

5.13 Conducting Business with the College

Last Revised: May 2023

Policy: No employee is allowed to do business with or enter into contracts with Piedmont Community College (PCC) except for contracts for employment.

Purpose/Definitions:

Purpose

The purpose of this policy is to mitigate conflicts of interests between PCC employees and the College.

Definitions

N/A

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: Potential Contractors

- 1.1. All contractors who wish to conduct business with the College complete a professional services agreement/contract that includes the following question to determine if they are already an employee of the College:
 - 1.1.1. "Are you a current employee of Piedmont Community College?" (yes/no) If yes; please contact the Controller at PCC for further guidance. If no; move forward with a Professional Services Agreement.
- 1.2. Contractors who are under contract with the College by some means other than a professional services agreement must attest they are not currently employed by the College.

- 1.3. The Controller verifies information provided on the contract with the College's employment records.

Section 2: Professional Services Agreement Initiation

- 2.1. Initiation of professional services agreements is the responsibility of the department/area of the College that is requesting the professional services agreement.
 - 2.1.1. For the appropriate form, contact the Office of Human Resources and Organizational Development.
- 2.2. Professional Services Agreements will not extend past the fiscal year of origination.

Legal Citation: [N.C.G.S. 14-234](#)

History: Effective October 1988; Revised September 2013, June 2019, November 2021, May 2023