

EMPLOYEE ACKNOWLEDGEMENT

Temporary Employees

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.

DUAL EMPLOYMENT/SECONDARY EMPLOYMENT

In the event that another South Carolina state agency offers me employment (permanent or temporary) while I am simultaneously employed by the College of Charleston, I understand that I must notify Human Resources.

GRIEVANCE

Your employment is at-will and may be ended by you or the College at any time. Temporary Employees are not entitled to access the State or College of Charleston grievance processes.

HEALTH INSURANCE

Under certain circumstances temporary employees may be eligible for health insurance in compliance with the Affordable Care Act.

LEAVE/HOLIDAYS

Temporary employees do not accrue annual or sick leave and are not entitled to any other type of leave afforded to permanent employees. Temporary employees cannot be paid for any hours not worked, including holidays or other days when the College of Charleston is closed.

RETIREMENT

Newly hired temporary employees may choose to join SCRS (South Carolina Retirement System), the State ORP (Optional Retirement Plan), or non-membership. A decision must be made within 30 days of the date of hire and is irrevocable. If an election is not made within 30 days, the College will automatically enroll the employee in SCRS. A non-election form or an enrollment election form must be completed regardless of the plan selected. A valid email address must be provided to the College of Charleston Human Resources department to initiate the enrollment process through the State's online system. Temporary employees are exempted from mandatory membership by state law and therefore have an option to elect non-membership. Employees may not join at a later date unless they have had a bona fide termination of employment and are later hired into another covered position, or they are transferred into a position for which membership is mandatory.

WORKERS' COMPENSATION

In the event of injury during working hours at the College of Charleston, I understand it is my responsibility to advise my immediate supervisor and/or department head of this injury before leaving work on the day of the injury. Failure to do so may result in my being personally liable for all medical expenses.

Address questions to Human Resources - 843-953-5512.

I have read and understand the information provided above.

Signature

Date

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE OF CHARLESTON RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR INPART. 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.

HRTF 03/2018