

5.30 Service Award Recognition

Last Revised: February 2025

Policy: Piedmont Community College (PCC) recognizes service milestones of its employees in appreciation of their commitment and dedication to the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the process for expressing appreciation to ongoing employees for their dedicated service to the College.

Definitions

Full-Time Faculty—

Full-Time 12-Month Faculty Employee—an instructional employee contracted annually on a 12-month basis regardless of the academic year. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, , bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

Full-Time Less than 12-Month Faculty Employee—an instructional employee contracted annually for less than 12 months, ranging from 9.5 to 11 months. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, personal business, bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

Full-time permanent—an individual who is employed in a permanent **staff** position, contracted annually and works the standard number of hours for full-time status, typically 39 hours per week, throughout the calendar year. Any staff member contracted less than 12 months will accrue on a prorated scale. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance

benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

Part-time permanent—an individual employed in a permanent staff position but works less than the standard full-time hours, typically fewer than 26 hours per week, on a continuous, year-round basis. These hours must occur on campus or at the designated workplace as approved by the President or appropriate Vice President. Positions in this category are eligible to enroll in the state health plan on a fully contributory basis (PCC does not contribute), earn holidays, longevity, prorated state service credit, and prorated annual and sick leave.

Service—“college service” based on a cumulative month-for-month-computation of full-time permanent and part-time permanent employment with PCC.

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

Procedure:

Section 1: Eligibility

- 1.1. To receive a PCC service award for years of service, an individual must:
 - 1.1.1. work full-time as a PCC employee, regardless of the funding source from which the salary is drawn, for at least 5 years, or
 - 1.1.2. serve as a member of the Board of Trustees for at least 5 years.
- 1.2. Service awards are earned and awarded using the above criteria in increments of 5 years beyond the initial 5 years of service through retirement.

Legal Citation: [1C SBCCC 400.9](#)

History: Effective Jan 30, 1991; Revised Nov 2021, Feb 2025