

5.7 Employment Letters, Contracts, and Probationary Period

Last Revised: August 2023

Policy: Piedmont Community College (PCC) issues each full-time employee an initial written contract and thereafter an annual letter outlining the terms of continued employment. Temporary full-time and part-time employees enter into a written contract with the College on an as needed basis.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe how PCC communicates the terms of initial employment via a contract or contract continuation letter and to provide information about the initial probationary period.

Definitions

Contract—a formal agreement between an employee and PCC which includes, but is not limited to, start and end dates, name of supervisor, position title, and rate of pay for the current fiscal year. Fiscal year is July 1 to June 30.

Contract Continuation Letter—a letter notifying the employee continuance of their employment contract.

Full-Time Permanent, Full-Time Temporary, Part-time Permanent, and Part-Time Temporary—as defined in PCC Policy 5.36 Definition of Employment Categories

Offer Letter—a letter of agreement between a full-time employee and PCC which includes but is not limited to, the start date, name of supervisor, position title, and annual salary (annual salary may be prorated based on the beginning and ending date of employment) for the current fiscal year. Fiscal year is July 1 to June 30.

Probationary period—an introductory period of one academic term (fall/spring) for a new full-time (temporary, permanent, or other) faculty member or 90 days for a new full-time (temporary, permanent, or other) or part-time permanent staff member intended to provide an opportunity to determine if the employment relationship is a good fit for both the employee

and the College. This allows the employee the opportunity to demonstrate their attributes/skills and become familiar with college policy, procedures, and expectations.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. Employee files are kept secure in the Office of Human Resources and Organizational Development (HROD) and are available upon request by the employee.

Section 2: Full-time Employees

- 2.1. The number of months employed in a fiscal year is based on whether an employee is hired as faculty (instructional) or staff (non-instructional).
- 2.2. Prior to the issuance of a formal contract, the prospective employee will receive an offer letter that includes information about the offered position, including position title, supervisor, work hours, tentative start date, salary, probationary period, pay method, annual and sick leave, benefit eligibility, and any additional information pertinent to the position.
 - 2.2.1. Prospective employees must sign and return the offer letter to confirm their acceptance of the term of the offer.
- 2.3. After receipt of the signed offer letter, PCC will issue each full-time employee a written contract.
 - 2.3.1. Faculty are generally employed for a 9.5-month term and initially receive a Full-time Faculty Contract of Employment.
 - 2.3.2. Staff are generally employed for a 12-month term and initially receive a Full-time Staff Contract of Employment.
- 2.4. For internal changes in positions, an employment letter outlining the terms of the position will be issued to the employee. This letter includes changes in pay rate, position title, change in immediate supervisor, and any additional information pertinent to the change.

- 2.4.1. The signed letter must be returned to the Office of HROD as stated within the offer letter.

Section 3: Probationary Status

- 3.1. All new full-time (temporary or permanent) faculty members and new full-time (temporary or permanent) or part-time permanent staff members will undergo a probationary period during which they will be introduced to the duties and responsibilities of their position.
 - 3.1.1. The supervisor and employee will meet within the first two weeks of employment to set goals. At 30-day intervals (30-, 60-, and 90-days consecutively), the supervisor and the employee will meet and complete the Probationary Status Progress Report.
 - 3.1.1.1. In the event an employee does not show satisfactory progress during the probationary period,
 - 3.1.1.1.1. the supervisor will schedule a meeting with the Office of HROD to discuss the issues.
 - 3.1.1.1.2. the probationary period may be extended up to 90 additional days with approval by the respective vice president and the Director, HROD.
 - 3.1.1.1.3. employment may be terminated.
 - 3.1.2. At the end of the probationary period, within one week, the supervisor will forward the completed Probationary Status Progress Report to the Office of HROD and to the employee.
 - 3.2. Employees who transfer or are hired into a new position within the College will be subject to the new hire procedures listed above.

Section 4: Renewal of Contract

- 4.1. Employees will be notified in writing at least 30 days prior to a renewal of their contract.
- 4.2. Contracts are subject to renewal on a yearly basis.
- 4.3. A new contract is only issued if an employee changes positions within the College.

Section 5: Non-renewal of Contract

5.1. Employees will be notified in writing at least 30 days prior to a non-renewal or elimination of a program or position.

5.1.1. Any college employee may be released from employment if there is a significant decline in financial resources resulting in a major curtailment or elimination of a program or position.

5.1.2. The decision of financial exigency or program curtailment will be made by the President and approved by the Board of Trustees.

Section 6: Full-time Temporary and Part-time Employees

6.1. Upon employment, each PCC full-time temporary or part-time employee will enter into a written employment contract outlining the terms of the position.

Legal Citation: N/A

History: Effective July 1987; Revised October 1988, October 2001, January 2012, August 2021, December 2021, August 2023