

5.36 Definition of Employment Categories and Benefits

Last Revised: December 2024

Policy: Piedmont Community College (PCC) complies with state and federal laws and guidelines in defining and publishing employment categories and associated benefits.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish definitions for each employment category and associated benefits.

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 or appropriate Vice 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 or appropriate Vice 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 or appropriate Vice President.

Full-Time Temporary—an individual hired (as faculty or staff) for a limited duration, usually for less than 12 months, and works the standard full-time hours (typically 39 hours per week), which will terminate upon expiration of the contractual period and carries no expectation of extension or preference for employment beyond the contractual period. These employees are eligible for the State Health Plan’s High Deductible Health Plan but are not eligible for retirement benefits, longevity, and leave (e.g., sick, annual, bereavement, civil, military, and community service), except for holidays that fall within the month.

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.

Part-Time Temporary— an individual employed (as faculty or staff) for a limited duration and works less than full-time, typically fewer than 26 hours per week. The employee’s contract terminates upon expiration of the contractual period and carries no expectation of extension. Part-time temporary positions are not eligible for retirement benefits, longevity, health insurance, and leave (e.g., sick, annual, bereavement, civil, military, and community service) and are given no job preference for employment beyond the contractual period.

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

Procedure:

Section 1: General Provisions

- 1.1. Employment categories are assigned when job descriptions are created and require final approval by the President.

Legal Citation: [N.C.G.S. 115D-20](#); [N.C.G.S. 135-1](#); [1C SBCCC 200.94](#)

History: Effective July 2013, Revised April 2015, October 2015, October 2021, November 2022, December 2024