be made by the Chief, Recruiting and Employment Services Branch, or designee.

7.6.12 No member of the selection panel may contact the selected individual to inform him/her that s/he was selected. All contact with the selected applicant concerning an offer of employment must be made or authorized by the Recruiting and Employment Services Branch staff, Division of Human Resources. The Recruiting and Employment Services Branch will notify the selecting official **via email** after all required approvals have been obtained.

7.7 Should personal reasons prevent an applicant from keeping his/her appointment to appear for an interview during the selection process, the priority of filling the job vacancy will take precedence over the applicant's inability to meet the appointment. However, a reasonable effort will be made to accommodate an applicant's schedule.

7.8 SCDC employees will be allowed reasonable time off from their job for an interview. Reasonable time should include travel time to and from an interview, as well as the time necessary for the actual interview. Employees must request time off in advance through their immediate supervisor. Annual leave must be requested for any additional time desired.

7.9 When a SCDC employee is selected for a position, the Recruiting and Employment Services Branch will notify all appropriate losing and gaining officials (institutional, Central Office, and Human Resource Manager). The SCDC employee will be released by the losing location no later than 15 calendar days

from the date the Recruiting and Employment Services Branch notifies the losing official. If the 15th day falls in the middle of a pay period, the effective date will coincide with the beginning of the following pay period. Official notification to the losing official will not occur until all required approvals for the selection have been received by the Recruiting and Employment Services Branch. (4-ACRS-7E-07, 4-4048)

7.10 Coordination for a release date with the losing official will be by the Recruiting and Employment Services Branch through the facility Human Resource Manager, the selected employee's supervisor, or the appropriate Warden/Division Director/Deputy Director. Effective dates will be the 2nd or 17th of each month.

7.11 When a non-SCDC employee is selected, all pre-employment requirements must be met before an official offer will be extended and a hire date established. (4-ACRS-7E-07, 4-4048)

8. CORRECTIONAL OFFICER/CADET CENTRAL RECRUITING:

8.1 The Division of Human Resources, Correctional Officer Recruiting Section staff, will be responsible for hiring all Correctional Officers and Correctional Officer Cadets. (4-ACRS-7E-07, 4-4048)

8.2 Correctional Officer/Cadet vacancies will be announced and entered into the AVS *and NEOGOV* only as specified in Section 8.3, below. Applicants interested in a Correctional Officer/Cadet position *must create a profile in NEOGOV and apply online via the Department of Corrections Careers web page.*

8.3 When necessary, special announcements, flyers, and classified newspaper advertisements may be used to recruit for Correctional Officer/Cadet vacancies. These vacancies will be announced through the AVS by position number, *on the Department of Corrections Careers web page*, posted on Agency bulletin boards, posted at Job Service sites, etc. Recruiting efforts for Correctional Officers and Cadets may also include the following:

- Newspaper advertisements in local papers;
- *Job boosting to commercial websites (e.g., Zip recruiter, Governmentjobs.com);*
- Recruiting visits, made by assigned Lieutenant Recruiters, to area high schools, career fairs, military bases, job services, technical schools, and county fairs; and
- Recruiting visits, made by assigned Lieutenant Recruiters, to geographical locations throughout the state weekly to talk with prospective applicants and receive applications.

8.4 All applications for Correctional Officer and Cadet positions will be forwarded to the Recruiting and Employment Services Branch immediately for screening, evaluation, and consideration for the interview /selection process.

8.5 Lieutenant Recruiters will conduct interviews and make hiring recommendations for Correctional Officer and Cadet positions. A "selection recommendation" will be entered into *AAS* for each selected candidate. Prior correctional, police, or security work experience will be verified by the Recruiting and Employment Services Branch staff for a non-SCDC employee. Institutional designees may assist in the interview/selection process for Correctional Officers and Cadets.

8.6 Selection of a current or prior SCDC employee for a Correctional Officer position will be processed through the Classification and Compensation Branch for security service, salary review, and approval. (4-ACRS-7E-07, 4-4048)

8.7 Once the Recruiting and Employment Services Branch receives the physical and drug screen results, and all approvals for salary and employment have been obtained, the prospective new hire's personnel and medical file will be forwarded to the designated Human Resource Manager for pre-processing.

8.8 Pre-processing, coordination of a hire date, and entry into the pre-employment system for Correctional Officer/Cadet positions, to include sign-up for payroll and benefits, will be completed by the designated Human Resource Manager where the new employee is to be assigned. The pre-processing date will be on or after the date the TB test is read at the designated institution or facility handling pre-employment physicals.

9. PROCESSING REQUIREMENTS - SUCCESSFUL APPLICANTS: The Chief, Recruiting and Employment Services Branch, or designee will extend a conditional offer of employment to a successful applicant upon receipt of the selection recommendation and upon verification that the applicant meets the minimum requirements for the position as defined in Section 9.1, below. (See Attachment B.) SCDC will not make an official offer of employment to any applicant until such time that the applicant has successfully met various pre-employment requirements either required by state statute, State Human Resource regulations, federal statutes, or Agency directives. An official offer of employment will be given in writing to successful applicants for announced positions upon obtaining all approvals and submitting all required documents and forms to the Recruiting and Employment Services Branch as defined in Sections 9. 2 through 9.16, below.

9.1 Minimum Requirements: Selected applicants must meet the State Minimum Requirements and/or their educational and work experience must equate to the SCDC Additional Requirements. (**NOTE:** If an applicant's experience is to be equated for the education requirement of the position, approval must be obtained from the State Office of Human Resources before an official offer of the position can be extended. Education levels will be verified by the applicant providing copies of his/her high school diploma and/or college degree. The Agency may also contact the high school and/or college to verify the education levels reported.)

9.2 Military Service: An applicant who has been in the military must provide a copy of his/her DD214 form.

9.3 Birth Certificate/DD214: Former military may provide either a copy of birth certificate or Military DD214 verifying that the officer is at least 21 years of age. (**NOTE:** Correctional Officer Cadets must be at least 18 years old at the time of hire.) Non-former military successful applicants must submit a birth certificate.

9.4 Social Security Card: A successful applicant must provide a copy of his/her social security card.

9.5 Education: Copy of high school diploma, State GED Certification, official sealed transcript, or Military DD214 verifying education.

9.6 Driver's License: Successful applicants for security positions must possess, and maintain a valid, current drivers license issued by any jurisdiction of the United States at the time of hire. All new hires that possess a driver's license (regardless of position) and moving from another state to South Carolina **MUST** obtain a South Carolina driver's license within 90 days of establishing residency and **MUST** provide a copy of same to the appropriate HR Manager/Liaison.

9.7 Citizenship: Successful applicants must complete an "Employment Eligibility Verification Form" (Federal Form I-9) available through the Division of Human Resources and provide proof of citizenship. A successful applicant who is not a U.S. citizen must provide a copy of an acceptable document to prove employment eligibility as defined on the reverse of Form I-9. (**NOTE:** A Correctional Officer/Cadet candidate must be a U.S. citizen.)

9.8 Re-Hires: Successful applicants who previously worked for the Agency must be approved for re-hire through the Division Director of Human Resources or designee.

9.9 Student Loans: The SCDC will not knowingly employ or keep in its employ any person who is in default of a national or state student loan, or who has not entered into a satisfactory agreement with the lender to repay his/her debt. To comply with Section 59-111-50, South Carolina Code of Laws, 1976, as amended, all successful applicants must report any defaults on certain student loans. Student loans include, but are not limited to, National Direct Student Loans, National Defense Student Loans, Guaranteed Federally Insured Student Loans, Nursing Student Loans, Health Professional Student Loans, and Law Enforcement Education Loans. A successful applicant must provide written verification from the lender confirming that his/her student loan is not in default status or must agree in writing to provide such verification within the first 30 calendar days of employment to his/her immediate supervisor. Failure to provide the necessary written verification within the specified time period will be considered

cause for immediate dismissal. An employee who defaults on a student loan after initial employment with the Agency will be granted 30 working days to correct the default, or enter into a satisfactory agreement with the lender/collection agency. Written verification from the lender/collection agency must be provided to the Division Director of Human Resources or designee by close of business (4:30 p.m.) no later than the 30th work day or the employee may be terminated.

9.10 Physical Examination and Drug or Alcohol Test: Successful applicants for all full/part time positions, whether permanent or temporary, must receive a pre-employment physical (to include TB Test) and drug test before an official offer of employment can be extended. In addition, selected applicants for positions requiring a Commercial Driver's License (CDL) will be required to take a pre-employment alcohol test. All pre-employment physicals and drug or alcohol tests will be coordinated by the Recruiting and Employment Services Branch. TB test results may be read by medical staff; by the contracting facility for pre-employment physicals; by an applicant's personal physician, or by a local county health facility. All applicants must pass the pre-employment physical in accordance with current employment guidelines and the Americans with Disabilities Act. (NOTE: Applicants may be subject to rejection for employment due to active tuberculosis, due to a symptomatic disease that is life threatening, and/or due to a medical condition that would prevent the applicant from satisfying the physical requirements [essential functions] of a position. Rejection for employment due to an applicant's medical condition must be approved by the health care provider responsible for conducting pre-employment physicals.) A positive result on the alcohol or drug test or an applicant's refusal to take the alcohol or drug test as scheduled will automatically disqualify the applicant, and the offer of employment will be rescinded. In such cases, the Division Director of Human Resources or designee will notify the applicant in writing. (See Attachment C.) Additionally, the Applicant Referral System (ARS) will automatically screen out previous SCDC employees who were terminated for a positive drug test or refusal to take a drug test. Previous applicants who tested positive or refused to take a pre-employment drug test will also be screened out. **(4-ACRS71C-02, 4-4062, 4-4063)**

(SPECIAL NOTE REGARDING PHYSICALS AND DRUG OR ALCOHOL TESTING: Active temporary pink-slip employees of the Agency selected for a permanent state position will not be required to take a new physical or submit to a new drug screen unless it has been more than six (6) months since the initial physical/drug test or the position requires a CDL. All rehires, re-employments, and/or transfers from other state agencies will be required to have a physical and to submit to a drug test.)

9.11 Requirement to Report Employee or Inmate Relatives:

9.11.1 Employee Relatives: Applicants must report on their original employment application any relative(s) who is currently employed by the SCDC. Before an official offer of employment can be extended to the successful applicant, the Chief, Recruiting and Employment Services Branch, or designee must complete SCDC Form 16-90, "Report of Employee and/or Inmate Relative," and obtain written approval for hire from the Division Director of Human Resources. See SCDC Policy /Procedure ADM-11.17, "Employee Conduct," for additional information on prohibitions against employing family members when such employment would violate state laws on nepotism.

9.11.2 Inmate Relatives: Applicants must report on their original employment application any relative(s) who is currently or was previously an inmate at any SCDC institution, including SCDC inmates who are assigned to Designated Facilities, and any other inmates with whom the applicant has a close personal relationship. Before an official offer of employment can be extended to the successful applicant, the Chief, Recruiting and Employment Services Branch, or designee must complete SCDC Form 16-90, "Report of Employee and/or Inmate Relative," and obtain written approval for hire from the Division Director of Human Resources. Overall, applicants may be approved for hire if they have a close personal inmate relative in one of the following categories: Husband, Wife, Mother, Father, Daughter, Son, Sister, Brother, Grandmother, Grandfather, Grandchild, Step Relatives, Mother-In-Law, Father-In-Law, Sister-In-Law, Brother-In-Law, Son-In-Law, Daughter-In-Law. In addition, any individual with an obvious close personal relationship (recent divorce or break-up, common-law spouse, boyfriend/girlfriend, etc.), but not related to the inmate at the time of application, may be denied employment until that inmate is released by SCDC. However, on a case by case basis, should a Warden or Division Director desire to hire such a candidate, s/he may request approval through the appropriate member of the executive staff.

Selections involving a central office position located in an institution must be requested by the central office Division Director and approved by the appropriate member of the executive staff. This approval will be documented on SCDC Form 16-90, "Employee/Inmate Relative Form," and forwarded to the Division Director of Human Resources/Designee for final approval. Applicants with any other level of inmate relative such as aunts, uncles, cousins, etc., may be authorized for hire; however, the applicant may not be permitted to work at the same location as the inmate, and must obtain written permission from the Warden and other appropriate authorities in order to visit the inmate. (See SCDC Policy/Procedure OP-22.09, "Inmate Visitation." Also, see SCDC Policy/Procedure ADM-11.17, "Employee Conduct," for the procedures to be followed when a relative of an SCDC employee is incarcerated after the employee's hire date.) Note: Former employees seeking re-hire who had inmate relative(s) that were incarcerated during the employee's previous employment period must be reviewed and approved by the Division Director of Human Resources/Designee.

9.11.3 Relations Between SCDC Employees: Romantic relationships between employees at the same Institution are prohibited. Employees who are not assigned to an Institution are prohibited from having a romantic relationship with any SCDC employee within their chain of command. The Director and Executive Staff are prohibited from having a romantic relationship with any SCDC employee. Any employee assigned to Police Services, General Counsel, and Employee Relations are also prohibited from having romantic relationships with any SCDC employee. Any conflicts will be dealt with on a case by case basis, as directed by the Executive Staff with Director approval. Existing marriages of public record, or common law marriages, which are documented in SCDC official Personnel records prior to the date of this policy change, will be grandfathered. When an employee suspected of committing a rules infraction(s) of this nature, he/she will be charged with 020, "Unprofessional Conduct, Incompatible Activities, Malicious Profanity, Unethical Conduct, or Other Employee Behavior Having Potential or Actual Detriment to the Agency or State Operations of Their Image" (conduct can occur on/off the job), pursuant to Agency Policy ADM-11.04, "Employee Corrective Action." The appropriate corrective action(s) will be determined after the particular circumstances of the case have been considered.

9.12 Employee Victim/Witness: An SCDC Form 16-113, "Employee Victim/Witness Notification" must be completed for a selected applicant who was a victim of a crime (to include "indirect victims" if an immediate family member was a victim) or who testified as a witness to a crime committed by an inmate(s) currently incarcerated within the SCDC. Approval must be given by the Division Director of Human Resources or designee before an official offer of employment can be extended to the successful applicant. (**NOTE:** Should approval be obtained, the employee will not be placed in a position of authority, direct or indirect, over the inmate[s] involved.)

9.13 Applicant Criminal History: Applicants must report all arrests, court-ordered restraining orders (regarding a family member or a co-habitant) and/or convictions/dispositions on their original application. Successful applicants will be checked through the National Criminal Information Center (NCIC) before an official offer of employment is extended. Any applicant with a felony conviction(s), drug related conviction(s) within ten (10) years will NOT be hired by the Agency for ANY position. Any applicant that has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion or if the victim did not consent or was unable to consent or refuse or has been civilly or administratively adjudicated (found liable) to have engaged in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion or if the victim did not consent or was unable to consent or refuse will NOT be hired by the Agency for ANY position. All other arrests/convictions will be forwarded to the Division Director of Human Resources/Designee, and if necessary, the Division Director of Security for approval. Approval/disapproval for hire will be indicated on the original application and entered into the Applicant Referral System (ARS). Should an applicant fail to report an arrest, court ordered restraining order, and/or conviction on their application, and it is found through NCIC check or otherwise, the selecting official may be contacted to give further consideration as to whether s/he wishes an offer of employment to be extended. Intentional deception will automatically disqualify an applicant. Any

applicant that has served time in any state, federal, county, or city penal system within five (5) years will NOT be hired by the Agency. (4-ACRS-7F-04, 4-ACRS-7F-04, 4-ACRS-7B-07, 4-ACRS-7D-06, 4-4055, 4-4061, 4-4102); (PREA Standard 115.17)

9.13.1 Employees who move from a non-security to a security position, or from a non-security to another non-security position, or from a security position to a non-security position, regardless of the reason for the move (promotion, demotion, reassignment, etc.) will be checked through the National Criminal Information Center (NCIC). Employees who move from a security position to another security position, will not be checked through the National Criminal Information Center (NCIC) inasmuch as these checks are conducted during each security employee's three-year recertification cycle through the Division of Training and Staff Development.

9.13.2 Extreme caution should be exercised when considering applicants who have arrests, restraining orders, and/or convictions involving violent crimes, who have several arrests of varying nature or violent nature, or who have arrests or convictions involving drugs or alcohol. Caution should be exercised even if such arrests were not prosecuted or were otherwise dismissed.

9.13.3 Consideration should be given to whether such charges or convictions were committed in the recent or distant past. A more recent arrest or conviction should generally be regarded as more significant than an arrest or conviction that occurred 20 years ago. Also, the age of the applicant at the time the crime or arrest occurred should be considered.

9.13.4 For falsification, omission, or misrepresentation of facts or information other than arrests, restraining orders, or convictions, consideration should be given to the type of information falsified, omitted, or misrepresented and whether or not an offer of employment would have been extended if the Agency had been given accurate information initially. Intentional deception will automatically disqualify an applicant.

9.13.5 In accordance with the Continuing Law Enforcement Education (CLEE) Training Regulations, the Agency cannot hire applicants for positions that require certification if the applicant has been convicted of a crime for which the maximum possible penalty involves a sentence of death or imprisonment of more than one (1) year, or any criminal offense that involves moral turpitude. Security and non-security applicants applying for positions cannot be hired if they have a record during the previous five (5) years for suspension of a driver's license as a result of driving under the influence (DUI) of alcoholic beverages or dangerous drugs, driving while impaired or the equivalent, reckless homicide, involuntary manslaughter, leaving the scene of an accident, or conviction of a felony, or certain crimes which are serious enough in nature to create a substantial security risk or pose a threat to the agency or the agency's image.

9.13.6 All successful candidates with arrests and/or convictions will be forwarded to the Division Director of Human Resources/Designee and, if necessary, the Office of General Counsel and the Division Director of Security for approval/disapproval. Approval/disapproval of hire will be indicated on the original application.

9.14 Fingerprints: All successful candidates will be finger-printed by the Recruiting and Employment Services Branch staff before establishing a hire date. (NOTE: Fingerprints will be sent to the State Law Enforcement Division [SLED] and the Federal Bureau of Investigation [FBI] for processing.) (4-ACRS-7F-04, 4-ACRS-7D-06, 4-4061, 4-4102)

9.15 Credit Checks: Credit checks will be completed on all successful applicants selected for security and investigative positions pursuant to state statute.

9.16 Salary Approvals: Salaries for successful applicants must be approved in accordance with SCDC Policy/Procedure ADM-11.03, "Employee Compensation," before an official offer of employment can be extended.

9.17 Effective Date: Effective dates for successful applicants must be in accordance with state and Agency procedures and will be coordinated with the appropriate Agency official as follows:

9.17.1 The Chief/designee, Recruiting and Employment Services Branch, will ensure that the effective date for all new hires is in accordance with SCDC Training Academy requirements. (**NOTE:** Approved waivers to exempt or extend an employee from SCDC Orientation Training must be obtained prior to entry into the Pre-Employment System by Human Resource Managers /Liaisons, unless the Agency Director has issued a blanket waiver for a specific job classification. The Division Director of Training and Staff Development or designee is the approving authority for individual Orientation Waivers. [See SCDC Policy/Procedure ADM-17.01 for procedural guidelines necessary to be followed to obtain Orientation Waivers.] The Deputy Director of Operations is the approving authority for Orientation/Basic Training exemptions.)

9.17.2 Promotions, reassignments, and/or demotions of existing staff must be effective at the beginning of a semi-monthly pay period, i.e., 2nd and 17th of the month.

9.17.3 Movement due to promotion, reassignment, or demotion of existing staff must be accomplished within 15 calendar days from the date the selected employee and the gaining and losing officials are notified by the Chief, Recruiting and Employment Services Branch, or designee.

9.18 Telephone Requirements for Employees Occupying Essential Positions: As a condition of employment, the SCDC will require all employees selected for "essential positions" as defined by the Agency to provide evidence that they have a working contact telephone. Applicants selected for essential positions must complete SCDC Form 16-67, "Telephone Requirement," and provide proof of a contact telephone number (e.g., copy of most recent telephone bill- home or cell) at the time of their official offer of employment for non-SCDC applicants. SCDC employees selected for essential positions must provide this information prior to the position action/movement. Telephone numbers of friends, relatives, and/or neighbors, and pagers/beepers, answering machines, voice mails and prepaid cell phones will not be accepted to meet the telephone requirement for essential positions. Failure to provide this information at the date of hire (or within 30 days from date of hire to the employee's immediate supervisor or appropriate Human Resource Manager) may be cause for termination. As a condition of promotion, reassignment, or demotion into an essential position, an employee may be required to show evidence of a working contact telephone before the position movement can be made effective. Such verification, when requested, must be submitted to the appropriate selecting official. The employee is responsible for maintaining a working contact telephone number while employed in an essential position and for notifying his/her supervisor of any changes in the telephone number. For the purposes of this procedure, essential positions are defined as:

- Correctional Officer/Cadet;
- Corporal;
- Sergeant;
- Law Enforcement Officer (K-9)
- Lieutenant;
- Captain;
- Major;
- Food Service Director (limited to the Chief Institutional Food Service Supervisor);
- Trades Supervisor (limited to Chief Institutional Maintenance/Trades Supervisor);
- Facilities Management (on-call personnel);
- Vehicle Management (on-call personnel);
- Medical (OIC);
- Investigator;
- Associate Warden;
- Warden;
- Division Director;
- Deputy Directors of Administration, Programs and Services, Operations;
- General Counsel;
- Inspector General; and
- Agency Director.

9.19 9.19 Pre-Processing: Successful applicants will go through a new hire pre-employment process with a Human Resource Manager designated for their work location which will include completion of payroll paperwork enrollment in State Group Benefits and verification of work eligibility through the E-Verify System.

9.20 Offer/Rejection Letters: All applicants interviewed for a position will *be contacted* at their *provided email* address, as follows:

- Successful applicants who have completed all pre-employment requirements will receive confirmation *via email* of their selection. The notification will provide each applicant with his/her effective date of employment and approved salary.
- All non-selected applicants who received an interview during the selection process will receive *an email* from the Recruiting and Employment Services Branch informing them that they were not selected for the position.
- *NEOGOV creates an email address for each applicant when he/she creates his/her profile; copies of all emails sent to applicant from NEOGOV automatically copy to his/her profile email address.*

10. EMPLOYMENT STATUS: Upon employment, an employee will be given status in accordance with the following:

10.1 Probationary Status: Upon initial employment or re-employment in a classified or unclassified position, an employee shall be in probationary status. An employee in probationary status must complete a probationary period that is twelve months in duration. An employee who performs unsatisfactorily during the probationary period must be terminated before becoming a covered employee. The performance review date for a probationary employee who is promoted, demoted, reclassified, experiences an unclassified state title change, is reassigned, or accepts reassignment to a new class, will have their review date adjusted twelve months.

10.2 Temporary Status: Employment is to a temporary position, i.e., pink-slip for a period not to exceed 12 months. A temporary employee must take a fifteen (*15*) calendar day break in service prior to the end of the twelve (*12*) months of employment. The 15-day calendar break may be taken at a time that is mutually agreed upon between the temporary employee and the immediate supervisor. The break must be requested in writing by the employee identifying the last day of work and the requested return to work date and approved by the Warden/Division Director. The approval must be submitted to the Division of Human Resources. The 15 calendar day break does not apply to individuals occupying temporary grant or time limited positions. **NOTE:** A temporary employee will be selected using the SCDC Form 16-119. A temporary employee selection is not processed through the automated selection system; however a temporary employee is subject to the Agency's new hire pre-processing requirements.

10.3 Trial Status: When a permanent state employee experiences position movement or a position action, s/he is placed in trial status. Trial status is a working test period in a new position to determine if the employee is able to meet the performance standards of the position. A trial status period is for six (6) months, but may be extended if the employee's overall performance is below performance standards.

10.4 Permanent Status: A full/part time employee who satisfactorily completes his/her 12 month probationary period will attain covered status. Satisfactory completion of the probationary period should be documented through a performance appraisal with a rating of "Meets" or above before the actual probationary end date. (**NOTE:** Employees in a probationary period or temporary position may be terminated at any time without the right to appeal the termination to the Agency or State Employee Grievance Process.)

11. POSITIONS SELECTED BY AGENCY DIRECTOR: The Agency Director will be responsible for establishing the screening and selection criteria for positions where s/he serves as the selecting official.

12. CONFIDENTIALITY OF INFORMATION: No information pertaining to prospective applicants and/or successful applicants for positions will be released without the approval of the Division Director of Human Resources or designee.

13. TRAINING: The Chief, Recruiting and Employment Services Branch, or designee will provide training on an "as-needed" basis with regard to the application and selection process either at institutional locations and/or the Training Academy.

14. DISCLAIMER: The Agency may make involuntary or administrative reassignments of employees as deemed necessary to meet its overall mission and operational requirements. Such involuntary or administrative reassignments may be made at any time outside the provisions of this policy/procedure and must have the written approval of the Division Director of Human Resources, the appropriate member of the Agency Director's staff, and the Agency Director.

15. FREEDOM OF INFORMATION ACT: Any requests for information under this Act will be processed according to SCDC Policy/Procedure GA-02.04, "Freedom of Information Act."

16. DEFINITIONS:

Applicant Approving Official refers to the designated official(s) who must approve vacancy announcements for positions falling under his/her area of responsibility.

AAS refers to the Agency's "Automated Applicant Selection System" where selections for vacant positions are entered for approval.

ARS refers to the "Applicant Referral System" where all applicant profiles are stored.

AVS refers to the Agency's "Automated Vacancy System" from which vacancy announcements are generated.

NCIC refers to the "National Criminal Information Center" where a record of arrests and/or convictions can be obtained.

NEOGOV refers to the *South Carolina on-line applicant tracking* system in which applicants can receive information relative to all current vacancies, apply for vacant positions, and determine which positions they have been referred for consideration.

Pre-Employment System refers to the SCDC system utilized by Human Resource Managers to enter new hire information and to determine an Orientation/Basic Training date.

Permanent Status refers to a full/part time employee who has satisfactorily completed his/her 12 month probationary status in state government for his/her current employment period.

Pre-Processing refers to a process whereby new hires, rehires, or transfers to the Agency are provided information regarding Agency policies/procedures and are required to complete paperwork (payroll, enrollment in state group benefits) in order to place them on payroll upon reporting to work. A new employee should be pre-processed before his/her hire date.

Probationary Period Twelve month period from the date of initial employment in state government in a full/part time classified or unclassified position. An employee who is in their probationary period and is promoted, demoted, re-assigned, re-classified, or experiences a title change will have their review date established twelve months from the effective date of the action.

Re-Employment refers to an applicant who returns to state service following a break in service.

Re-Hire refers to an applicant who has previously worked for the SCDC in any capacity.

Screening Panel refers to one (1) or more employees appointed by the selecting official to determine if applicants applying for a vacant position meet the SCDC additional requirements and any screening criteria identified by the selecting official. The employee(s) must occupy a position(s) equal to or higher in pay band and level than the vacancy being filled. Should the selecting official choose to utilize more than one employee for screening, panelists should include minority and female representation.

Selecting Official refers to the official/authority who is responsible for appointing screening and selection panel members and for selecting an individual to fill a specific position within the Agency.

Selection Panel refers to one (1) or more employees appointed by the selecting official to conduct interviews for a vacant position. The employee(s) must occupy a position(s) equal to or higher in pay band and level than the vacancy being filled. Should the selecting official choose to utilize more than one employee to conduct interviews, panelists should include minority and female representation.

Temporary Employee (Pink-Slip) refers to an individual hired to perform duties for a temporary period of time, not to exceed one (1) year.

Temporary Grant Employee refers to an individual hired to perform the duties stipulated in an approved grant. Employees may be eligible for benefits, excluding permanent or probationary employment status.

Time Limited Employee refers to an individual hired to perform the duties stipulated in an approved time limited project. Employees may be eligible for benefits, excluding permanent or probationary employment status.

Trial Status refers to a working test period of six (6) months required of a permanent state employee following a position movement/action to any class in which the employee has not held permanent status, i.e., promotion, demotion, or reclassification.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.

ATTACHMENT A - SCDC SELECTING OFFICIALS

INSTITUTIONS	
POSITION	SELECTING OFFICIAL(S)
Wardens	Deputy Director of Operations with concurrence of Agency Director
Associate Wardens	Warden, Deputy Director of Operations, Warden, Deputy Director of Operations with concurrence of Agency Director
Majors	Warden, with concurrence of Deputy Director of Operations
Captains	Warden
Lieutenants	Warden/Designee

Sergeants	Warden/Designee
Corporals	Warden/Designee
Officers/Cadets	Recruiting and Employment Services Branch
Institutional Non-Security Staff	Warden/Designee
Central Office Staff (e.g., Food Service, Canteen, Commissary, Farm Staff, Health Services, Grievance, etc.)	Division Director/Warden and/or Designees
DIVISIONS/OFFICES	
POSITION	SELECTING OFFICIAL(S)
Deputy Directors	Agency Director/Designee
Division Directors	Appropriate Deputy Director
Branch Chiefs /Assistant Division Director	Division Director/Designee
Staff	Division Director/designee (For divisions/offices that do not have Assistant Directors, the appropriate Branch Chief may serve as the designee.)

ATTACHMENT B - CONDITIONAL OFFER

Date

Name

Street Address

City, State, Zip Code

Dear:

RE: Position Title and Number

On behalf of the South Carolina Department of Corrections, I am pleased to extend a provisional offer of employment for the position of _____. Your employment with the Agency is contingent upon the completion and approval of all employment requirements, such as, but not limited to, any employee/inmate relative(s), approval of any prior arrest(s), a physical examination, and approval of your proposed salary.

Once all employment requirements have been satisfied, you will be contacted by the below-designated Human Resource Manager who will schedule you for processing and coordinate an official hire date.

Name of HR Manager

Location

Telephone Number

Since not all employment requirements have been satisfied, I recommend that you not resign from your present position until you have been notified of an official hire date.

If you have any questions, please call the Recruiting and Employment Services Branch at (803) 896-1651.

Sincerely,

Name of Recruiter

Recruiting and Employment Services

Division of Human Resources

cc: HR Manager

Selecting Official

New Hire File

ATTACHMENT C

DRUG OR ALCOHOL TEST

Date

Name

Street Address

City, State, Zip Code

Dear

The South Carolina Department of Corrections, Division of Human Resources, has received notification (applicable statement).

At the time you were directed to take the drug test and/or alcohol test, it was explained and provided in writing that a (applicable statement) would be a valid reason for the Agency to withdraw any offer of employment.

This is to advise you that the South Carolina Department of Corrections hereby withdraws any offer of employment (verbal or written) that you may have received due to (applicable statement).

I also regret to inform you that you are ineligible for future consideration for positions with the South Carolina Department of Corrections.

I wish you success in your search for a position with another employer.

Sincerely,

Donnette Jeffcoat, Director

Division of Human Resources

cc: Applicant File

Master File