

SUBJECT: Employment
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The University of South Carolina is an equal opportunity employer. It is the University's policy to ensure that all employment practices will be based solely on merit, and without regard to race, color, religion, sex, national origin, age, disability and veteran status.

The recruiting of "classified" employees is the responsibility of the Human Resources Department. The Human Resources Department screens and refers qualified applicants to departments for interview and selection. In selecting the best-qualified applicant for a vacancy, the hiring department takes into consideration such factors as education, training, experience, aptitude, character, and any other factor which may concern the fitness of the candidate for the position.

Each newly appointed classified employee must serve a probationary period of twelve (12) months. This probationary period is designed to give the University an opportunity to determine whether the employee is capable of doing the job for which he or she was hired. If it is determined during the probationary period that the employee may not be able to perform the duties and responsibilities of the position, the supervisor should contact the Human Resource Office immediately.

The University of South Carolina has a pay plan for Classified Employees set up by the State Office of Human Resource Management.