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Applicability: All DDSN State Employees

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE DDSN RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS POLICY, 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.

Request for the establishment of new positions, or the reclassification of an existing position to a higher or lower band will be forwarded to the DDSN Central Office Human Resources. The justification, position description and organizational charts will be reviewed and approved or forwarded to the State Human Resources Division for classification action, if necessary. The requesting division will be notified promptly of the final action concerning the position. No definite commitment should be made to a prospective employee pending final notification.

New positions and existing positions are normally filled or refilled at the minimum salary of the appropriate band/level. It is recognized that qualifications and experience of an employee and conditions of the labor market may, at times, justify a higher starting salary. In such cases, Division Directors/District Directors/Facility Administrators may request an above the minimum salary, subject to final approval of the DDSN Central Office Human Resources Director and/or

DISTRICT I

DISTRICT II

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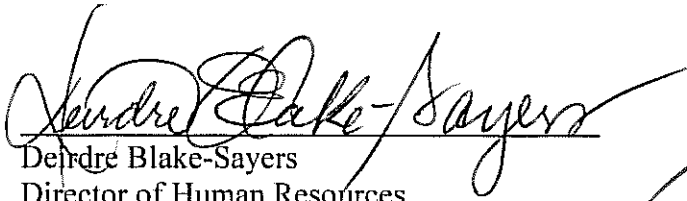
Midlands Center - Phone: 803/935-7500
 Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road
 Summerville, SC 29485
 Phone: 843/832-5576

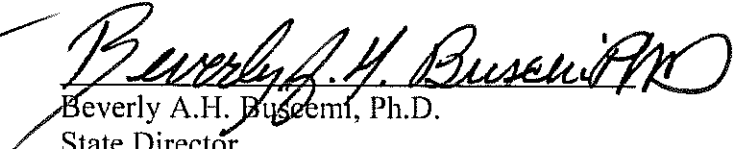
Coastal Center - Phone: 843/873-5750
 Pee Dee Center - Phone: 843/664-2600
 Sallee Center - Phone: 843/332-4104

the State Human Resources Division. Sufficient information must be included in the request for DDSN and the State Human Resources Division to make an adequate appraisal of the recommended action. Employees recommended for initial hiring above the minimum should be informed that the requested salary is tentative until approved by the DDSN Central Office Human Resources and/or the State Human Resources Division.

All official offers of employment must be issued in writing by the DDSN Central Office Director of Human Resources or District Director of Human Resources. No other DDSN employees are authorized to make offers of employment or salary commitments.



Deirdre Blake-Sayers
Director of Human Resources
(Originator)



Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)

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