

**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	RETIRING OR DEPARTING EMPLOYEES	Policy Number:	3-3-114
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy:			
Associated ATC Procedure:			

Approved: 
President


Commission Chairperson

Date
Adopted: 07/01/2004
Date
Revised: 03/11/2024

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.

Permanent employees who retire from the College after serving ten or more years of service with the College will be honored with a reception arranged and scheduled through the Human Resources Office. A gift of appreciation will be presented to employees in recognition of their years of service. The College will pay all expenses.

Permanent employees who depart from the College after serving ten or more years of service with the College will be honored with a gift of appreciation in recognition of their years of service. The College will pay all expenses.