5.1 College Personnel Policies

Last Revised: January 2012

Policy Statement: Piedmont Community College (PCC) adopts, publishes, and implements personnel policies, consistent with all applicable statutes, rules, and regulations as required by the North Carolina Administrative Code, Chapter 23: 02C.0210

Purpose/Definitions: To ensure that all employee policies and procedures are administered consistently at PCC.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority, The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: Personnel policies required by the North Carolina Administrative Code, Chapter 23: 02C.0210 are:

1. Adverse weather-PCC Policy 2.10;
2. Annual leave (vacation)-PCC Policy 5.4.5;
3. Drug and alcohol use-PCC Policy 2.12;
4. Civil leave-PCC Policy 5.4.7;
5. Communicable disease-PCC Policy 2.13;
6. Compensatory leave-PCC Policy 5.3;
7. Definitions of the employment categories and benefits for each:
   a. Full-time permanent,
   b. Part-time permanent,
   c. Full-time temporary, and
   d. Part-time temporary-PCC Policy 5.7;
8. Disciplinary action addressing suspension and dismissal-PCC Policy 5.19;
9. Educational leave (reference 23 NCAC 02D .0103) -PCC Policy 5.4.1 and 5.4.2;
10. Employee evaluation process-PCC Policy 5.34;
11. Employee grievance procedures-PCC Policy 5.20;
12. Employee personnel file-PCC Policy 5.7.1;
13. Hiring procedures (describing procedures used for employment of both full- and part-time employees) -PCC Policy 5.15;
14. Leave transfer-PCC Policy 5.4.5 and 5.4.6;
15. Leave without pay-PCC Policy 5.4.2 and 5.4.3;
16. Longevity pay plan (reference 23 NCAC 02D .0109) -PCC Policy 5.28;
17. Military leave (reference 23 NCAC 02D .0104) -PCC Policy 5.4.4;
18. Nepotism (reference 23 NCAC 02C .0204)-PCC Policy 5.27;
19. Non-reappointment-PCC Policy 5.7;
20. Other employee benefits-PCC Policy 5.5;
21. Political activities of employees (reference 23 NCAC 02C .0208)-PCC Policy 5.14;
22. Professional development-PCC Policy 5.25;
23. Reduction in force-PCC Policy 5.33;
24. Salary determination methods for full- and part-time employees that address at least the following:
   a. Provisions and criteria for salary determination,
   b. Requirements for annual salary review, and
c. Establishment of salary formulas, ranges, or schedules-PCC Policy 5.6;
25. Sexual harassment-PCC Policy 2.17;
26. Tuition exemption (reference 23 NCAC 02D .0202)-PCC Policy 5.5.10 which was rescinded in 2011 due to legislative action;
27. Sick leave consistent with provisions of the State Retirement system-PCC Policy 5.4.6;
28. Secondary Employment that addresses conflict with the employee's primary job responsibilities and institutional resource (the local board of trustees shall approve or disapprove any secondary employment of the president; the president or any member of the college's senior administration designated by the president shall approve or disapprove secondary employment of all full-time employees)-PCC Policy 5.12;
29. Shared leave consistent with provisions of the Office of State Personnel (reference 25 NCAC 01E .1301 through 25 NCAC 01E .1307) -PCC Policy 5.31; and
30. Providing a preference for veterans, as defined in G.S. 128-15, in hiring decisions-PCC Policy 5.32.

Policies are developed at PCC based upon a need for the policy or as mandated by the North Carolina Community College System (NCCCS). To ensure compliance with the mandated laws of North Carolina, policies are reviewed periodically. The development and/or review process is initiated by personnel in the area the policy directly relates to (i.e. personnel policies are developed/reviewed by personnel department). Once the policy is developed or modified, the appropriate vice president reviews the policy and makes suggested changes if needed. After the vice president reviews and gives approval, the policy is sent to the Executive Council for review and/or approval. New and/or revised policies are presented to the Board of Trustees and final approval lies with the Board of Trustees of PCC. Any new and/or revised policies are shared with employees via e-mail and placed on the PCC website.

North Carolina General Statues 115D-5 state “The State Board of Community Colleges may adopt and execute such policies, regulations and standards concerning the establishment, administration, and operation of institutions as the State Board may deem necessary to insure the quality of educational programs, to promote the systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions.”

PCC will submit copies of the policies listed in this Policy 5.1: Introduction, including amendments, to the NCCCS President’s Office upon adoption.

**Legal Citation:** 23 NCAC 02C.0210; NCGS 115D-5

**History:** Effective October 12, 1988; Revised January 2012