

HUMAN RESOURCES (HR)

Human Resource Staff

- Susan M. Jones (Susan.M.Jones@gvltec.edu), Vice President for Human Resources, serves as a member of the President's Cabinet, as GTC's EEO Officer, and as the HR liaison to the SC State Division of Human Resources, the SC Technical College System Office of Human Resources, and the state higher education Human Resource Directors Group (CHRD); responsible for the strategic direction for human resources and employee development and for achieving Affirmative Action plan goals; directs the creation and implementation of HR policies and procedures; interprets state human resource policies and state and federal labor-related laws and regulations; provides consultation on organizational design, employee-related issues, and conflict resolution; reviews salary actions for approval. Questions regarding state human resource policies, state and federal laws and regulations, conflict resolution issues, employee complaints and grievances, and Affirmative Action goals should be directed to Susan at (864) 250-8191.
- Jodey Harper (Jodey.Harper@gvltec.edu), Human Resources Director I, serves as the director of total compensation and employee information; analyzes and processes classification and compensation requests; conducts salary equity studies; assists with position/status changes; assists with employee relations matters; approves secondary/dual employment requests; provides oversight of benefits, time and attendance, and employee information functions. Questions regarding classification/compensation requests, administrative supplements, and secondary/dual employment should be directed to Jodey at (864) 250-8989.
- Barbara Wilson (Barbara.Wilson@gvltec.edu), Human Resources Manager I, serves as the manager of benefits and time management; responsible for FLSA compliance for employee time and attendance records; manages employee leave and compensatory time; serves as the human resources representative for satellite campuses; manages the employee benefits function; processes unemployment requests for employer information. Questions regarding timekeeping, leave, or compensatory time should be directed to Barbara at (864) 236-6655.
- Jackie Pinner (Jackie.Pinner@gvltec.edu), Benefits Counselor; coordinates employee benefits enrollment and the annual open enrollment that occurs each October; maintains FMLA (Family Medical Leave Act) records; manages the worker's compensation program; coordinates health and wellness programs. Questions regarding state-sponsored and voluntary benefits, including health, dental, and vision insurance, disability insurance, leave of absence and leave pay, retirement, 403(b) and 457(b) plans, worksite screenings, and employee discounts/perks should call (864) 250-8704.
- Shannon Griffin (Shannon.Griffin@gvltec.edu), Human Resources Manager II, serves as the talent acquisition manager; manages the selection and hiring process, responsible for the coordination of new employee orientation; manages the college's job postings and advertisements in the talent management system (Cornerstone On Demand); manages temporary staffing employment vendors. Questions regarding employment and the hiring process for FTE and temporary positions should call Shannon at (864) 250-8190.
- Alisa Scott (Alisa.Scott@gvltec.edu), Human Resources Coordinator, manages the selection and hiring process for the temporary staff; Responsible for temporary staff orientation; assists with full-time employee new hire orientation; assists with the college's job postings and advertisements in the talent management system (Cornerstone On Demand); serves as back up to the talent acquisition manager. Questions regarding temporary employment and temporary staff should call Alisa at (864) 250-8311.
- Carisa Graham (Carisa.Graham@gvltec.edu), Human Resources Administrative Coordinator II, serves as the human resources information system (HRIS) manager and administrator for all employee information systems; manages all FTE employees' electronic and personnel files, maintains completed performance appraisals, HR-related reports, organizational charts, and non-state secondary employment. Questions regarding FTE employee information, administrative supplements, performance appraisals, state/federal reports, state service years, FTE employment verifications, faculty workload records, non-state secondary employment, Kronos, and full-time employee files should be directed to Carisa at (864) 250-8472.
- Patti Goodwin (Patti.Goodwin@gvltec.edu), Administrative Coordinator I, coordinates administrative and support service activities related to the maintenance of temporary and adjunct employment records, electronically processes all changes in temporary/adjunct personnel status, and ensures accurate pay for the work temporary/adjunct employees perform; responsible for Greenville Technical College's ongoing compliance of policies and regulations associated with temporary employment; provides employment verification for temporary employees; supports both managers and employees in the use of the Kronos system. Questions regarding temporary employee information should be directed to Patti at (864) 250-8495.
- Cheryl Black (Cheryl.Black@gvltec.edu), HR Specialist, greets and directs employees and visitors; provides HR forms; assists with the preparation of temporary employment onboarding packet. Questions regarding HR forms should be directed to Cheryl at (864) 250-8192.
- Mary Ann Perez (MaryAnn.Perez@gvltec.edu), Administrative Coordinator I, serves as the assistant to the vice president for Human Resources; greets and directs employees and visitors; coordinates HR office needs; maintains HR conference room schedule; schedules exit interviews. Questions regarding the above should call Mary Ann at (864) 250-8310.

Additional Skills/Knowledge Increase Request

Faculty members wishing to pursue a bachelor's, master's, specialist, or doctoral degree from accredited institutions in the assigned teaching discipline may be eligible to receive an increase in pay upon completion of the degree with prior written approval from appropriate college management. The faculty member's supervisor must submit a completed and approved Additional Skills/Knowledge Increase Request Form to Human Resources **BEFORE** the faculty member begins coursework toward the planned program of study in order to be considered for a salary increase upon completion of the degree. Additional Skills/Knowledge increases are awarded at the discretion of the college president or designee provided such increase does not place the faculty member's salary above the faculty pay range, the increase does not create an internal equity issue, and there are sufficient funds in the college's operating budget to fund the increase. See State Board for Technical and Comprehensive (<https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/8-2-102.1.pdf>) Education Procedure 8-2-102.1 (<https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/8-2-102.1.pdf>).

Employee Assistance Program

GTC's employee assistance program, LifeServices EAP, is available to all employees and their families free of charge. The employee assistance

program provides you and your family with free and confidential assessments, referrals, and counseling. LifeServices EAP is available at any time and can help with work-related concerns, personal problems, and other issues affecting your well-being. You can contact Dr. Pamela Petro-Ott with any questions.

Additional information regarding the college's employee assistance program is available on Resources4me under Human Resources and on LifeServices EAP's website (<http://www.lifeserviceseap.com/>).

Worker's Compensation

Worker's compensation laws provide financial and medical benefits to an employee, work-study student, or **student in a clinical setting** who has an injury as a result of an accident, injury, or occupational disease while on the job at Greenville Technical College. Worker's compensation is designed to protect workers and their dependents against the hardships from injury or death arising out of the work environment. Employees, work-study students, and students in clinical settings are responsible for immediately reporting all work-related accidents or illnesses to their supervisor.

Supervisors are required to notify Human Resources immediately by calling (864) 250-8704 or (864) 250-8192. The Human Resources staff will assist the supervisor in completing necessary forms, including the first report of injury form. You can contact Dr. Pamela Petro-Ott or Barbara Wilson with any questions.

For additional information, refer to the Employee Injury Protocol and Form information located on Resources4me under Human Resources Documents.