



SCDC POLICY

NUMBER: SDTR-23.01

TITLE: CONTINGENT HIRING PROCESS

ISSUE DATE: October 20, 2026

RESPONSIBLE AUTHORITY: Office of Staff Development, Training, and Recruiting

POLICY MANUAL: STAFF DEVELOPMENT/RECRUITING

SUPERSEDES: NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 5-ACI-1C-10, 5-ACI-1C-12, 5-ACI-1C-13, 5-ACI-1C-14, 5-ACI-1C-15, 5-ACI-1C-20, 5-ACI-1C-23

STATE/FEDERAL STATUTES: Equal Employment Opportunity Act (Title VII, Civil Rights Act, including subsequent amendments); Americans with Disabilities Act; (South Carolina Code of Laws, 1976, as amended; Genetic Information Nondiscrimination Act of 2008; Prison Rape Elimination Act (PREA) Statute 42 USC 15601 and PREA STANDARD 115.17.

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS 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.

PURPOSE: To establish standardized procedures governing the use of contingent hiring to expedite the selection and onboarding of Correctional Officers while ensuring compliance with all applicable requirements.

POLICY STATEMENT: The South Carolina Department of Corrections (SCDC) may utilize a contingent hiring process to extend conditional offers of employment to qualified applicants prior to completion of all pre-employment requirements. Contingent hires may begin onboarding activities, including placement on payroll, prior to full clearance. Continued employment is contingent upon successful completion of all required screenings, verifications, and approvals.

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SPECIFIC PROCEDURES:

1. GENERAL:

- 1.1 SCDC may implement contingent hiring for Correctional Officer positions. (5-ACI-1C-13)
- 1.2 All contingent hiring actions must comply with established SCDC hiring procedures and applicable State Human Resources regulations.
- 1.3 A contingent hire will not bypass any required pre-employment screening or approval process.

2. ELIGIBILITY AND AUTHORIZATION:

- 2.1 Contingent hiring may be utilized for Correctional Officer positions only.
- 2.2 Authorization for contingent hiring must be approved by the Agency Director.

3. CONTINGENT HIRING PROCESS:

- 3.1 Candidate Identification: Potential candidates for employment as Correctional Officers are identified by NEOGOV, Institutional Recruitment Officer, outreach efforts, or short-form application processes.
- 3.2 Potential candidates are then contacted by the Institutional Recruitment Officer and scheduled to come to the institution for employment interview.
- 3.3 Candidates must complete a full application in the Agency's applicant tracking system (NEOGOV) with assistance from an Institutional Recruitment Officer if needed.
- 3.4 Candidates must obtain preliminary criminal history clearance (NCIC) prior to the Warden interview. (5-ACI-1C-14)
- 3.5 Candidates successfully completing steps 3.2, 3.3 and 3.4 are scheduled for an interview with the Warden of the institution.
- 3.6 Wardens are the selecting official for hiring determinations.
- 3.7 Candidates (referred for hiring) must complete I9 verification. by providing all required documentation:
 - Birth certificate,
 - Driver's License, and
 - Social Security card.
- 3.8 Candidates (referred for hiring) are scheduled for and must complete and successfully pass a drug test.
- 3.9 Contingent (Conditional) Offer of Employment:

3.9.1 Candidates completing steps 3.2 - 3.8 (with favorable results) are provided with a contingent (conditional) offer of employment.

3.9.2 The contingent offer will clearly state that employment is conditional upon successful completion of all required pre-employment requirements.

3.9.3 Upon issuance of the contingent offer, candidates may be placed on payroll as approved.

3.9.4 Upon acceptance of the contingent (conditional) offer of employment, the candidate shall be placed in a temporary position with full-time working hours and referred to the Benefits Team for the presentation of applicable employee benefits, eligibility requirements, enrollment procedures, and other benefits-related information in accordance with applicable State and SCDC policies and procedures.

3.9.5 Candidates shall have fifteen (15) calendar days from the date of the contingent (conditional) offer to provide all required documentation and complete applicable pre-employment requirements. In cases involving exigent circumstances, the candidate may be granted an extension of up to an additional fifteen (15) calendar days by the Division Director of Recruiting, for a maximum of thirty (30) calendar days, upon approval by the Deputy Director of Staff Development, Training, and Recruiting. Failure to provide the required documentation within the applicable timeframe may result in withdrawal or rescission of the contingent (conditional) offer of employment.

3.10 Contingent Status Requirements: Employees offered and accepted in a contingent hiring status must complete the following to continue the contingent hiring process::

3.10.1 Complete the scheduled medical assessment screening required by the Agency. (5-ACI-1C-15)

3.10.2 Contingent Status Requirements may be scheduled, conducted, and completed while in the contingent hire status.

4. FULL-TIME EQUIVALENT (FTE) STATUS:

4.1 Upon successful completion of all contingent pre-and-post hire requirements, the employee will be placed in Full-Time Equivalent (FTE) positions as a Correctional Officer. (5-ACI-1C-10)

4.2 Failure to meet any requirement will result in immediate termination of employment.

4.3 Permanent employment status will not be granted until all requirements are satisfied.

5. EMPLOYMENT STATUS:

5.1 Contingent hires are considered conditional employees. (5-ACI-1C-13)

5.2 Employees will remain in a probationary status as defined by Agency policy. (5-ACI-1C-12)

5.3 Contingent hires will remain in business casual attire during training.

5.4 Job duties and training requirements for contingent hires will be restricted until full clearance is obtained.

5.5 Upon employment in an FTE position, an employee will be given status in accordance with the following;

5.5.1 Probationary Status: Upon initial employment or re-employment in a classified or unclassified position, an employee shall be in probationary status. An employee in probationary status must complete a probationary period that is twelve months in duration. An employee who performs unsatisfactorily during the probationary period must be terminated before becoming a covered employee. The performance review date for the probationary employee who is promoted, is demoted, is reclassified, experiences an

unclassified state title change, is reassigned, or accepts reassignment to a new class will be adjusted to twelve months from the effective date of that action.

6. DISQUALIFICATION AND TERMINATION:

6.1 A contingent hire will be immediately terminated if the individual: (5-ACI-1C-14)

- Fails drug or medical screening,
- Has disqualifying criminal history,
- Falsifies or omits required information,
- Fails to provide required documentation, or
- Does not meet minimum qualifications.

6.2 Offers of employment may be withdrawn at any time during the contingent period.

7. RESPONSIBILITIES:

7.1 Deputy Director for Administration:

- Ensure compliance with hiring regulations, and
- Manage payroll actions related to contingent hires.

7.2 Division Director of Recruiting:

- Identify and assist candidates,
- Coordinate application completion,
- Issue contingent offers,
- Assist Wardens when needed with hiring decisions, and
- Finalize required hiring processes.

7.3 Regional Recruiters:

- Identify candidates,
- Conduct applicant engagement, and
- Conduct Job Fairs.

7.4 Institutional Recruitment Officers:

- Contact applicants within 24 hours of receiving a short application,
- Assist with NEOGOV application completion,
- Schedule drug screening, medical assessments, and benefits selections with the Benefits Team,
- Monitor contingent employee status, and
- Report issues to the Division Director of Recruiting.

7.5 Wardens:

- Serve as Selecting Officials,
- Conduct interviews,
- Report issues to the Division Director of Recruiting, and
- Become Hiring Authority for Contingent Hiring Process.

8. SECURITY AND RISK MANAGEMENT:

8.1 Contingent hires will not be assigned to duties that pose a security risk until full clearance is obtained which includes no contact with inmates.

8.2 Access to all sensitive areas is restricted.

8.3 All actions must prioritize safety and security.

9. DOCUMENTATION:

9.1 All contingent hiring actions must be documented, including:

- Contingent offer letters
- Screening results
- Approval records
- Final Employment determinations.

9.2 Documentation must be maintained in accordance with Agency recordkeeping requirements. (5-ACI-1C-20)

10. CONFIDENTIALITY OF INFORMATION: No information pertaining to prospective applicants and/or successful applicants for a contingent position will be released without the approval of the Deputy Director of Staff Development, Training, and Recruiting or designee. (5-ACI-1C-23)

11. DISCLAIMER: The Agency may revise this policy as necessary to meet operational needs. This policy does not create contractual employment rights.

12. DEFINITIONS:

Contingent Hire refers to an applicant who has received a conditional offer of employment and may begin the onboarding process and limited employment activities prior to completion of all pre-employment requirements.

Conditional Offer refers to an offer of employment dependent upon successful completion of all required screenings and approvals.

Full-Time Equivalent or FTE refers to a numerical value expressing a percentage of time in hours and of funds related to a particular position authorized by the General Assembly.

Probationary Period refers to the twelve-month period from the date of initial employment in state government in a full/part time classified or unclassified position. An employee who is in his/her probationary period and is promoted, demoted, re-assigned, re-classified, or experiences a title change will have his/her review date established twelve months from the effective date of the action.

SIGNATURE ON FILE

s/Joel E. Anderson, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.