It is the policy of the Technical College of the Lowcountry to conduct employment verification in the following manner:

1. Employment verification shall be defined as the act of providing employment-related information about employees (current or former, permanent or temporary) to persons outside of the College.

2. Requests for employment verification must be in writing, signed by the applicant, and routed to the Personnel Office.
3. The Human Resources Director is the only office authorized to release information for employment verification. When appropriate, the Human Resources Director will consult with supervisors when completing verifications, particularly those requested by prospective employers.

4. Only an employee’s name, class, date of employment, gender, race, and title may be released without written authorization of the employee.

5. Upon written authorization of the employee, more specific details such as exact salary, and performance related information may be disclosed.

6. Copies of employment verifications will become a part of an employee’s official personnel file.

Requests for Personnel information from other than the employee are subject to the Freedom of Information Act and its amendments (South Carolina Code of Law 30-4-10 ct seq). Such requests for information must be made in writing.