



Piedmont Community College

Policy & Procedures Manual

Last updated: June 26, 2023

Section 1

Organization

1.3 Accreditation and Professional Affiliations

Last Revised: August 2021

Policy: Piedmont Community College (PCC) seeks professional accreditations and affiliations that complement the mission of the College.

Purpose/Definitions:

Purpose

This policy provides information regarding the various accrediting and approval bodies associated with the College and its programs.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President (with advisement by the College's Accreditation Liaison) has monitoring authority for this policy.

Procedure:

Section 1: Institutional Accreditation

- 1.1. PCC is a unit of the North Carolina Community College System and offers programs approved by the State Board of Community Colleges. The State Board of Community Colleges Code (1B SBCCC 400.1) requires all North Carolina community colleges to obtain and maintain regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 1.1.1. Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Piedmont Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern

Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

- 1.1.2. Programs and services provided through multi-campus centers shall comply with The Principle of Accreditation: Foundation for Quality Enhancement of SACSCOC.

Section 2: Professional Affiliations

- 2.1. PCC holds full institutional memberships with a variety of professional organizations such as the North Carolina Association of Community College Trustees (NCACCT), the Association of Community College Trustees (ACCT), the North Carolina Association of Community College Presidents (NCACCP), the Southern Association of Colleges with Associate Degrees (SACAD), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and other relevant organizations.

Section 3: Governmental Agency Approvals

- 3.1. Courses of study offered at PCC have been approved for students eligible for assistance through the Veterans Administration, the North Carolina Department of Social Services, the North Carolina Employment Security Commission, the Employment and Training Administration of the U.S. Department of Labor, and the U.S. Department of Education.

Section 4: Program Accreditation Process

- 4.1. Deans of programs considering accreditation must collaborate with the Vice President, Instruction and the Director, Research & Institutional Effectiveness/Accreditation Liaison (in writing) regarding their request.
- 4.2. After review of the accreditation requirements and its correlation to the College's mission, budget requirements, etc. and approval from the President, the dean of the program area may proceed with the process for seeking accreditation for the program.

Section 5: Program Accrediting and Approving Bodies

- 5.1. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- 5.2. The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the

recommendation of the Committee on Accreditation of Education Programs for the EMS Professions (CoAEMSP).

- 5.3. The Associate Degree Nursing Program is approved by North Carolina Board of Nursing.
- 5.4. The Cosmetology Program is approved by the North Carolina Board of Cosmetic Art Examiners.
- 5.5. The Nurse Aide I program is approved by the North Carolina Department of Health and Human Services Division of Health Services Regulation.
- 5.6. The Nurse Aide II program is approved by North Carolina Board of Nursing.
- 5.7. The Federal Firearms License is approved and issued by the U.S. Department of Alcohol, Tobacco, and Firearms.

Legal Citation: [1B 400.1 SBCCC](#)

History: Effective January 1988; revised October 2001, January 2011, August 2021

1.4 Governance

Last Revised: August 2021

Policy: PCC shall comply with mandatory policies, regulations, and standards established by the North Carolina State Board of Community Colleges and the North Carolina Community College System.

Purpose/Definitions:

Purpose

The State of North Carolina has assigned the 58 public community colleges to the State Board of Community Colleges with full authority to adopt all policies, regulations, and standards deemed necessary for operation of the North Carolina Community College System.

By assignment of the NC State Board of Community Colleges, Piedmont Community College's primary service areas are Person and Caswell counties.

Definitions

North Carolina Community College System—established in 1963 by the General Assembly, this organization of 58 public community colleges exists to provide a system of education throughout the State offering instruction in general areas of associate degrees, diplomas, and certificates as well as basic, and continuing education programs.

North Carolina State Board of Community Colleges—the State Board is responsible for the equitable distribution of funds and fiscal accountability, establishing state priorities and approving educational programs.

Procedure:

Section 1: Adherence to NC Community College State Board and System

- 1.1. The North Carolina Community College System, under the direction of its President, implements and administers the policies, regulations, and standards adopted by the State Board of Community Colleges.

- 1.1.1. Under the direction of the PCC President, those policies, regulations, and standards are implemented within the institution.

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.

Legal Citation: [N.C.G.S. 115D-1](#)

History: Effective January 1988; revised January 2011, Revised August 2021

1.6 Board of Trustees and Bylaws

Last Revised: August 2024

Policy: Piedmont Community College’s (PCC) Board of Trustees (BOT) functions pursuant to the Statutes of North Carolina, of the United States, and administrative policies and regulations adopted by the State Board of Community Colleges (SBCC) and the North Carolina Community College System.

Purpose/Definitions:

Purpose

This purpose of this policy is to provide an overview of the composition and function of the PCC BOT within the Bylaws of the PCC BOT which further clarify the roles and responsibilities delegated to the BOT by the NC General Statutes (N.C.G.S.) and the NC SBCC.

Definitions

N/A

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: Bylaws of the Board of Trustees of Piedmont Community College

1. The “Bylaws of the Board of Trustees of Piedmont Community College” are presented as Exhibit 1.6 in this policy.
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Legal Citation: [N.C.G.S. 14-234](#); [N.C.G.S. Chapter 40A](#); [N.C.G.S. 66-58](#); [N.C.G.S. 115D](#); [N.C.G.S. 115D-12](#); [N.C.G.S. 115D-13](#); [N.C.G.S. 115D-17](#); [N.C.G.S. 115D-19](#); [N.C.G.S. 115D-20](#); [N.C.G.S. 115D-26](#); [N.C.G.S. 115D-58.15](#); [N.C.G.S. 138-5](#); [Part 2 of Article 3B of N.C.G.S. Chapter 143](#); [Article 8C of N.C.G.S. Chapter 143](#); [Part 3 of Article 36 of N.C.G.S. Chapter 143](#); [N.C.G.S. 143-318.11](#); [N.C.G.S. 143B-344.42](#); [N.C.G.S. 143B-344.43](#); [N.C.G.S. 143B-344.44](#)

History: Effective January 1988; Revised October 2001, October 2010, January 2012; February 2022; November 2023; June 2024—Cross-references PCC Policy 4.4 Use of College Facilities and Policy 4.12 Use of Piedmont Community College Facilities by Private Business Enterprises that Loan or Donate Equipment to the College; replaces PCC Policy 1.6 Bylaws of the Board of Trustees of Piedmont Community College; November 2023.

Exhibit 1.6

Bylaws of the Board of Trustees of Piedmont Community College

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Article I – Authorization, Jurisdiction, and Responsibility

Section 1: Authorization

- 1.1. Person County Technical Institute was originally established by the authority of the North Carolina General Assembly (General Assembly). It was acknowledged by the State Board of Education on July 1, 1970, as a public institution of the North Carolina Community College System (NCCCS).
- 1.2. The official corporate title and name of the institution is “Piedmont Community College.” The official name of the governing body and authority of the institution is “The Board of Trustees of Piedmont Community College.”
 - 1.2.1. Hereinafter, the institution may be referred to as “the College,” and the institution’s governing body and authority as “the Board.”
- 1.3. The Board is a corporate body, as defined in North Carolina General Statute [G.S. 115D-14](#), with such powers, jurisdiction, and responsibilities as are assigned to it by the General Assembly and State Board of Community Colleges Code (SBCC Code).
 - 1.3.1. The Board shall hold title to all real and personal property donated to the College by private persons or purchased with funds provided by the tax-levying authority, also known as the Board of County Commissioners (County Commissioners).
 - 1.3.2. Title to equipment purchased and furnished by the State shall remain in the name of the State Board of Community Colleges (State Board).
 - 1.3.3. In the event the College shall cease to operate, title to all real and personal property donated to the institution or purchased with funds provided by the County Commissioners, except as provided for in [G.S. 115D-14](#), shall vest in either Person or Caswell County, unless in the case of donated property, the terms of the deed of a gift provides otherwise; or, unless in the case of Person and Caswell counties, as directed by a written agreement.

Section 2: Jurisdiction

- 2.1. The jurisdiction of the Board extends throughout the College’s service delivery area. The College’s service delivery area includes the geographic area and all persons residing within both Person and Caswell counties.
- 2.2. Furthermore, the Board and College may, from time-to-time, extend educational programs and services beyond the service delivery area through formal

arrangements and agreements with other educational institutions, consistent with fulfillment of the College's mission, vision and values.

Section 3: Responsibility

- 3.1. It is the responsibility of the Board to govern the College within a framework established by and consistent with General Statutes, SBCC Code, accrediting agency, these Bylaws, and such policies as have been and may be adopted and/or amended by the Board. The Board shall strive to meet their fiduciary responsibilities to the College by exercising the duties of care, loyalty and obedience to the institution. As such, the Board may request such studies, reports, and papers, and take such actions as may be required, for them to fulfill these responsibilities.
- 3.2. The Board shall fulfill its governance responsibilities by practicing and exercising the principle of shared governance with the President. Furthermore, it is the responsibility of the Board to ensure that the College's mission is pursued, the institution is fiscally sound, and that there is a clear distinction between the policy-making function of the Board and the responsibility of the President, Administration and Faculty to implement and administer said policy.

Article II – Membership, Composition, and Service Requirements

Section 1: Membership and Composition

1.1. The membership and composition of the Board of Trustees is determined by [G.S. 115D-12](#). The membership of the Board shall consist of fourteen appointed members; and one additional non-voting member, which shall be at the discretion of the Board of Trustees. The appointed and elected membership and composition of the Board includes:

1.1.1. Eight members appointed by the General Assembly under [G.S. 120-121](#), which includes:

1.1.1.1. Four members appointed by the House of Representatives, including one member appointed upon recommendation of the Speaker of the House; and

1.1.1.2. Four members appointed by the Senate, including one member appointed upon recommendation of the President Pro Tempore of the Senate.

1.1.1.3. The General Assembly shall appoint two members annually, including one member appointed by the House of Representatives and one member appointed by the Senate.

1.1.1.4. Vacancies that occur in a seat appointed by the General Assembly shall be filled as provided by [G.S. 120-122](#).

1.1.2. Four members elected by the Person County Board of Commissioners, which may include one member of the Board of Commissioners.

1.1.2.1. The County Commissioners in Person County may delegate the election of one or more of its Trustee appointments to the Person County Board of Education

1.1.2.2. If the County Commissioners delegate their authority to the Board of Education

1.1.2.2.1. The delegation of such authority expires at the end of the appointee's term but may be renewed by the Commissioners.

- 1.1.2.2. Because the College has a two-county service area, the Boards of Commissioners may delegate the election to the Boards of Education in each county.
- 1.1.2.2.3. When the delegated election has not occurred by May 1 of the election year in which it is to be made, the Board of Commissioners may revoke the delegated authority, and subsequently elect a Trustee(s) to the College Board of Trustees.
- 1.1.3. Two members elected by the Caswell County Board of Commissioners, which may include one member of the Board of Commissioners, consistent with [G.S. 115D-12\(a\)\(2\)](#). The provisions of Items 1.2.1. and 1.2.2 of Article II also applies to the Caswell County Board of Commissioners.
- 1.1.4. One additional ex-officio non-voting member, at the discretion of the Board of Trustees. The ex-officio non-voting member may be either the president of the College Student Government Association or the Chair of the Executive Board of the student body.
- 1.1.5. Vacancies occurring in a seat elected by the Person County or Caswell County Board of Commissioners shall be filled for the remainder of the unexpired term in accordance with the provisions of Items 1.2 or 1.3 of Article II, respectively.
- 1.1.6. All trustees, appointed or elected, must be residents of Person or Caswell counties, or of counties contiguous thereto. The contiguous counties include Alamance, Durham, Granville, Orange, and Rockingham.

Section 2: Service Requirements

- 2.1. The term of office and service by a Trustee or their successor shall be four years, consistent with [G.S. 115D-13](#). All terms commence on July 1 of the year of initial appointment, or re-appointment.
- 2.2. On or before August 1, the Board shall annually submit to the Legislative Library of the General Assembly:
 - 2.2.1. The name and address of each Trustee;
 - 2.2.2. Each Trustee's County of residence;
 - 2.2.3. Each Trustee's appointing or electing entity;

- 2.2.4. If filling a vacancy, the name of the Trustee being replaced; and
- 2.2.5. The date each Trustee's term begins and ends.
- 2.3. No member of the General Assembly may be, or serve as, a member of the Board of Trustees of Piedmont Community College.
- 2.4. No person employed full-time by the College within the past five years, or a spouse or child of a current full-time employee of the College, shall serve on the Board of Trustees at Piedmont Community College.
- 2.5. Board members shall receive no compensation for their services but may, according to regulations adopted by the State Board of Community Colleges, receive reimbursement for the costs of travel, meals, and lodging while performing their official duties. The reimbursements paid to Trustees from State funds shall not exceed the maximum amounts permitted in [G.S. 138-5 through 7](#).
- 2.6. As a condition of membership and service on the Board, all elected and appointed Trustees must comply with provisions of [G.S. 138A](#) – The State Government Ethics Act, including.
 - 2.6.1. Participating in ethics education approved by the State Ethics Commission within six (6) months of appointment or election to the Board, and at least every two years thereafter. ([G.S. 138A-14](#))
 - 2.6.2. Filing a Statement of Economic Interest with the Commission prior to the initial appointment or election, and no later than April 15 of every year thereafter. A prospective Trustee shall file a Statement prior to being appointed or elected. The requirement for an annual filing also applies to Trustees whose terms have expired, but who continue to serve until a successor is appointed or elected. The ex-officio non-voting student member under Item 1.4 of Article II of these bylaws is not required to file a Statement of Economic Interest ([G.S. 138A-22](#)).
- 2.7. As a condition of membership and service on the Board, the Board and all elected and appointed Trustees must comply with provisions of [G.S. 115D-19](#).
- 2.8. Removal: The removal of a member of the Board of Trustees is governed by [G.S.115D-19](#). This General Statute gives authority to the Board to declare vacant the office of a member who fails to meet specific criteria related to their service, is incapable of serving, fails to discharge their duties as required by law, fails to serve in a moral or reputable manner, fails to participate in meetings of the Board (absent

a justifiable excuse) or fails to meet the criteria in Item 2.7. of this Article. In the exercise of their authority, the Board shall adhere to the following rules with respect to declaring vacant the office of a member.

2.8.1. State Board of Community Colleges: The Board of Trustees shall follow protocols and procedures established in [G.S.115D-19\(a\)](#) for declaring vacant the office of member of the Board, including codified due processes for working with the State Board, investigating charges against a Board member, notifying the member of Board meetings and findings, declaring the findings, voting by Board members relating to the findings , and recording any and all actions taken in the Board’s minutes.

2.8.1.1. Board of Trustees: The Board of Trustees shall follow protocols and procedures established in [G.S.115D-19\(b\)](#) for declaring vacant the office of a member of the Board who, without a justifiable excuse, fails to attend three (3) consecutive, scheduled meetings of the Board; or

2.8.1.2. Without a justifiable excuse, within six (6) months of initial appointment or election, fails to participate in a Trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees (NCACCT).

2.8.2. Individual Trustees

2.8.2.1. When, in either instance of Item 2.8.1. of Article II, an individual member fails to comply with [G.S.115D-19\(b\)](#), the Board shall notify the appropriate appointing or electing authority of the vacancy.

Article III – Powers and Authorities of the Board

Section 1: Powers

- 1.1. The Trustees of Piedmont Community College constitute the governing and administrative Board of the institution. The Board has such powers and duties as are defined in General Statutes, and as are delegated to it by the State Board. The State Board has declared that all powers and authority vested by law in the State Board, which relates to the internal administration, regulation, and governance of the College, are delegated to the Board of Trustees, with the following exceptions.
 - 1.1.1. Power or authority that is non-delegable as a matter of law;
 - 1.1.2. Power or authority in matters of systemwide or inter-college importance, reserved for determination by the State Board;
 - 1.1.3. The right of the State Board to rescind any power or authority as it deems necessary, in accordance with [G.S. 150B](#); and
 - 1.1.4. The State Board's authority pertaining to the assurance of:
 - 1.1.4.1. Fiscal accountability,
 - 1.1.4.2. Program accountability, and
 - 1.1.4.3. Satisfaction of State priorities
 - 1.1.5. In addition, as a corporate body, the Board is authorized to do all things necessary and proper to organize and operate the College, consistent with law and SBCC Code Section [1B SBCCC 300.1 & 300.2](#) (p. 23-24).
- 1.2. Statutory Powers: The specific powers and duties of the Board are established in [G.S. 115D-20](#). The following powers are expressly given to the Board, several of which are contingent upon State Board approval (where noted), and are accompanied by the appropriate statutory or SBCC Code citations [*Note: The items are enumerated consistent with the statutory citation*]: See [PCC Policy 4.1 Liability Insurance: Tort Actions Against Board of Trustees](#)
 - 1.2.1. To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix. Furthermore, the Board is authorized and instructed to evaluate the President annually and report the results of evaluation in writing to the State Board, consistent with the provisions of [1C SBCCC 300.2](#) (p. 24) of the SBCC Code.

- 1.2.1.1. If the Board chooses to use a search consultant to assist with the election process, the Board shall select the search consultant through a competitive request for proposals process. A search consultant selected pursuant to this subdivision who is collecting a fee for the consultant's services shall not be:
 - 1.2.1.1.1. An employee of a state agency, department, or institution, an appointed member of a State commission or board, or an elected official whose responsibilities include oversight or budgetary aspects of the Community College System;
 - 1.2.1.1.2. A lobbyist or lobbyist principal as defined in [G.S. 120C-100](#); or
 - 1.2.1.1.3. A State-level community college Board of Trustees Association or organization. A contract with a search consultant pursuant to this subdivision shall not be subject to [Article 3C of Chapter 143](#) of the General Statutes.
- 1.2.1.2. The election of a president or chief administrative officer shall be subject to the prior approval of the State Board of Community Colleges ([G.S. 115D-20\(1\)](#) and [1C SBCCC 300.1](#) (p. 23)).
- 1.2.2. To elect or employ all other personnel of the College, upon nomination by the President, subject to standards established by the State Board of Community Colleges. The Board is authorized to delegate the authority of employment of such other personnel to its President, thereby enabling them to identify and employ a complement of personnel required for the fulfillment of the College's mission, and for optimal operation of the institution.
- 1.2.3. To purchase any land, or right-of-way which shall be necessary for the proper operation of the College, upon approval of the State Board of Community Colleges; and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in General Statutes Chapter 40A. The Board is further authorized to accept real or personal property donated to the College for lawful educational purposes, consistent with the provisions of [G. S. 115D-14](#) and SBCC Code Section [1H SBCCC 400.3](#) (p. 245).
- 1.2.4. To apply the standards and requirements for admission and graduation of students, and other standards established by the State Board of Community Colleges. Notwithstanding any law or administrative rule to the contrary, and subject to State Board approval, the College is permitted to offer courses and

programs in collaboration with public school units and nonpublic schools that are defined in and consistent with [G.S. 115D-20 \(4a through 4e\)](#).

- 1.2.5. To receive and accept donations, gifts, devices, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of [G.S. 115D-20 \(5\)](#) and SBCC Code.
- 1.2.6. To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with SBCC Code.
- 1.2.7. To perform such other acts and do such other things as may be necessary or proper for the exercise of the powers in Section 4 of Article III, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the governance and operation of the College and for the discipline of students.
- 1.2.8. If the Board allows and provides access to its buildings and campuses and/or to a student information directory to persons or groups which make students aware of occupational or educational options, the Board shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.
- 1.2.9. To encourage the establishment of private, non-profit corporations (Foundations) to support the College, consistent with [G.S. 115D-20\(9\)](#). The President, with approval of the Board, may assign College employees to assist with the establishment and operation of such a corporation, and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support Piedmont Community College.
- 1.2.10. To enter guaranteed energy savings contracts pursuant to Part 2 of [Article 3B of Chapter 143](#) of the General Statutes.
- 1.2.11. To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of [Article 36 of Chapter 143](#) of the General Statutes.
- 1.2.12. To enter into lease purchase and installment purchase contracts for equipment and real property under [G.S. 115D-58.15](#).

1.2.13. Permit the use of its personnel or facilities in support of or by a private business enterprise located on Piedmont Community College campuses, or in the College's service delivery area, for the specific purposes set out in [G.S. 66-58\(c\)\(3a\)](#) and [G.S. 66-58\(c\)\(3d\)](#). The Board Trustees of shall specifically approve the use of any facilities or personnel for this purpose and follow State Board Code rules and [G.S. 66-58\(c\)\(3a\) and \(3d\)](#) to implement this subdivision.

1.2.14. To enter into public / private partnerships, consistent with [G.S. 115D-20\(13\)](#).

Section 2: Authorities

2.1. In fulfillment of its governance role and fiduciary responsibility, the Board is given statutory and SBCC Code authority and oversight for fiscal matters at the College. The Board shares this responsibility with the President. Much of the Board's work in exercising its authority and oversight of fiscal matters is conducted through its Finance, Audit, and Investment Committee. The following are fiscal matters over which the Board has authority that is also shared with the President:

2.1.1. Budget Preparation and Submission: The Board has annual responsibility and authority, along with its President, to prepare and submit budgets to the State Board for State Current, County Current, Institutional, and Plant Funds, per [G.S. 115D-54\(a\)](#).

2.1.1.1. The President and designees advise the Board of the financial and budgetary needs throughout the College, assist in the preparation of budgets, and recommend the necessary adjustments, therefore.

2.1.2. Adoption of the Budget: Upon notification by the State Board, the Board shall adopt a final budget resolution consistent with the budget approved by the State Board and in accordance with the NCCCS Accounting Procedures Manual.

2.1.2.1. The budget resolution shall include State funds, funds appropriated to the College by the County Commissioners (tax-levying authorities) in both Person and Caswell counties, and all other agencies that provide funding to the College, per [G.S. 115D-56](#).

2.1.3. Self-Supporting Fees: The Board has authority, in cooperation with and as recommended by the President, to establish credit and non-credit course sections of instruction on a self-supporting basis, consistent with SBCC Code

sections [1E SBCCC 600.2 and 600.3](#) (p. 179). In exercising this authority, the Board shall adopt a policy regulating self-supporting activities, including:

- 2.1.3.1. The methodology used to determine fee rates; and,
 - 2.1.3.2. Permissible uses of excess funds generated from self-supporting activities.
- 2.1.4. Local Fees: The Board has authority, in cooperation with and as recommended by the President, to establish and charge local fees that have been previously established by the State Board, consistent with SBCC Code sections [1E SBCCC 700.1 through 700.7](#) (p. 181-186). In exercising this authority, the Board must adopt policies that:
- 2.1.4.1. Govern uses of local fee receipts;
 - 2.1.4.2. Budget fee receipts in Institutional Fund accounts;
 - 2.1.4.3. Utilize the fee receipts only for the purposes for which they were established; and
 - 2.1.4.4. Are paid to the College, without regard to a student's concurrent enrollment at another community college.
- 2.1.5. State Board Fees: Fees that are authorized to be established by the Board, in consideration of recommendations made by the President and subject to maximum amounts and restricted uses established by the State Board, may include:
- 2.1.5.1. Student Activity Fees,
 - 2.1.5.2. Instructional Technology Fees,
 - 2.1.5.3. College Access, Parking and Security (CAPS) Fees,
 - 2.1.5.4. Required Specific Fees, and
 - 2.1.5.5. Other Fees
 - 2.1.5.6. If fee receipts collected for fees authorized by [1E SBCCC 600.3](#) (p. 179), [700.5 & 700.6](#) (p. 185-186), and [1H SBCCC 300.1\(g\)](#) (p. 242) exceed expenditures, the Board shall comply with the provisions of [1E SBCC 700.7](#) (p. 186).

- 2.1.6. Vending and Concessions Activities: The Board has authority, in cooperation with and as recommended by the President, for depositing, budgeting, appropriating, and expending funds generated through vending machines and other concession activities. In exercising this authority, the Board shall be guided by policies that are consistent with [1H SBCCC 300.4](#) (p.243).
- 2.1.7. Investment of Idle Cash: The Board has authority, in cooperation with and as recommended by the President, to invest all moneys, in excess of all expenses and withdrawals, received into Institutional Funds accounts.
 - 2.1.7.1. The Board has further authority to impose restrictions and directions upon the management of these funds, including the power to purchase, sell, and exchange securities. In managing these funds, the Board shall comply with the provisions of [G.S. 115D-20\(5\)](#) and [G.S. 115D-58.6\(d1\) – \(h5\)](#).

Article IV – Board Officers and Their Duties

Section 1: Corporate Officers

1.1. The corporate officers of the Board of Trustees of Piedmont Community College shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be members of the Board.

1.1.1. The Secretary, who need not be a member of the Board, shall be elected by the Board.

Section 2: Election of Officers

2.1. In May of each year, the Chair shall appoint an ad-hoc Nominating Committee for the purpose of identifying and presenting a slate of candidates for consideration as corporate officers.

2.1.1. The Nominating Committee shall be composed of the Board Chair and Vice-Chair, the chairs of each of the Board's standing committees, and if necessary, include one additional appointment to ensure that both Person and Caswell counties are represented.

2.2. The slate of candidates shall include the positions of Chair, Vice-Chair, and Secretary

2.3. Upon receipt of the Nominating Committee's report of the slate of candidates, the Board shall hold an election from among its membership.

2.4. Officers elected by the Board shall serve a one-year term, effective July 1 and ending June 30 of each calendar year, consistent with [G.S. 115D-13\(c\)](#).

Section 3: Terms of Office

3.1. The Chair, Vice Chair, and Secretary shall be eligible for annual re-election by the Board.

3.1.1. The Chair of the Board shall serve a maximum of four (4) consecutive one-year terms.

3.1.1.1. The Board may waive the term limit to allow for one additional year, if it finds that there are conditions of fiscal exigency, accreditation findings or concerns, natural disasters, or a declared health emergency that would adversely affect the institution if there was an interruption in its governing leadership.

- 3.1.1.2. The Board should formally act to waive the term limit.
- 3.1.2. The Vice Chair of the Board shall serve a maximum of four (4) consecutive one-year terms.
 - 3.1.2.1. The Board may waive the term limit to allow for one additional year under the same conditions as the Board Chair, if it would adversely affect the institution if there was an interruption in its governing leadership.
 - 3.1.2.2. The Board should formally act to waive the term limit.
- 3.1.3. The College President may serve as Secretary of the Board but must be annually elected at the same time as the other corporate officers of the Board.

Section 4: Duties and Responsibilities of the Officers

- 4.1. Corporate officers are elected to call, preside, conduct and document all regular, specially called, and emergency meetings of the Board; to ethically discharge all duties assigned to them by the Board; and to provide consistent leadership in fulfilling Board governance and fiduciary responsibilities. The following shall be the duties and responsibilities of each corporate officer:
 - 4.1.1. Board Chair - The Chair of the Board is assigned the following duties and responsibilities:
 - 4.1.1.1. Appoint members to, and serve as an ex-officio voting member of, all committees of the Board. The Chair shall name the Chairperson of each committee.
 - 4.1.1.2. Appoint Trustees to serve as members of other organizational boards, when requested to do so, and as may serve the best interests of the Board, College, and students.
 - 4.1.1.3. In collaboration with the President, assemble, organize and distribute the agenda for all meetings of the Board.
 - 4.1.1.4. Pursuant to the needs of the institution, and consistent with [G.S. 115D-18](#), the Chair shall call for at least six (6) Board meetings during the calendar year. The Chair may call additional, special, and emergency meetings as best serves the interests of the Board and College.

- 4.1.1.5. Preside over all meetings of the Board.
 - 4.1.1.6. Serve as Chair of the Executive Committee
 - 4.1.1.7. Execute Board-approved contracts and documents by authority of and in the name of the Board.
 - 4.1.1.8. Discharge any other functions or duties expressly delegated by the Board to the Chair, including but not limited to, initiating both the annual Board self-evaluation, as required by the accrediting agency, and the annual evaluation of the President, as required by SBCC Code Section [1C SBCCC 300.2](#) (p. 57).
- 4.1.2. Board Vice-Chair – The Vice-Chair of the Board is assigned the following duties and responsibilities:
- 4.1.2.1. Preside in the absence or disability of the Chair, performing all functions and duties of the Chair, with full authority thereof.
 - 4.1.2.2. Discharging any other functions expressly delegated thereto by the Board, until the Chair returns.
- 4.1.3. Secretary - The Secretary of the Board is assigned the following duties and responsibilities:
- 4.1.3.1. Keep an accurate record of Board proceedings.
 - 4.1.3.2. Maintain an accurate and full accounting of the official minutes of all Board meetings. Distribute said minutes to Board members and the President in advance of the next scheduled meeting, with sufficient time for their review. The Secretary shall maintain a current compendium of these documents and shall make them available to each or any Board member, upon request.
 - 4.1.3.3. Have custody of and maintain as current all other official Board records and documents, including current Bylaws, policies, rules, regulations, and procedures of the Board, and any amendments thereto. A current compendium of these documents shall be made available to each or any Board member, upon request.
 - 4.1.3.4. In collaboration with the Board Chair, give notice in advance of all Board meetings.

Article V – Establishment and Charters of Committees

Section 1: The work of the Board is conducted through its committee structure, then brought forward to the full Board for consideration and appropriate action. The work of the Board is to govern the institution, in fulfillment of its fiduciary responsibilities, and in pursuit of its mission, vision and values. This work includes enacting such policies, procedures and practices that provide and deliver opportunities for the people of Person and Caswell counties to improve their lives and the lives of their families, promoting further development of the College, and facilitating engagement with business, industry, community, and educational partners.

1.1. Establishment of Committees and Method of Appointment

1.1.1. The Board, in consultation with the Chair and President, may establish such standing and ad hoc committees as are necessary to facilitate the work of the Board in fulfilling its duties and responsibilities to the College, and in pursuit of the institution's mission.

1.1.2. Once the necessary committees are agreed upon and established, the Chair will appoint the membership of each standing and ad hoc committee.

1.1.2.1. Appointments shall be made within thirty (30) days of the effective date of the election of the Chair, but no later than July 31.

1.1.2.2. The number of members of any standing committee shall be at least three (3) and a maximum of five (5), including the Board Chair.

1.2. Limitations of Committee Authority

1.2.1. Committee actions are understood to be advanced and reported as recommendations for consideration and action only by the full Board, to be taken at a regular or special meeting thereof.

1.2.2. If, however, the Board has, in a regular or special meeting, authorized a committee to act upon a matter referred to it, the committee chair shall report the action taken to the full Board in a reasonable amount of time, but not later than five (5) business days after the action has been taken.

1.2.3. Action taken by the committee must be consistent with the authority granted by the Board. In such a case, the action of the committee shall be final.

1.2.4. The following matters shall be reserved to the full Board, meeting in a regular or special meeting, and shall not be otherwise delegated:

- 1.2.4.1. Presidential selection, evaluation, and termination;
- 1.2.4.2. Board Corporate Officer selection;
- 1.2.4.3. Amendments to Board Bylaws;
- 1.2.4.4. A review of the College's mission, vision, and values;
- 1.2.4.5. Adoption of State, County, Institutional, and Plant Fund budgets;
- 1.2.4.6. Acquisition, disposition, and/or transfer of property;
- 1.2.4.7. Entering into lease purchase and/or installment purchase contracts for equipment and real property; and,
- 1.2.4.8. Permitting use of College personnel or facilities in support of or by a private business enterprise.

1.3. Standing Committees

1.3.1. Standing committees enable the Board to explore specific subject matter, such as policies related to governance, budgets and financial matters, instructional programs, students' success and services, financial matters, and buildings, facilities and grounds, in a level of depth, breadth, and certainty that is more realistic or practicable than in a regular Board meeting.

1.3.2. Committee reports and recommendations to the Board advise, assist and provide them with information that informs their discussions and decision-making. For these reasons, the Board establishes the following Standing Committees:

1.3.2.1. Executive Committee

1.3.2.1.1. The Executive Committee's purpose is to assist the Board with functioning effectively and efficiently in matters that are expressly defined within this Article.

1.3.2.1.2. The membership of the committee shall consist of the Board Chair, the Vice-Chair, and the Chairpersons of each standing committee. The Board Chair shall serve as Chair of the Executive Committee. The President shall be an ex-officio, non-voting member of the

committee. The Executive Assistant to the President shall serve as Staff Liaison to the committee.

1.3.2.1.3. The authorities and responsibilities of the Executive Committee are expressly defined as follows:

1.3.2.1.3.1. Provide advice, support, and policy direction in various areas not previously assigned to another Standing Committee in this Article, and/or as may be assigned by the Board Chair and take specific recommendations thereabout to the full Board for consideration.

1.3.2.1.3.1.1. This may include recommended revisions to and regular updating of Board Bylaws, while acknowledging that only the Board can make any changes thereto.

1.3.2.1.3.2. Serve the governmental affairs function of the Board, in partnership with other Board members and the President. This function includes developing State and local legislative strategies, advocating for the needs of the College, encouraging participation in professional development activities with state and national trustee associations, and establishing external business, education, and community partnerships and relationships.

1.3.2.1.3.2.1. The committee should make reports to the full Board on these functions and activities on an as needed basis.

1.3.2.1.3.3. In consultation with the President, provide timely information on any legal or operational challenge, resulting from the implementation of a policy previously approved by the Board. The Executive Committee may refer the challenge to a Standing Committee of the Board that has subject-matter expertise for further discussion, exploration, and recommendations for remedial actions to the full Board.

1.3.2.1.3.4. In consultation with the President, identify topics of importance related to governance, policy, fiduciary duties, opportunities for and threats to the institution, and other Board matters, for consideration and discussion by the full Board at a special meeting or an annual retreat.

1.3.2.1.3.5. To exercise all powers, privileges and prerogatives of the Board for emergency matters which cannot be postponed until a regular or special meeting of the Board can be called. Such emergencies may include, but not be limited to natural disasters, extreme weather events, a campus incident and/or lockdown, fire or other facility emergency, or cyberattack. All actions taken by the Executive Committee, using powers, privileges, and prerogatives of the Board, shall be reported to the full Board as soon as practicable, but no later than the next regular, special, or emergency meeting.

1.3.2.2. Finance, Audit, and Investment Committee

1.3.2.2.1. The Board of Trustees is the unique corporate entity charged with fiduciary oversight of and delegated responsibility for the financial health and well-being of the College.

1.3.2.2.2. While the day-to-day management of State, Local, Institutional and Federal funds falls upon the President and designees, the ultimate responsibility for protecting the fiscal assets of the institution falls upon the Board. This is expressly addressed in [Section 1A SBCCC 200.4](#) (p. 2-3) of SBCC Code.

1.3.2.2.3. The Board has intentionally assigned shared responsibility for fiscal oversight of the College to the Finance, Audit, and Investment Committee.

1.3.2.2.4. The authorities and responsibilities of the Finance, Audit and Investment Committee that are expressly shared with the Board are as follows:

1.3.2.2.4.1. To ensure that the College adheres to laws governing Federal, State, County, and Institutional Funds, including the “*Code of Federal Regulations*,” [North Carolina General Statute 115D](#), SBCC Code, State Board’s “*Accounting Procedures Manual*,” conditions imposed upon appropriations by Person County and Caswell County, and State regulatory agencies, in the budgeting and expending of and reporting on the use of funds.

1.3.2.2.4.2. In collaboration with the President and designees, specifically engage in the preparation and submission of budget requests, make recommendations to the Board about the adoption of annual budgets, advise the Board about the need for and use

- of self-supporting and local fees, and report on the use of vending receipts, as identified in Article III of these Bylaws.
- 1.3.2.2.4.3. Advise the Board of necessary policy changes that are the result of financial management directives made by external regulatory or governmental oversight bodies or agencies.
 - 1.3.2.2.4.4. On a regular basis, monitor monthly budget, revenue, and expenditure reports on current and capital funds, and communicate any concerns to the Board. Recommend budget adjustments to the Board, where required, after consulting with the President and designees.
 - 1.3.2.2.4.5. Upon receipt from the President and designees, study, analyze and recommend necessary Board actions on expenditure, accounting and reporting policies and procedures that are inconsistent with Article V Item 1.3.2.2.4.1 of these Bylaws.
 - 1.3.2.2.4.6. Provide oversight of the award of contracts, purchases, lease-purchases or purchase agreements that fall within the Board's fiduciary and statutory responsibilities.
 - 1.3.2.2.4.7. Review the fiscal operations and internal and external federal, state, and special audit reports of the College, and ensure that they satisfactorily meet reporting requirements and represent fairly the opinions of the auditing agency. Make full and complete reports to the Board, accompanied by necessary recommendations, concerning required remedial actions required as a result of fiscal deficiencies or audit findings.
 - 1.3.2.2.4.8. Receive analyze and recommend to the Board, with such modifications it determines appropriate, requests for expenditures that are inconsistent with policies, practices or budgets approved or adopted by the Board, as requested by the President or designees.
 - 1.3.2.2.4.9. Study and recommend to the Board official depositories for State, Local and Institutional Funds, in consultation with the President.

1.3.2.2.4.10. Make recommendations to the Board, in cooperation with the President, about the investment of unrestricted monies and surplus institutional funds, or securities, gifts or bequests, and the receipt, accounting and expenditure of all trust and non-trust funds of the College under the control of the Board.

1.3.2.2.4.10.1. Make further recommendations to the Board about restrictions and directions for the management of these funds, consistent with [G.S. 115D-20\(5\)](#) and [G.S. 115D-58.6\(d1\) thru \(h\)](#).

1.3.2.2.4.11. Undertake any other finance, audit, or investment assignments as directed by the Board.

1.3.2.3. Academic Instruction and Student Success Committee

1.3.2.3.1. A part of the College's work, shared by the Board with the President, is its pursuit of achieving exceptional levels of success in student learning and completion, resulting in gainful employment. This pursuit is accomplished through the delivery of rigorous academic instruction, relevant workforce development and training programs, and accompanying student support and success services.

1.3.2.3.2. The Board has assigned to the Academic Instruction and Student Success Committee, in collaboration with the President and designees, the responsibility to develop policy, academic programs and workforce training activities, and student success initiatives and recommendations, that reflect the mission and vision of the institution.

1.3.2.3.3. The authorities and responsibilities of the Academic Instruction and Student Success Committee that are expressly shared with the Board are as follows:

1.3.2.3.3.1. To continuously assess and evaluate credit and non-credit instructional programs of study and skills certification programs, workforce development training and activities, and student engagement and advancement services offered by the College, to determine their relevance in meeting the needs of students, communities, and businesses and industries served by the College.

- 1.3.2.3.3.2. In partnership with partnership with the President, research, discuss and make recommendations to the Board about the establishment and implementation of new curricula and student success strategies that reflect changes in higher education delivery models and facilitate successful completion of transferrable and marketable credentials.
- 1.3.2.3.3.3. Review program audits, employment and student demand data, sustainability reports, and effectiveness measures provided by the President to determine which programs and services no longer meet the needs of students or the community.
 - 1.3.2.3.3.3.1. Make recommendations to terminate these programs and activities.
- 1.3.2.3.3.4. Recommend such adjustments to academic and student success policies and protocols that correspond to changes in local and regional labor market data, student-driven needs for flexible course/work schedules, and corresponding demands for a well-credentialed and employment- ready workforce.
- 1.3.2.3.3.5. Consistent with the College's mission, vision and values, and in partnership with the President, align student financial needs, growth and personal development, and performance and completion outcomes with appropriate practices, policies and services.
- 1.3.2.3.3.6. Continually explore marketing, recruitment, engagement, and enrollment management strategies to attract traditional students, students that have not completed a credential, and underserved and diverse populations, through innovative delivery methods, across and throughout the service area.
- 1.3.2.3.3.7. Serve as a forum for discussion and exploration of innovative policies, practices, and data-driven decision-making opportunities that align with the Strategic Plan. Advance these conversations to the full Board for further discussion about potential new or revised policy directions that support the academic and student support functions of the College.

1.3.2.3.3.8. Undertake any other curriculum, workforce education, and student success assignments as directed by the Board.

1.3.2.4. Buildings, Facilities, and Grounds Committee

1.3.2.4.1. The campus buildings, facilities and grounds are the places and spaces where students gather in the pursuit of degrees, diplomas, certificates and skills certifications, complete their secondary education, and become proficient in language and communication skills. In addition, these places and spaces house the faculty and staff professional staff that fulfill the educational mission of the institution.

1.3.2.4.2. Pursuant to [G.S. 115D](#), SBCC Code, and the accrediting agency, the Board is responsible for “ensuring adequate physical facilities and resources, both on and off-campus, that appropriately serves the needs of the institution’s educational programs, support services, and other mission-related activities.”

1.3.2.4.3. The Board has assigned to the Buildings, Facilities, and Grounds Committee, in collaboration with the President and designees, the responsibility to protect, maintain, and advance the physical assets and facilities of the College.

1.3.2.4.4. The authorities and responsibilities of the Buildings, Facilities and Grounds Committee that are expressly shared with the Board are as follows:

1.3.2.4.4.1. To make regular recommendations to the Board, at least annually and in consultation with the President, for the immediate, short-term, and long-range requirements for the protection, maintenance, successful operation, renovation, acquisition, and new construction of buildings, facilities, properties, and grounds.

1.3.2.4.4.2. As often as necessary, but no longer than a period of every five years, authorize a formal assessment of the adequacy, condition, and maintenance of all physical capital assets owned by the Board. As a result of this assessment, make

recommendations for remedying deficiencies in the physical assets.

- 1.3.2.4.4.3. As recommended by the committee and approved by the Board, seek professional services for preparation of a Facilities Master Plan for facility renovation and development and necessary property acquisition. This work shall be consistent with Item 1.3.2.4.4.2 of this Article and be informed by the College's Strategic Plan.
 - 1.3.2.4.4.4. Make annual recommendations to the Board, following conversations with the President and designees, with respect to the requirements and resources necessary for the maintenance and beautification of properties and grounds owned by the Board.
 - 1.3.2.4.4.5. Recommend to the Board, following a competitive evaluation process as required by law, and consultation with the President and designees, professional services related to architectural, engineering, construction, renovation and repair, and grounds keeping bids, services, and the award of related contracts.
 - 1.3.2.4.4.6. Make recommendations for granting easements or rights-of-way, which may be necessary for the operation of the College.
 - 1.3.2.4.4.7. Verify annually that there is adequate insurance coverage for Board members and employees; buildings, facilities and their contents; coverage for contents on rental properties occupied by the College; motor vehicles owed by and/or leased to the institution; liabilities, risks and exposures identified by the President and designees; and other practices and activities that pose potential hazards to employees.
 - 1.3.2.4.4.8. Undertake any other buildings, facilities and grounds assignments as directed by the Board.
- 1.3.2.5. Personnel Committee
- 1.3.2.5.1. The Board acknowledges the important role employees fulfill in carrying out the mission of the College. The Board further

acknowledges that under the principle of shared governance, the President is responsible for the administration of personnel policies enacted by the Board, including policies related to institutional personnel. In order to efficiently research, discuss, adopt and administer personnel policies, the Board establishes a Personnel Committee.

1.3.2.5.2. The committee shall work collaboratively with the President to develop, enact, and administer personnel policies and protocols for effective operation of the College.

1.3.2.5.3. The authorities and responsibilities of the Personnel Committee that are expressly shared with the Board are as follows:

1.3.2.5.3.1. Consistent with [G.S. 115D](#) and SBCC Code Section [1C SBCCC 200.94](#) (p. 40-47), the committee shall, from time-to-time and as it serves the best interests of the College and its employees, research, consider, and formulate with the President recommendations to the Board related to:

1.3.2.5.3.1.1. Compensation plans and salary studies;

1.3.2.5.3.1.2. Compliance with state and local personnel and salary policies, consistent with SBCC Code Section [1C SBCCC 200.94](#) (p. 40-47);

1.3.2.5.3.1.3. Reclassifications of positions;

1.3.2.5.3.1.4. Hiring and termination decisions that include only executive staff positions;

1.3.2.5.3.1.5. Educational leave policies; and,

1.3.2.5.3.1.6. Policy Amendments to the Faculty Handbook or Policy and Procedures Manual that relate to personnel matters.

1.3.2.5.3.2. Matters related to promotion to an executive level, probationary periods of employment, non-reappointment, dismissal, terminations, other disciplinary actions, appeal of grievances, and any personnel actions that require Board and President consultation.

1.3.2.5.3.3. Any other personnel matters as directed by the board.

Article VI – Conduct of Board Meetings

Section 1: Board Meetings

- 1.1. The Board shall meet, both in regularly scheduled and special called meetings, as often as may be necessary for the conduct of the business of the institution but shall meet a minimum of six (6) times during a calendar year.
- 1.2. Meetings may be called by the Board Chair, by a majority of the Board, or by the President of the College, upon consultation with the Chair.
- 1.3. The meetings shall be conducted on and off-campus and at such locations as the Board determines most benefits Board operations and governance of the College [[Citation: G.S. 115D-18](#)].
- 1.4. All meetings of the Board shall comply with the provisions of [Article 33C](#) of the General Statutes – “Meetings of Public Bodies” – consistent with [G.S. 143-318.9 through G.S. 143-.318.14](#).
- 1.5. Meeting recess
 - 1.5.1. If the Board recesses a regular, special, or emergency meeting for which public notice has been given and announces the resumption of the time and location of the meeting in an open session, no further notice shall be required.
- 1.6. Special Meetings
 - 1.6.1. If the Board calls a special meeting, the business thereof shall be confined to those matters contained in the public announcement.
- 1.7. Emergency Meetings
 - 1.7.1. If an emergency meeting is required, as determined by the Board Chair, and the matters for consideration reflect an immediate and unexpected situation, public notice shall be given consistent with [G.S. 143-318.12\(b\)\(3\)](#).
- 1.8. Electronic Meetings
 - 1.8.1. If the Board elects to hold their official meeting by electronic means, whether a regular, special or emergency meeting, it must do so in compliance with [G.S. 143-318.13](#) with regard to public access, written ballots, acting by reference, and complete remote participation by Board members.

Section 2: Meeting Schedule

- 2.1. The Board shall publish and post to the website through its Secretary an annual calendar of regularly scheduled Board and standing committee meetings; and, if sufficiently anticipated in advance, any special called or ad hoc meetings.
- 2.2. Further, the Secretary shall notify all Board members of the day, time, and location of any and all Board meetings at least forty-eight (48) hours in advance, excluding holidays and weekends, of a regular or special called meeting.
 - 2.2.1. This policy may be waived, contingent upon a waiver of notice being approved by a quorum of Board members eligible to vote.

Section 3: Closed Sessions

- 3.1. The Board shall hold closed sessions consistent with [G.S. 143-318.9\(a\)\(1\) through 143-318\(10\)](#).
 - 3.1.1. The Board shall enter into closed session only upon a motion duly made and adopted in an open meeting.
 - 3.1.2. Further, the motion shall declare and cite one of the permissible purposes listed in the citation above, and the name or citation that renders the information to be discussed privileged or confidential.

Section 4: Quorum

- 4.1. Eight (8) members eligible to vote and in actual attendance (physical and/or virtually) at meetings of the Board shall constitute a quorum for the transaction of business. A majority of all members eligible to vote will be required for the following:
 - 4.1.1. Determination of changes to, either adoption of new or amendment to existing, College policies;
 - 4.1.2. Determination of changes to, either adoption of new or amendment to existing rules and regulations, that affect either the Board and/or the College;
 - 4.1.3. The election of, or renewal or extension of, a contract for the President of the College; or
 - 4.1.4. Action to acquire property - an act of the Board's corporate and statutory authority.

- 4.2. The requirement of a quorum for standing and ad hoc committee meetings of the Board, thereby allowing for the transaction of business, is a majority of committee members eligible and present to vote, either in person and/or virtually.

Section 5: The Agenda

- 5.1. Consistent with Article IV, Section 4 of these Bylaws, the Board Chair and President shall share and discuss a list of items to be considered by and presented to the Board.
- 5.2. The following govern the development of a Board Agenda:
 - 5.2.1. Items agreed upon by the Chair and President shall be framed into a Board Agenda, accompanied by all documents necessary to inform the Board's consideration, deliberation and potential actions.
 - 5.2.2. These documents may have originated from committee work conducted by the Board, developed by the President and designees, or are delivered to the College by external governing or regulatory authorities. Any such documents shall be included in the Board package, either as information or for action items, unless unavailable at the time of Board package distribution.
 - 5.2.3. The Chair may also receive Agenda items from Board members for information or consideration; however, it is preferable that all action items will have moved through the appropriate committee, consistent with their committee charter.
 - 5.2.4. In the instance of an emergency meeting of the Board, the Chair, upon consultation with the President and Executive Committee members, may add items to the Agenda, regardless of where they originate or the date they are received or submitted.
 - 5.2.5. Board members shall vote to approve or amend the Regular Agenda, after the consideration and vote on the Consent Agenda.

Section 6: The Consent Agenda

- 6.1. In order to promote efficient meetings of the Board, the Board may act upon more than one item by a single majority vote through the use of a Consent Agenda. Consent agenda items shall be those of a non-controversial or routine nature, as determined by the Chair and in consultation with the President.

- 6.1.1. The Chair shall call for a vote of the Consent Agenda at the beginning of any meeting of the Board, if applicable.
- 6.2. Any Board member has the right to comment on a consent agenda item. At the request of any member of the Board, any item on the consent agenda shall be removed and given additional consideration for action as a regular agenda item.
 - 6.2.1. The request to remove the item from the consent agenda shall be non-debatable and will be honored without discussion.
 - 6.2.2. Removal of an item from the consent agenda returns it to the appropriate committee's report for full Board consideration.

Section 7: Order of Business

- 7.1. The order of business for the Board for regular meetings shall be as follows:
 - 7.1.1. Call to Order
 - 7.1.2. An Invocation or Inspirational Message
 - 7.1.3. Reminder of the "State Government Ethics Act" [[G.S. 138A](#)] and Reading of the "Conflict of Interest Statement."
 - 7.1.4. Approval of Board Minutes
 - 7.1.5. Approval of the Consent Agenda
 - 7.1.6. Approval of the Regular Agenda
 - 7.1.7. Reports of the Standing Committee Chairs:
 - 7.1.7.1. Executive Committee
 - 7.1.7.2. Finance, Audit, and Investment Committee
 - 7.1.7.3. Academic Instruction and Student Success Committee
 - 7.1.7.4. Buildings, Facilities, and Grounds Committee
 - 7.1.7.5. Personnel Committee
 - 7.1.8. Reports of Ad Hoc, Special, or Emergency Committee Meetings
 - 7.1.9. Unfinished Business Carried Forward from Prior Meetings

7.1.10. New and Other Business

7.1.11. Individual or Group Presentations

7.1.12. Board Professional Development or Substantive Issue Discussion

7.1.13. President's Report

7.1.14. Board Chair's Report

Section 8: Governing Parliamentary Rules

8.1. The most recent edition of "*Robert's Rules of Order*" shall guide the conduct, procedures and protocols of the meeting.

Section 9: Individual or Group Participation or Presentations in Board Meetings

9.1. Any individual or organized group that seeks to appear before and/or participate or make a presentation to the Board shall adhere to the following protocol:

9.1.1. Provide a written statement to the Board Chair and President, outlining the purpose of such appearance, the intent of the participation or presentation, and the name(s) of each person or persons who requests permission to speak.

9.1.2. The statement must be filed with the Chair and President as least five (5) business days (not including holidays or weekends) in advance of the meeting at which the appearance is requested.

9.1.2.1. This timeline reflects the Board's policy of providing Board members with meeting information in advance, consistent with Articles IV and VI of these Bylaws.

9.1.3. If granted an appearance by the Chair, oral presentations made by an individual shall be limited to five (5) minutes, and group presentations are limited to a maximum of thirty (30) minutes, at the discretion of the Chair.

9.1.4. Nothing in this section shall prohibit a waiver of Item 9.1.3 above, if approved by the Chair and the majority of Board members present.

Section 10: Member Absences

10.1. A Board member who will be, or is absent from a meeting, shall notify the Chair and/or President's Office in advance, or as soon as practicable thereafter, respectively.

- 10.1.1. The member may file a justifiable excuse with the Chair or President concerning their absence, consistent with [G.S. 115D-19](#).
 - 10.1.2. The Secretary shall record the members' absence in the official minutes of the Board.
- 10.2. If a member fails to attend three (3) consecutive meetings, and has failed to provide a justifiable excuse therefore, the Board shall follow the policy set forth in Article II Item 1.7 of these Bylaws for declaring vacant the office of said member.

Article VII – The President of the College

Section 1: The first statutory power assigned to the Board by the North Carolina General Assembly is “To elect a president or chief administrative officer of the institution” ([G.S. 115D-20\(1\)](#)). In addition, the accrediting agency provides that the institution’s chief executive officer has ultimate responsibility for priorities and initiatives that advance its board-approved mission, goals, and priorities. The chief executive officer oversees the organizational structure that includes key academic and administrative officers and decision makers with credentials appropriate to their respective responsibilities. Furthermore, the College President has responsibility for and control over the educational, administrative, and fiscal programs and services of the College. In light of these considerations, the Board sets forth the roles, duties, responsibilities, and protocols related to the President as follows:

1.1. Appointment

- 1.1.1. The President shall be appointed by the Board, consistent with the process imposed upon them by SBCC Code Section [1C SBCCC 300.1](#) (p. 55-57) and conditioned upon approval by the State Board ([G.S. 115D-20\(1\)](#)).
- 1.1.2. The President shall serve at the pleasure of the Board, and in accordance with such terms and conditions as the Board may fix related to their employment.
- 1.1.3. In the absence of the President, the Board has authority to appoint an Acting or Interim President. See [PCC Policy 2.35 Acting and Interim President](#)

1.2. Qualifications

- 1.2.1. The qualifications of the President shall be established by the Board, consistent with the accrediting agency principles related to educational quality, and also include, but not be limited to, appropriate academic credentials, varied experiences and skill sets that reflect the mission, vision, and values of the College, and such emotional intelligence as is required to lead a dynamic, comprehensive higher education institution.

1.3. Roles, Duties, and Responsibilities

- 1.3.1. The Board has autonomy in the governance of the College. As a corporate body, the Board is the legal entity empowered to exercise fiduciary oversight for the institution. In the practice of shared governance, the President shall have full authority and responsibility for the administration, organization and

operation of the College. The President shall exercise this authority consistent with the policies, rules and regulations established by the Board, and in compliance with applicable state and federal laws, SBCC Code, accrediting agency principles, and within budgets approved by the Board.

1.3.2. The following roles, duties and responsibilities are established by the Board for the President of the College:

- 1.3.2.1. The President shall provide clear and consistent information and counsel to the Board on all policy and procedural matters related to academic affairs and programs, workforce and economic development training and opportunities, student support and success activities and outcomes, financial affairs, and building, facility and property matters.
- 1.3.2.2. The President shall bring forward to standing and ad hoc committees, and the full Board, either as directed thereby or in their role as executive leader of the College, policy considerations and recommendations that assist the Board in its governance and oversight responsibilities, addresses the administrative and operational requirements of the institution, and/or serves the best interests of students and communities within the College's service area.
- 1.3.2.3. The President shall establish such procedures, protocols and practices as may be necessary to implement policies, rules and regulations either adopted by the Board of Trustees or imposed by the State Board of Community Colleges.
- 1.3.2.4. The President shall inform the Board about substantive issues under consideration by governmental, educational, and business and industry bodies and organizations, and the potential opportunities and challenges to the College that accompany the enforcement or implementation of policies that could result therefrom.
- 1.3.2.5. The President shall be responsible for moving the College forward in fulfillment of its educational and workforce mission, promoting excellence in teaching and learning, securing available public, private and sponsored resources, developing innovative practices for student advancement, strengthening partnerships, and serving as an ambassador and advocate for the institution.

- 1.3.2.6. The President shall attend, engage with, and actively participate in all standing and ad hoc committee meetings, and in regular, special, and emergency meetings of the Board, providing them with expertise and information as needed to meet the requirements of committee charters and Board governance, oversight, and fiduciary responsibilities. In this role, the President shall recommend the establishment or termination of educational programs, student services activities, workforce initiatives, personnel policies, financial engagements, and building and facility measures.
- 1.3.2.7. The President shall appoint members of and actively participate in Advisory Board meetings, participate in Foundation Board meetings, and attend such external meetings of organizations and entities that bridge the college and the community, including local, state, and national governmental, educational, economic, philanthropic, and civic organizations.
- 1.3.2.8. The President shall have express authority to employ all personnel of the College, as delegated by the Board, consistent with [G.S. 115D-20\(2\)](#). The President shall provide the Board with reports of faculty that are intended to become full-time employees of the College; the termination of employees as a result of financial exigency; or related matters, that might also include litigation.
- 1.3.2.9. The President shall have express authority to select and appoint members to and advisors of the College's subject-matter advisory committees, including but not limited to curriculum committees.
- 1.3.2.10. The President shall be responsible for formulating the organizational structure of the institution, reflecting the primary functions thereof; establishing the employee compliment, within available funds and budgets approved by the Board; and defining accompanying employee knowledge, skills and abilities necessary to fulfill the mission, vision and values of the College.
- 1.3.2.11. The President shall execute and administer any other roles, duties, and responsibilities which the Board shall designate, assign, or authorize.

1.4. Evaluation of the President

- 1.4.1. The Board is required by oversight bodies, and encouraged through best practices, to evaluate the President. The State Board directs that the College's Board of Trustees annually evaluate the performance of its President (Section [1C SBCCC 300.2](#) (p. 24) of SBCC Code); and the accrediting agency includes in a requirement that the Board regularly evaluate the institution's chief executive officer. The Associations of Community College Trustees (ACCT) and Governing Boards (AGB) advise local Boards, as a best practice, to support a healthy and strong relationship with its President. This is accomplished through a clear division of labor, mutual goal setting, the establishment of well-defined expectations, and a review of the President's performance on a consistent basis.
- 1.4.2. The Board therefore establishes the following methodology for annually evaluating the performance of the President, based upon State Board and accrediting agency requirements, and national association best practices:
 - 1.4.2.1. Criteria: The Board shall, at a minimum, evaluate the President using the following criteria:
 - 1.4.2.1.1. General administration within the institution;
 - 1.4.2.1.2. Establishing and nurturing both internal and external relationships, including, but not limited to:
 - 1.4.2.1.2.1. Board members, executive leadership, faculty and staff; and
 - 1.4.2.1.2.2. Governmental and educational partners, business and industry, communities served by the College, philanthropic entities and institutions, and print and broadcast media.
 - 1.4.2.1.3. Personal attributes and emotional intelligence;
 - 1.4.2.1.4. Administration and management of College personnel;
 - 1.4.2.1.5. Fiscal management and budget acumen;
 - 1.4.2.1.6. Facilities oversight and administration of the Facilities Master Plan;
 - 1.4.2.1.7. Advancement and delivery of academic and instructional policies, courses, and programs of instruction;
 - 1.4.2.1.8. Goals and objectives that accompany the Strategic Plan; and

- 1.4.2.1.9. Other areas of focus, as agreed upon by the Board and President.
- 1.4.2.2. Reporting the Evaluation: The Board shall, no later than June 30 of each calendar year, notify the State Board in writing of the following:
 - 1.4.2.2.1. The time frame and date for which the President's evaluation was completed;
 - 1.4.2.2.2. A description of the methodology used, noted within the criteria of this Article, used for the evaluation;
 - 1.4.2.2.3. Certification that the evaluation instrument used included these criteria;
 - 1.4.2.2.4. Certification that the full Board participated in the evaluation, and that the results were shared with the President; and
 - 1.4.2.2.5. Certification that any deficiencies identified by the evaluation were either remedied, or an action plan has been developed to do so.

Article VIII – Policies, Rules and Regulations

- Section 1: The Board acknowledges its authorization, jurisdiction and responsibilities to govern and serve as fiduciary over Piedmont Community College, as codified within the Articles of these Bylaws.
- Section 2: The Board further vows it will ensure that the College pursues its institutional mission; thoughtfully engage in developing and monitoring progress of the Strategic Plan; protect and provide oversight over the College’s financial and physical assets; verify the delivery of quality instruction, academic programs, and skills training; collaborate in the enactment of institutional policies and practices that foster student success; and practice the principle of shared governance with its President.
- Section 3: The Board shall validate its vows to govern the College by enacting such policies, rules and regulations that, at all times and in each instance, serves the best interests of the institution, its personnel and students, and communities, businesses, and industries within the service delivery area.
- 3.1. The Board commits to doing this work consistent with the State Government Ethics Act, and by avoiding conflicts of interest or the appearance of conflicts.
- Section 4: The Board may enact and amend such policies, rules and regulations as may be necessary or required, consistent with North Carolina General Statutes, State Board of Community Colleges Code, express authority of Boards of County Commissioners as it relates to the College, and any other rules of law; or, as may be required in its determination for the effective discharge of its powers, authorities, duties, and responsibilities for successful operation of the institution.

Article IX – Adoption and Amendment of The Bylaws

Section 1: The Board reserves the right to adopt and amend these Bylaws, at its discretion and/or by direction of the General Assembly or State Board, consistent with the following:

1.1. Adoption

1.1.1. These Bylaws shall be adopted by an affirmative vote of a majority of Board members that are present and eligible to vote, but by no fewer than eight (8) members voting in the affirmative.

1.1.2. The adoption is contingent upon each Board member receiving a complete set of the Bylaws no less than seven (7) business days in advance of a regular or special meeting, not including weekends or holidays.

1.2. Amendment

1.2.1. These Bylaws may be amended, as requested by any member of the Board, making such a request at any regular or special meetings of the Board.

1.2.1.1. The proposed amendment shall be referred by the Board Chair to the Executive Committee, or any other standing or ad hoc committee if subject-matter expertise is required.

1.2.2. The Chair shall allow such time for consideration and re-write of an amendment to allow for thoughtful discussion and deliberation by Board members.

1.2.2.1. The decision to amend these Bylaws shall be made at a regular or special meeting of the Board in the same manner as defined for adoption of the Bylaws.

Article X – Severability

Section 1: If any section or provision of these Bylaws is declared invalid or unenforceable by any regulatory entity, it does not affect the validity of the Bylaws as a whole, or any part other than the part so declared to be invalid or unenforceable.

Section 2

General Administration

2.2 Mission Statement Review

Last Revised: November 2021

Policy Statement: Piedmont Community College (PCC) reviews and updates the College's Mission Statement in conjunction with the College's Strategic Plan.

Purpose/Definitions:

Mission—a declaration of an organization's core purpose and focus.

Approval/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Director, Research and Institutional Effectiveness has monitoring authority for this policy.

Procedure:

Section 1: Review Steps

- 1.1. The Institutional Effectiveness Committee solicits recommendations for revisions to the Mission Statement from faculty, staff, and students.
 - 1.2. The Institutional Effectiveness Committee reviews and drafts any updates to the Mission Statement.
 - 1.3. The Institutional Effectiveness Committee forwards the revised Mission Statement to faculty, staff, and students for review and input.
 - 1.4. The Institutional Effectiveness Committee conducts a final review and votes to approve the revised Mission Statement.
 - 1.5. The Mission Statement is forwarded to the College's Board of Trustees for review and approval.
 - 1.6. The approved Mission Statement will be posted on the College web site and other appropriate publications. (See Exhibit 2.2 PCC Mission, Vision, and Values)
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Legal Citation: Core Requirement 2.1, Comprehensive Standard 4.2a. *The Principles of Accreditation: Foundations for Quality Enhancement – Southern Association of Colleges and Schools – Commission on Colleges 3rd Edition, 2018*

History: Effective December 1980; Revised August 1985, October 1989, January 1992, April 1995, January 1997, April 2001, July 2009, January 2011, February 2021, November 2021

Exhibit 2.2 PCC Mission, Vision, and Values

OUR MISSION

Piedmont Community College transforms lives, strengthens community, and inspires individuals to excellence.

OUR VISION

Piedmont Community College strives to be recognized nationally for achieving exceptional levels of success in student learning and completion, gainful employment, equity, and affordability.

OUR VALUES

LEARNING

Learning by committing to PCC's core competencies -- writing, reading, communication, math, and computer skills - and engaging instruction and training in a supportive environment that inspires each person to learn at the highest levels of achievement for personal and professional success.

PEOPLE

People by creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, express their creativity, share their successes, and encourage others.

DIVERSITY

Diversity by fostering, understanding, and appreciating the dimension it adds to our quality of life.

ACCESS

Access by reaching out to our communities and inviting and supporting all learners and partners to achieve their goals, thereby improving the economic prosperity of our students, our community, and the surrounding regions.

INTEGRITY

Integrity by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.

CONTINUOUS IMPROVEMENT

Continuous improvement by ensuring that all employees engage in ongoing meaningful professional development that will produce ever evolving, data-driven policies, procedures, and practices to ensure excellence in every area of the College.

2.3 Affirmative Action and Equal Opportunity Plan

Last Revised: December 2022

Policy: Piedmont Community College (PCC) does not discriminate against any person in its employment practices on the basis of race, religion, national origin, gender, age, political affiliation, or disability--except for cases in which specific age, gender, physical, or mental requirements constitute bona fide occupational qualifications--in such manner consistent with achieving a staff of diverse and competent persons.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure all discriminating conditions, whether practiced purposefully or inadvertently, will be eliminated. Employment and personnel policies will be carefully and systematically examined to ensure these policies do not operate to the detriment of any person(s) on the grounds of race, religion, national origin, gender, age, political affiliation, or disability. To the maximum extent possible, all programs shall contribute to the elimination of gender stereotyping, architectural barriers, and artificial barriers to employment and training.

Definitions

Affirmative action—a set of procedures designed to eliminate unlawful discrimination among applicants, remedy the results of such prior discrimination, and prevent such discrimination in the future (https://www.law.cornell.edu/wex/affirmative_action).

Equal opportunity—providing everyone the same opportunities for employment, pay, and promotion, without discriminating against particular groups (<https://www.collinsdictionary.com/us/dictionary/english/equal-opportunity>).

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President; Vice President, Instruction; Vice President, Student Development; Vice President, Administrative Services/CFO; and the Vice President, Advancement and Communications have monitoring authority.

Procedure:

Section 1: Affirmative Action and Equal Employment Opportunity (AA/EEO) Officer Duties and Responsibilities

- 1.1. The President will delegate authority and fix responsibility upon the Vice President, Administrative Services/CFO for the organization and management of the Affirmative Action and Equal Opportunity (AA/EO) Plan.
 - 1.1.1. When acting in this capacity, the Vice President, Administrative Services/CFO will be referred to as the AA/EEO Officer.
- 1.2. The AA/EEO Officer will coordinate efforts with the administrative staff of the College to establish the AA/EO Plan and to provide staff supervision and services to all divisions and departments regarding the AA/EO Plan.
- 1.3. The AA/EEO Officer assures all hiring managers are aware of the requirements of the AA/EO Plan to ensure the areas are making good faith efforts with respect to the implementation of this policy.
- 1.4. The AA/EEO Officer is responsible for the preparation and recommendation to the President of any new policies and procedures needed to achieve the following objectives of the plan:
 - 1.4.1. maintaining census data available at all times regarding distribution of employees
 - 1.4.2. supervising all personnel functions of the College to determine the existence of any evidence of discrimination related to the gender or minority status of any employee
 - 1.4.3. cooperating with any government agency to investigate complaints or to implement equal employment opportunity procedures
 - 1.4.4. preparing periodic reports on the status of the plan
 - 1.4.5. monitoring the overall progress of the plan
 - 1.4.6. monitoring the implementation of the AA/EO Plan and making recommendations to the President regarding any policy or procedure changes to affirmative action.

- 1.4.6.1. This shall include, without limitation, the responsibility to ensure that every application or contract document includes specific language related to compliance with this policy.
- 1.4.7. conduct surveys and prepare reports, with the assistance of the President, regarding the status of women and minority employment and related information, to determine the success or failure of the College's AA/EO Plan in accomplishing the following objectives:
 - 1.4.7.1. analyzing the hiring of women and minorities
 - 1.4.7.2. evaluating the recruitment process for women and minorities
 - 1.4.7.3. reviewing promotions and transfer of women and minorities
 - 1.4.7.4. reviewing the increase and decrease in the size of the workforce by gender and minority groups
 - 1.4.7.5. reviewing funding applications to assess equal employment opportunity implications and regulatory compliance
 - 1.4.7.6. conducting on-site reviews to ensure AA/EEO plan is implemented in compliance with regulations
 - 1.4.7.7. confirming that grievance and complaint procedures are in place
 - 1.4.7.8. determining that services are being provided equitably to all eligible persons
 - 1.4.7.9. recommending corrective action, providing technical assistance, and conducting necessary follow-ups
 - 1.4.7.10. documenting all of the foregoing
- 1.4.8. prepare an annual report of the College's workforce grouped by Office of Civil Rights (OCR) Code, with the total number of employees in each classification enumerated by gender and race.
- 1.4.9. In addition, the AA/EEO Officer will
 - 1.4.9.1. maintain a liaison with governmental officials and other groups concerned with affirmative action and equal opportunity plans

- 1.4.9.2. maintain a liaison with all organizations on the local level dealing with affirmative action
- 1.4.9.3. make periodic reports to the staff and faculty of the College on the progress of the AA/EO Plan
- 1.4.9.4. coordinate data gathering, data consolidation, and data analysis, and prepare reports required by external agencies.
- 1.4.9.5. chair the Employee Resources Committee. (See PCC Policy 2.27 Institutional Standing Committees)

Section 2: Hiring and Termination

- 2.1. PCC Policy 5.15 Recruitment and Appointment includes procedures that address recruitment, advertising, minimum posting schedule, candidate selection process, and onboarding.
- 2.2. The AA/EEO Officer or designee analyzes and documents all hires and terminations by race and gender annually.
- 2.3. The AA/EEO Officer analyzes the recruitment process annually.
 - 2.3.1. The recruitment process will continue to include required written notification of the College's Statement of Commitment to Equal Employment Opportunity.

Section 3: AA/EEO Officer's Candidate Selection Responsibilities

- 3.1. The AA/EEO Officer performs a periodic review of the total selection process to assure that applications are received and that employees are selected without regard to race, religion, national origin, gender, age, political affiliation, or disability.
- 3.2. This review includes the application for employment, interviewing procedures, employment standards, job description, employee specification, and the selection process.
- 3.3. The AA/EEO Officer approves the Full-time Employment Recommendation form to acknowledge that the College is in compliance with the AA/EO Plan.

Section 4: Promotions and Transfers

- 4.1. The AA/EEO Officer or designee performs an analysis at least annually of promotions based on race and gender.
- 4.2. The AA/EEO Officer approves each memorandum requesting promotions or transfers to acknowledge that the College is in compliance with the AA/EO Plan. (See PCC Policy 5.15 Recruitment and Appointment for more information.)
- 4.3. In areas where it has been determined that women or minorities are underutilized, special efforts consistent with college requirements will be made to correct the deficiency.

Section 5: Grievance and Complaint Procedure

- 5.1. All grievances and complaints involving the applicability or implementation of this policy will be processed pursuant to the provisions of Policy 5.20 Employee Grievance Procedure.
- 5.2. Grievances involving any educational programs that include federal or state employees must also be processed in compliance with the latest Non-Discrimination/Equal Opportunity Standards and Employee Grievance Procedures, to the extent that the requirements thereof are not met by the college policies referenced above.

Section 6: Dissemination of Plan

- 6.1. The AA/EO Plan will be distributed internally and externally via advertisements and publications of the College.
- 6.2. The AA/EO Plan will be made available on the College's web site.

Section 7: Statement of Compliance

- 7.1. As a member of the North Carolina Community College System, Piedmont Community College affirms assurance of compliance with all requirements imposed by and pursuant to Title VI of the Civil Rights Act of 1964 and the related regulations issued subsequently, as well as all other applicable provisions of federal law and regulations regarding equal opportunity, to the end that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination regarding any activity at PCC on the grounds of race, religion, national origin, gender, age, political affiliation, or disability. No individual will be denied employment at

Piedmont Community College on the grounds of race, religion, national origin, gender, age, political affiliation, or disability.

- 7.2. The College will make all reports and assurances required by any federal or state agency relative to any matters which are the subject of this statement of compliance.

Legal Citation: [N.C.G.S. 115C-321](#), [N.C.G.S. 115D-29](#), [N.C.G.S. 115D-77](#), [N.C.G.S. 122C-158](#), [N.C.G.S. 126-22](#), [N.C.G.S. 153A-98](#), [N.C.G.S. 160A-168](#), [N.C.G.S. 162A-6.1](#), [1C SBCCC 200.96](#), [1C SBCCC 200.97](#)

History: Effective April 1975; Revised January 1988, October 2001; Reviewed March 2010; Revised September 2011, October 2011, August 2020—cross-references PCC Policy 5.15 Recruitment and Appointment, December 2022

Cross-references PCC Policies 2.12 Drug Free College and Substance Abuse, 2.27 Institutional Standing Committees, 5.15 Recruitment and Appointment, and 5.20 Employee Grievance Procedure

2.3 Exhibit – Employee Resources Committee

The Employee Resources Committee is an institutional standing committee with representatives from faculty and staff, including the Director, Human Resources and Organizational Development. The Vice President, Administrative Services/CFO serves as chair. Responsibilities of this committee include, but are not-limited to, the following:

1. To promote a healthy environment to the College community.
2. To review and recommend revisions to Section 5—Personnel of the PCC Policy Manual.
3. To promote and clarify fringe benefits available to college employees.
4. To provide alcohol and drug abuse program resources, in compliance with the Drug Free Schools and Community Act of 1989 (Public Law 101-226) and the College's Policy 2.12 Drug Free College and Substance Abuse.
5. To evaluate the needs and interests of faculty/staff regarding employee benefits (biennial).
6. To serve in an advisory capacity to the President in any case or circumstances referred to the committee in the area of fringe benefit options or alcohol and drug abuse.
7. To review Policy 2.3 Affirmative Action and Equal Opportunity Plan and recommend revisions as appropriate.
8. To monitor compliance of the American with Disabilities Act (ADA).
9. To serve in an advisory capacity to the President in any case or circumstance referred to the committee in the area of affirmative action.

2.4 Disability Statement

Last Revised: March 2021

Policy: Piedmont Community College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, or in the operation of any of its programs and activities, as specified by federal laws and regulations.

Purpose/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: Reporting

- 1.1. Individuals who believe the College has discriminated against them on the basis of disability should contact the Vice President, Administrative Services/CFO, who is the AA/EEO Officer of the College.
 - 1.2. Please refer to Policy 2.3 Affirmative Action and Equal Opportunity Plan, Policy 5.20 Employee Grievance Procedure, and Policy 7.12 Student Grievance Process for additional information.
-

Legal Citation: [29 U.S.C. §794](#)

History: Effective January 1988; Revised January 2012; Procedural Revision June 2012; February 2021

2.4.1 Accessibility of Information and Communication Technology

Last Revised: November 2021

Policy: Piedmont Community College (PCC) will communicate information to all individuals in a manner that enables them to achieve their academic and professional goals.

Purpose/Definitions:

Purpose

PCC is committed to providing information and communication technology that is accessible to all, and in particular to individuals with disabilities. When requested, the College deploys information and communication technology (ICT) that has been designed, developed, or procured to be accessible to people with disabilities, including those who use assistive technologies.

Definitions

Accessible—the concept that everyone within the College community, regardless of disability, is able to access and use campus buildings, systems, and resources.

Accessible Information Technology—information technology that has been designed, developed, or procured to be usable by, and therefore accessible to people with disabilities, including those who use assistive technologies.

Assistive Technologies—adaptive, rehabilitative devices that promote greater independence for individuals with disabilities by changing how these individuals interact with technology. Examples include special input devices (e.g., head or foot mouse, puff-and-sip switches, speech recognition), screen-reading software, and screen magnifiers.

Information and Communication Technology (ICT)—any electronic system or equipment, and content contained therein, used for instruction, information distribution, or communication. ICT resources include, but are not limited to, learning management systems, online instructional lessons, Web-based services, software applications, electronic documents, computers, hardware systems, telecommunication products, video and multimedia products, mobile devices, and online events.

Reasonable Accommodation—provision of a modification or adjustment that will enable a qualified individual with a disability to participate in a course of study or the essential functions of a position. Examples of reasonable accommodations include, but are not limited to, the

following: a) making existing facilities readily accessible and usable by persons with disabilities, b) modified schedules, c) acquisition or modification of equipment or devices, d) appropriate adjustment or modifications of examinations, and e) provision of qualified readers or interpreters. The college is not required to provide accommodations that impose an undue hardship on the institution.

Undue Hardship—when an accommodation would require a financial cost that would exceed the College’s resources and/or would alter the nature of the program. When faced with this situation, the College will seek alternative solutions to meet the student/employee need.

Voluntary Product Accessibility Template (VPAT)—a self-assessment document completed by a vendor that provides relevant information on how their product or service claims to conform to Section 508 Standards.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The President; the Vice President, Instruction; the Vice President, Student Development; and the Chief Information Officer (CIO) have monitoring authority for this policy.

Procedure:

Section 1: Accessibility Monitoring

- 1.1. Campus facilities are monitored for physical access concerns/issues by the Director, Facility Services.
- 1.2. Access to programs and activities are monitored by various College Standing Committees:
 - 1.2.1. Employee Resources, to review and recommend revisions to the Affirmative Action Plan, and to monitor compliance with the Americans with Disabilities Act (ADA). See PCC Policy 2.3 Affirmative Action and Equal Opportunity Plan and Policy 2.4 Disability Statement for more information.
 - 1.2.2. Student Affairs, for student accessibility to programs and activities.
 - 1.2.3. Technology Committee, to determine existing and future technology needs to support both instruction and administrative applications.

Section 2: Standards

2.1. **Syllabus:** In order for students to have notice of their rights and responsibilities, faculty and instructors shall include a statement regarding reasonable accommodations in their course syllabus.

2.1.1. Standard Syllabus Statement:

If you have a disability or special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Disabilities Counselor as soon as possible. It is important to request reasonable accommodations early enough to give the Disabilities Services Office adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary reasonable accommodations based on recommendations provided.

2.1.2. In the event that software or services are known not to be accessible are used in the course, faculty and instructors must also provide notice to students as part of the syllabus accessibility statement.

2.2. **Textbooks:** In keeping with best practices, faculty should give preference to textbooks from publishers who provide alternate format.

2.2.1. Students with print-related disabilities can request their textbooks and instructional materials in an alternate format from Disability Services to ensure equal access.

2.2.1.1. Production of alternate formats can be time-intensive, and while most files can be provided within two weeks, others can take as long as four months to procure for use.

2.2.2. Alternate formats of materials for students should be provided at the same time that the student at large is able to access the material through regular means.

2.2.2.1. Providing textbooks and supplemental reading material list at the time of registration ensures that students have adequate time to partner with Disability Services to ensure materials are completed prior to the first course meeting.

2.3. **Closed-Captioning and Audio Description of Audio-Visual Materials:** Individuals with hearing impairments may require closed-captioning to access the audio component of

video media, and individuals with visual impairments may require audio description to access video content.

- 2.3.1. Reasonable accommodations for closed captioning and audio description for students, faculty, and staff must be provided at the same time that the multimedia is shown to the class or audience.
- 2.3.2. Any video media material that is used for participation in a course must be captioned and/or described.
 - 2.3.2.1. If an instructor or presenter is aware of a reasonable accommodation request at least five days in advance, closed-captioning or audio-describing is required.
 - 2.3.2.2. If providing the captioned or audio-described version at the same time is problematic, the video media shall not be used and alternate accessible materials may be substituted.
- 2.3.3. Required closed-captioning or audio-describing must ensure
 - 2.3.3.1. accuracy (spell all words correctly),
 - 2.3.3.2. synchronicity (ensure that the captions do not lag behind or race ahead of the dialogue),
 - 2.3.3.3. completeness (making sure everything gets captioned and those captions do not use shorthand), and
 - 2.3.3.4. placement (at a minimum, captions do not obscure visual information).
- 2.3.4. Departments have a responsibility to ensure closed captioning is available on materials related to their program and/or service for which access is unrestricted (e.g., video content available to the general public).
- 2.3.5. All departments, programs, faculty, instructors, and employees are encouraged to purchase ~~on~~ captioned versions of audio-visual media whenever possible.
 - 2.3.5.1. Audio-described versions of audio-visual media are also recommended for purchase.
 - 2.3.5.2. In general, any non-transcribed audio and any non-captioned, non-described video that is in current use should be updated.

- 2.4. **Digital Signs:** The use of digital signs across campus afford the opportunity to push dynamic content to specific audiences.
 - 2.4.1. Digital signs for use in any public program, service, or activity should be made accessible, for example, by replication of information in an accessible medium.
- 2.5. **Procuring Goods and Services:** Any ICT good or service procured for use in a PCC program, service, or activity should be reviewed and made accessible to the extent feasible in compliance with the following:
 - 2.5.1. Deans, directors, or their designees are responsible for ensuring that requests for proposals, contracts, or other service arrangements for the acquisition of digital technology include requirements to adhere to Web Content Accessibility Guidelines (WCAG) 2.0 AA Success Criteria, www.w3.org/TR/WCAG20.
 - 2.5.1.1. For digital technology services which are widely used by the College, staff should work with the vendor to ensure compliance regarding accessibility standards.
 - 2.5.2. Instructional materials should be available in multiple formats (e.g., print, electronic, audio) if possible.
 - 2.5.2.1. Given two (2) or more equivalent instructional materials, the instructor should select the version with the highest levels of accessibility.
 - 2.5.2.2. Ancillary materials (software, tutorials, recordings, videos, labs, and other educational tools) ordered for a course should meet all current requirements for accessibility.
 - 2.5.2.3. A compliant Voluntary Product Accessibility Template (VPAT) or an acceptable alternative should be obtained from the vendor.
 - 2.5.3. The information provided by vendors must be valid, measured using a method that is reliable and objective.
 - 2.5.3.1. Those making procurement decision must be able to objectively evaluate the accessibility of products, and to scrutinize the information provided by vendors.

Section 3: Program evaluation process

- 3.1. Web Standard Electronic information must meet current Web Content Accessibility Guidelines (WCAG).

- 3.2. To the extent possible, new development and purchases, including development and purchases for major revisions and updates of existing electronic information resources, should receive higher priority over the retrofit of existing electronic information resources.

Section 4: Exceptions

- 4.1. Conformance to standards may not always be feasible due to the nature of the content, the purpose of the resource, the lack of accessible solutions, or an unreasonably high administrative or financial cost necessary to make the resource accessible. However, these difficulties do not relieve College programs or services from their ICT accessibility obligations.
 - 4.1.1. College managers of programs and services must be prepared to provide content and/or services in a suitable alternative format (e.g., electronic text file or audio description) upon request.

Legal Citation: [American with Disabilities Act of 1990](#); [Section 504 of the Rehabilitation Act of 1973](#); [Section 508 of the Rehabilitation Act of 1973](#); [WCAG Guidelines](#)

History: Effective October 18, 2016; Revised November 2021—Cross-references PCC Policy 2.3 Affirmative Action and Equal Opportunity Plan and Policy 2.4 Disability Statement

[New] 2.6 Title IX Complaint Process (Effective August 1, 2024)

Last Revised: June 2024

Policy: Piedmont Community College (PCC) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment

Purpose/Definitions:

Purpose

The purpose of this policy is to provide a process for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator or Deputy Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Definitions

Advisor—a person designated by one party (complainant/respondent) to ask, at the hearing, the other party and any witnesses all relevant and permissible questions and follow-up questions, including those challenging credibility.

Clear and Convincing Evidence Standard—a level of burden of proof in which the evidence is highly and substantially more likely to be true than untrue; the Decision-maker must be convinced that the contention is highly probable (Colorado v. New Mexico, 467 U.S. 310 (1984)). This standard is a medium level of burden of proof and is a more rigorous standard to meet than the preponderance of the evidence standard, but a less rigorous standard to meet than proof beyond a reasonable doubt. (“Clear and Convincing Evidence,” Legal Information Institute (Cornell Law School), accessed July 14, 2020, https://www.law.cornell.edu/wex/clear_and_convincing_evidence)

Complainant—

- 1) a student or employee of the College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- 2) a person other than a student or employee of the College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the College’s education program or activity at the time of the alleged sex discrimination.

Complaint—an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Confidential employee—certain positions have been identified as confidential employees. These employees have no obligation to notify the Title IX Coordinator or Deputy Title IX Coordinator about possible sex-based discrimination; instead, their only obligation would be to provide contact information for the Title IX Coordinator or Deputy Title IX Coordinator and information about reporting. However, they may be required or allowed to share information in certain circumstances. For example, if a court order is presented, if they have reason to believe that a student is at high risk for suicide or violence toward others or if a minor is being abused. For a list of these employees and resources, visit the [Title IX webpage](#).

Consent—the positive cooperation in act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. Consent can be revoked by the other person, in a manner that would cause a reasonable person to believe consent is revoked.

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Decision-maker—a member of the College’s Title IX team who, at the hearing, permits each party’s Advisor to ask the other party and any witnesses all relevant and permissible questions and follow-up questions, including those challenging credibility. The Decision-maker is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, must be free from conflicts of interest or bias for or against complainants or respondents.

Deliberate indifference—actions that are clearly unreasonable in light of the known circumstances.

Deputy Title IX Coordinator—any employee delegated with responsibility for compliance with Title IX and this policy by the Title IX Coordinator and acting within the scope of authority of a Title IX Coordinator as set forth herein. The Deputy Title IX Coordinator is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, must be free from conflicts of interest or bias for or against complainants or respondents.

Disciplinary sanctions—consequences imposed on a respondent following a determination under Title IX that the respondent violated the College’s prohibition on sex discrimination.

Education program or activity—includes any locations, events or circumstances where “the school exercised substantial control over both the respondent and the context” (*Davis v. Monroe County Board of Education*).

Employees with administrative, leadership, and teaching responsibilities—(excluding confidential employees) deans, supervisors, and faculty.

Employees with authority to institute corrective measures—(excluding confidential employees) the Title IX Coordinator; Deputy Title IX Coordinator; Director, Campus Safety; Director, Human Resources; Vice president, Student Development; Vice President, Instruction/CAO; Vice President, Administrative Services/CFO, Vice President, Information Technology/CIO, and the Affirmative Action/Equal Employment Opportunity Officer. Notice received by any of these employees constitutes knowledge upon which the College’s mandatory response obligations arise under this policy.

Exculpatory evidence—evidence favorable to the respondent that exonerates or tends to exonerate the respondent of guilt.

Formal resolution—a resolution option in which an external or internal investigator conducts an investigation as a means of addressing complaints that does not require the consent of the parties.

Harassment that creates a hostile environment—an unwelcome sex-based conduct that is sufficiently severe or pervasive that, based on the totality of the circumstances and evaluated subjectively and objectively, it denies or limits a person’s ability to participate in or benefit from the recipient’s education program or activity.

Inculpatory evidence—evidence that shows or tends to show a person’s involvement in an act or evidence that can establish guilt.

Informal resolution—a resolution option such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to participate in such a process.

Investigator— a member of the College’s Title IX team who impartially gathers facts and evidence from the complainant, the respondent, and any material witnesses or evidence related to the case. The Investigator is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, and must be free from conflicts of interest or bias for or against complainants or respondents.

Notice—delivery of any written material required or allowed to be given to another under this policy may be (i) by personal delivery, (ii) by certified or registered U. S. Mail, return receipt requested, (iii) by commercial courier service, or (iv) by email.

Notification—notice of sex discrimination (including sex-based harassment) made by any person, at any time, and by any means (in person, phone, mail or email) that results in the Title IX Coordinator or Deputy Title IX Coordinator receiving the person’s verbal or written

notification. Notifications are not limited to a school's campus community and may come from others, such as on-campus visitors.

Party—a complainant or respondent.

Pervasive conduct—unwelcome influence or physical effect that spreads widely throughout an area or group of people.

(Qualifying) complainant—an individual who is participating in or attempting to participate in the school's education program or activity (i.e., students, employees, applicants and, in some cases, parents). Also included, are complainants who file a complaint about sex discrimination they experienced even if they have chosen to leave the College's education program or activity as a result of that discrimination or for other reasons.

Rape Shield Protection—a rule which limits the introduction of the complainant's sexual history as evidence and therefore can prevent the complainant from being discredited by information that is not relevant to the respondent's guilt or innocence.

Relevant—related to the allegations of sex discrimination under investigation as part of the Title IX process. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decision-maker in determining whether the alleged sex discrimination occurred.

Remedies—measures provided, as appropriate, to a complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that sex discrimination occurred.

Respondent—a person who is alleged to have violated the College's prohibition on sex discrimination.

Restitution— the act of giving back something that was lost or stolen, or of paying money for the loss.

Retaliation—intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment—a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- 1) **Quid pro quo harassment**—an employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;

- 2) **Hostile environment harassment**—unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the College’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - 2.1 The degree to which the conduct affected the complainant’s ability to access the College’s education program or activity;
 - 2.2 The type, frequency, and duration of the conduct;
 - 2.3 The parties’ ages, roles within the College’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - 2.4 The location of the conduct and the context in which the conduct occurred; and
 - 2.5 Other sex-based harassment in the College’s education program or activity; or

- 3) **Specific offenses.**
 - 3.1 **Sexual assault**—an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - 3.2 **Dating violence**—violence committed by a person:
 - 3.2.1 who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 3.2.2 where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 3.2.2.1 the length of the relationship;
 - 3.2.2.2 the type of relationship; and
 - 3.2.2.3 the frequency of interaction between the persons involved in the relationship;
 - 3.3 **Domestic violence**—felony or misdemeanor crimes committed by a person who:

- 3.3.1 is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - 3.3.2 is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 3.3.3 shares a child in common with the victim; or
 - 3.3.4 commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- 3.4 **Stalking**—engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- 3.4.1 fear for the person’s safety or the safety of others; or
 - 3.4.2 suffer substantial emotional distress.

Sexual Discrimination—treating someone unfavorably because of that person’s sex, including discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, gender identity, transgender status, or sexual orientation.

Supportive measures—individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- 1) restore or preserve that party’s access to the College’s education program or activity, including measures that are designed to protect the safety of the parties or the College’s educational environment; or
- 2) provide support during the College’s Title IX process or during an informal resolution process.

Time—in computing any period of time prescribed or allowed by this policy, the day of receipt of the document is not to be included. The last day of the period so computed is to be included unless it is not a business day as defined in this policy, in which event the period runs until the end of the next day which is a business day.

Title IX Coordinator—an official of the College with authority to coordinate the College’s efforts to comply with Title IX responsibilities including instituting corrective measures on the College’s behalf when a verbal or written notification is received of an alleged incident of sexual discrimination, including sex-based harassment, in person, by U.S. Mail, by telephone, by email, or by any other means that results in the Coordinator receiving the notification. The Title IX Coordinator is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, must be free from conflicts of interest or bias for or against complainants or respondents. The Coordinator also monitors for barriers to reporting

information about conduct that may constitute sex discrimination under Title IX so that the College may take steps reasonably calculated to address barriers the Coordinator identifies.

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

Procedure:

Section 1: Notice of Non-Discrimination

- 1.1. PCC prohibits sex discrimination in any education program or activity that it operates. See PCC Policy 8.1 Public Information for the College’s official statement of non-discrimination.
- 1.2. Inquiries about Title IX may be referred to the College’s Title IX Coordinator, Deputy Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or all the above.
- 1.3. Reporting information about conduct that may constitute sex discrimination or making a complaint to the Title IX Coordinator or Deputy Title IX Coordinator may be accomplished in any of the following ways:
 - 1.3.1. direct meeting with the Title IX Coordinator, Building E, Room 146 (Person County Campus) or the Deputy Title IX Coordinator in Building K, Room 105 (Caswell County Campus);
 - 1.3.2. email: titleix@piedmontcc.edu; or
 - 1.3.3. [College website link](#).
 - 1.3.4. Reports involving a student should be documented in writing.

Section 2: Complaints of Sex Discrimination

- 2.1. For sex-discrimination, including sex-based harassment
 - 2.1.1. A complaint of sex discrimination, including complaints of sex-based harassment, requesting the College to investigate and make a determination about alleged discrimination under Title IX may be made by:
 - 2.1.1.1. a complainant;

- 2.1.1.2. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - 2.1.1.3. the College's Title IX Coordinator or Deputy Title IX Coordinator.
 - 2.1.2. When a party is both a student and employee of the College, a fact-specific inquiry is required to determine whether the party's primary relationship with the College is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.
- 2.2. For sex discrimination other than sex-based harassment
 - 2.2.1. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed in item 2.1, the following persons have a right to make a complaint:
 - 2.2.1.1. any student or employee the College; or
 - 2.2.1.2. any person other than a student or employee who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.
- 2.3. The College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.
 - 2.3.1. When more than one complainant or more than one respondent is involved, references to a party, complainant, or respondent include the plural, as applicable.
- 2.4. Any non-confidential employee who either has authority to institute corrective measures or has responsibility for administrative, leadership, and teaching responsibilities must notify of possible sex-based discrimination to either the Title IX Coordinator or the Deputy Title IX Coordinator upon receiving information about conduct that may constitute sex-based discrimination.
- 2.5. All other non-confidential employees are obligated to either notify the Title IX Coordinator or Deputy Title IX Coordinator or provide the contact information of the Title IX Coordinator or Deputy Title IX Coordinator and information about how to make a complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination.

- 2.6. The College must address all sex discrimination in its education programs or activities, including when some of the sex-based harassment contributing to the hostile environment occurred outside the College's education program or activity or outside the United States.
 - 2.6.1. Conduct that occurs in the College's education program or activity includes:
 - 2.6.1.1. conduct that occurs in any building owned or controlled by a student organization that is officially recognized by the College; or
 - 2.6.1.2. conduct that is subject to the College's disciplinary authority.
- 2.7. Complaints that do not meet the criteria in item 2.6 will be handled through one of the College's other grievance processes.
 - 2.7.1. Students should refer to Policy 7.12 Student Grievance Process for information specific to non-Title IX complaints.
 - 2.7.2. Employees should refer to Policies 2.3 Affirmative Action and Equal Opportunity Plan, 2.17 Unlawful Harassment, 2.18 Sexual Assault, and/or 5.20 Employee Grievance Procedure for information specific to complaints involving employees.

Section 3: Basic Requirements of the Title IX Process

- 3.1. The College will treat complainants and respondents equitably at every stage of the College's response.
- 3.2. The College requires that any Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 - 3.2.1. Any Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Decision-maker may serve in more than one role if needed, and their training is appropriate and current.
- 3.3. The College presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the Title IX process.
- 3.4. The College will take reasonable steps to protect the privacy of the parties and witnesses during the Title IX process.
 - 3.4.1. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members,

confidential resources, or advisors; or otherwise prepare for or participate in the College's Title IX process.

- 3.4.2. The parties cannot engage in retaliation, including against witnesses.
- 3.5. The College will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence.
 - 3.5.1. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- 3.6. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - 3.6.1. evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - 3.6.2. a party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use in its Title IX process; or
 - 3.6.3. evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment.
 - 3.6.3.1. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Section 4: Timeframes for Major Stages of the Title IX Process

4.1. On receiving a notification, the Title IX Coordinator or Deputy Title IX Coordinator will, within ten (10) days of receipt:

4.1.1. notify the parties in writing:

4.1.1.1. of the College's Title IX process and any informal resolution process;

4.1.1.2. of sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

4.1.1.3. retaliation is prohibited;

4.1.1.4. the respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the Title IX process. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision-maker;

4.1.1.5. the parties may have an advisor of their choice who may be, but is not required to be, an attorney;

4.1.1.6. they are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence;

4.1.1.7. PCC Policy 7.5 Code of Conduct (section 1), Policy 2.32 Non-Retaliation (section 1), and Policy 5.19 Employee Disciplinary Policy (section 1) prohibit knowingly making false statements or knowingly submitting false information; and

4.1.1.8. whether the complaint will be investigated or dismissed.

4.1.2. If, in the course of an investigation, the College decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the College will notify the parties of the additional allegations.

4.1.3. The College will offer and coordinate supportive measures equitably to the complainant and/or respondent to the extent necessary to restore or preserve access to the College's education program or activity.

- 4.1.3.1. Supportive measures will be kept confidential to the extent reasonably possible and may include, for example, counseling, extension of deadlines, restrictions on contact between the parties, and voluntary or involuntary changes in class, work, or housing.
- 4.1.3.2. If Supportive Measures are refused by the complainant or respondent, the Title IX Coordinator or Deputy Title IX Coordinator must document why they did not provide a complainant with Supportive Measures.
- 4.1.4. In the absence of a complaint or informal resolution process, determine whether to initiate a complaint of sex discrimination if necessary to address conduct that may constitute sex discrimination under Title IX in the College's education program or activity.
- 4.1.5. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur in the College's education program or activity, in addition to providing remedies to an individual complainant.
- 4.2. Upon receipt of a complaint, the Title IX Coordinator or Deputy Title IX Coordinator will, within fifteen (15) days of receipt assign an Investigator to investigate the allegations, if appropriate.
- 4.3. The College may allow a reasonable extension of the timeframes to either party on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay.
 - 4.3.1. Requests for timeframe extensions must be made in writing to the Title IX Coordinator or Deputy Title IX Coordinator at least 5 business days prior to the respective deadline.
 - 4.3.2. The requestor will be notified in writing of the decision to approve or deny the extension within 3 business days.
 - 4.3.2.1. All parties will be notified in writing of any timeframe extensions once a decision is made.

Section 5: Informal Resolution

- 5.1. The College offers an informal resolution process except when a complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

- 5.2. Voluntary, informed written consent from both parties must be obtained if an informal resolution is chosen to resolve the complaint.
 - 5.2.1. Either party has the right to withdraw from the informal resolution process at any time before an agreement is reached and initiate or resume the formal resolution process.
 - 5.2.2. If the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume the Title IX complaint process arising from the same allegations.
 - 5.2.3. Potential terms that may be requested or offered in an informal resolution agreement are binding only on the parties.
 - 5.2.4. Any information disclosed or discovered during an informal resolution process will be maintained and utilized if the formal resolution process is initiated or resumed.

Section 6: Investigation

- 6.1. The Investigator will provide for adequate, reliable, and impartial investigation of complaints.
- 6.2. The burden is on the College—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.
- 6.3. The Investigator will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.
- 6.4. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
- 6.5. The Investigator will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:
 - 6.5.1. the Investigator will provide a reasonable opportunity to respond to the evidence; and

6.5.2. the Investigator will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the Title IX process.

6.5.2.1. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

6.6. The Investigator will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

6.6.1. The Investigator will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.

6.6.2. The Investigator may establish restrictions regarding the extent to which the advisor may participate in these procedures, as long as the restrictions apply equally to the parties.

6.7. The Investigator will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

6.8. The Investigator will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

6.8.1. The Investigator may allow the parties to present expert witnesses.

6.9. The Investigator will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations and not otherwise impermissible as well as the written investigative report.

6.9.1. The Investigator will provide at least ten (10) days to review and respond in writing to the evidence or the investigative report.

Section 7: Dismissal of a Complaint

7.1. The College may dismiss a complaint if:

7.1.1. the College is unable to identify the respondent after taking reasonable steps to do so;

- 7.1.2. the respondent is not participating in the College's education program or activity and is not employed by the College;
- 7.1.3. the complainant voluntarily withdraws, in writing, any or all of the allegations in the complaint, the Title IX Coordinator or Deputy Title IX Coordinator decline to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- 7.1.4. the College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX.
- 7.2. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.
- 7.3. Upon dismissal, the College will promptly notify the complainant, in writing, of the basis for the dismissal.
 - 7.3.1. If the dismissal occurs after the respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing.
- 7.4. The College will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint.
 - 7.4.1. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:
 - 7.4.1.1. procedural irregularity that would change the outcome;
 - 7.4.1.2. new evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
 - 7.4.1.3. the Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
- 7.5. If the dismissal is appealed, the College will:
 - 7.5.1. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;

- 7.5.2. implement appeal procedures equally for the parties;
 - 7.5.3. ensure that the Decision-maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 - 7.5.4. ensure that the Decision-maker for the appeal has been trained consistent with the Title IX regulations;
 - 7.5.5. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 - 7.5.6. notify the parties of the result of the appeal and the rationale for the result.
- 7.6. When a complaint is dismissed, the College will, at a minimum:
- 7.6.1. offer supportive measures to the complainant as appropriate;
 - 7.6.2. if the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
 - 7.6.3. take other prompt and effective steps, as appropriate, through the Title IX Coordinator or Deputy Title IX Coordinator to ensure that sex discrimination does not continue or recur within the College education program or activity.

Section 8: Hearing Process

- 8.1. The Hearing enables the Decision-maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.
- 8.2. The process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:
 - 8.2.1. allow the Investigator or Decision-maker to ask such questions during individual meetings with a party or witness;
 - 8.2.2. allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the Investigator or Decision-maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and

- 8.2.2.1. Questions must be submitted at least 24 hours prior to the meeting in which they are to be asked.
- 8.2.3. provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.
 - 8.2.3.1. Follow-up questions must be submitted with 3 days of receipt of the recording or transcript.
- 8.3. The Decision-maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible.
 - 8.3.1. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.
 - 8.3.1.1. The Decision-maker will give a party an opportunity to clarify or revise a question that the Decision-maker determines is unclear or harassing.
 - 8.3.1.2. If the party sufficiently clarifies or revises the question, the question will be asked.
- 8.4. The Decision-maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible.
 - 8.4.1. The Decision-maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Section 9: Standard of Evidence & Written Determination

- 9.1. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decision-maker will use the clear and convincing standard of proof to determine whether sex discrimination occurred.
- 9.2. The Decision-maker will notify the parties simultaneously in writing of the determination whether sex discrimination occurred under Title IX including:
 - 9.2.1. a description of the alleged sex discrimination;

- 9.2.2. information about the policies and procedures that the Decision-maker used to evaluate the allegations;
- 9.2.3. the Decision-maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex discrimination occurred;
- 9.2.4. if there is a determination that sex discrimination occurred, any disciplinary sanctions to be imposed on the respondent and whether remedies determined in consultation with the Office of Student Development and/or the Office of Human Resources and Organizational Development will be provided to the complainant and, to the extent appropriate, other students identified by the College to be experiencing the effects of the sex discrimination;
 - 9.2.4.1. in accordance with PCC Policy 7.5 Code of Conduct, student sanctions may include, but are not limited to,
 - 9.2.4.1.1. reprimand/warning
 - 9.2.4.1.2. probation
 - 9.2.4.1.3. loss of privileges
 - 9.2.4.1.4. restitution
 - 9.2.4.1.5. suspension
 - 9.2.4.1.6. expulsion
 - 9.2.4.2. in accordance with PCC Policy 5.19 Employee Disciplinary Policy, employee sanctions may include, but are not limited to,
 - 9.2.4.2.1. warning
 - 9.2.4.2.2. reprimand
 - 9.2.4.2.3. coaching
 - 9.2.4.2.4. performance improvement plan
 - 9.2.4.2.5. loss of privileges
 - 9.2.4.2.6. demotion
 - 9.2.4.2.7. dismissal

9.2.4.2.8. restitution

9.2.4.3. remedies for students may include, but are not limited to,

9.2.4.3.1. providing access to medical, mental health, victim advocacy, and academic support services

9.2.4.3.2. implementing a no contact order on the respondent

9.2.4.3.3. making adjustments to class schedules so that the respondent and complainant do not share classes or extracurricular activities

9.2.4.3.4. allowing the complainant to withdraw from a class, rearrange their exam schedule, switch classes, or retake a course without academic or financial consequences

9.2.4.3.5. offering an escort to accompany the complainant when walking between classes and/or activities

9.2.4.3.6. providing transportation accommodations

9.2.4.3.7. informing the complainant of their right to file a report with the police

9.2.4.4. remedies for employees may include, but are not limited to,

9.2.4.4.1. providing access to medical, mental health, and victim advocacy

9.2.4.4.2. implementing a no contact order on the respondent

9.2.4.4.3. offering an escort to accompany the complainant when walking on campus

9.2.4.4.4. providing transportation accommodations

9.2.4.4.5. informing the complainant of their right to file a report with the police

9.2.4.4.6. equitable relief, such as reinstating employment or any lost pay and benefits.

9.2.5. the procedures and permissible bases for the complainant and respondent to appeal.

- 9.3. If there is a determination that sex discrimination occurred, the Title IX Coordinator or Deputy Title IX Coordinator will, as appropriate:
 - 9.3.1. coordinate the provision and implementation of remedies to a complainant and other people identified as having had equal access to the College's education program or activity limited or denied by sex discrimination;
 - 9.3.2. coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions;
 - 9.3.3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity;
 - 9.3.4. wait until the time period to file an appeal of the written determination expires before imposing any disciplinary sanctions against a respondent; and
 - 9.3.5. not discipline a party, witness, or others participating in the Title IX process for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Section 10: Appeals

- 10.1. Either party may appeal a determination regarding responsibility, and from the College's dismissal of a complaint or any allegation therein, on the following bases:
 - 10.1.1. procedural irregularity that would change the outcome
 - 10.1.2. newly discovered evidence that would affect the outcome and that was not reasonably available when the determination or dismissal was made
 - 10.1.3. the Title IX Coordinator, Deputy Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
- 10.2. Title IX appeals should be made, in writing to the Title IX Coordinator or Deputy Title IX Coordinator within ten (10) days from receipt of the written determination.
- 10.3. The Title IX Coordinator or Deputy Title IX Coordinator will:
 - 10.3.1. notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;

10.3.2. convene an ad hoc committee of three appropriately trained College personnel to review all documentation relevant to the complaint process.

10.4. The committee shall, within ten (10) days of receipt by the Title IX Coordinator or Deputy Title IX Coordinator of the written notice of appeal, make a written recommendation to the President to approve, disapprove or modify the recommendation of the Decision-maker.

10.5. The President will review the work of the committee, make a decision, and notify the parties in writing, within ten (10) days of receipt of the committee recommendation, to approve, disapprove or modify the recommendation of the committee.

Section 11: Retaliation Prohibited

11.1. College expressly prohibits retaliation. Complaints alleging retaliation may be filed according to PCC Policy 2.32 Non-Retaliation (for employee complainants) or PCC Policy 7.12 Student Grievance Process (for student complainants).

11.2. An individual with code of conduct violations that do not involve sex- based harassment but arise out of the same facts or circumstances as a notification or complaint of sex-based harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

11.3. The College must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as otherwise required by law, or as necessary to carry out a Title IX proceeding.

11.4. The exercise of free speech rights protected under the First Amendment to the U. S. Constitution does not constitute retaliation.

11.5. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX complaint proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Legal Citation: [Title IX of the Education Amendments of 1972 \(U.S.C. §1681 - §1688\)](#), [N.C.G.S. 115D-77](#); [Colorado v. New Mexico, 467 U.S. 310 \(1984\)](#); [Gebser v. Lago Vista Independent School Dist., 524 U.S. 274 \(1998\)](#); [Davis v. Monroe County Bd. of Ed., 526 U.S. 629 \(1999\)](#);

History: Effective January 1988; Reviewed February 2010; Revised September 2011, October 2011, November 2020; May 2022—definitions updated, October 2022, June 2024
Cross-references PCC Policies 2.3 Affirmative Action and Equal Opportunity Plan, 2.17 Unlawful Harassment, 2.18 Sexual Assault, Policy 2.32 Non-Retaliation, 5.20 Employee Grievance Procedure, and 7.12 Student Grievance Process

[Old] 2.6 Title IX Complaint Process (Effective August 2020)

Last Revised: October 2022

Policy: Piedmont Community College (PCC) is committed to the provision of equal opportunity as required by [North Carolina General Statute 115D-77](#) and by Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq ([Title IX](#)) and its implementing regulations, [34 C.F.R. Part 106](#). Therefore, PCC will not discriminate on the basis of sex in the education programs, or activities it operates.

Purpose/Definitions:

Purpose

Title IX of the Education Amendment of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs, activities and employment practices. Therefore, students, employees, applicants and other members of the PCC community (including without limitation, vendors, visitors, and guests) may not be subject to discrimination or harassment or otherwise treated adversely based upon a protected characteristic. This includes, without limitation, sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

This policy applies to conduct occurring on campus, during any College program or activity on or off-campus, including academic programs, admissions, recruitment, financial aid, employment, as well as certain off-campus conduct perpetrated or suffered by a PCC student, employee, staff member, or third-party member of the College community.

The College encourages individuals to report all gender-based misconduct immediately to the Title IX Coordinator, or another College staff or faculty member. The College will fully and promptly investigate all allegations of gender-based misconduct and will impose disciplinary measures, or take similar actions, as may be appropriate.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, or the Office of Civil Rights of the United States Department of Education.

Definitions

Actual knowledge—when an employee has notice of sexual harassment or allegations of sexual harassment.

Advisor—a person designated by one party (complainant/respondent) to ask, at the live hearing, the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Clear and Convincing Evidence Standard—a level of burden of proof in which the evidence is highly and substantially more likely to be true than untrue; the Decision-maker must be convinced that the contention is highly probable ([Colorado v. New Mexico, 467 U.S. 310 \(1984\)](#)). This standard is a medium level of burden of proof and is a more rigorous standard to meet than the preponderance of the evidence standard, but a less rigorous standard to meet than proof beyond a reasonable doubt. (“Clear and Convincing Evidence,” Legal Information Institute (Cornell Law School), accessed July 14, 2020, https://www.law.cornell.edu/wex/clear_and_convincing_evidence)

Complainant—an individual who is alleged to be the victim of misconduct.

Confidential employee—an employee who is not required to make a report to the Title IX office and will typically not share information without permission. However, they may be required or allowed to share information in certain circumstances. For example, if a court order is presented, if they have reason to believe that a student is at high risk for suicide or violence toward others or if a minor is being abused. Certain positions have been identified as confidential employees. For a list of these employees and resources, visit the [Title IX webpage](#).

Consent—the positive cooperation in act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. Consent can be revoked by the other person, in a manner that would cause a reasonable person to believe consent is revoked.

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Deliberate indifference—actions that are clearly unreasonable in light of the known circumstances.

Decision-maker—a member of the College’s Title IX team who, at the live hearing, permits each party’s Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The Decision-maker is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, must be free from conflicts of interest or bias for or against complainants or respondents, and cannot be the Title IX Coordinator or the Investigator. The Decision-maker issues a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary

sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

Deputy Title IX Coordinator—any employee delegated with responsibility for compliance with Title IX and this policy by the Title IX Coordinator, and acting within the scope of authority of a Title IX Coordinator as set forth herein.

Education program or activity—includes any locations, events or circumstances where “the school exercised substantial control over both the respondent and the context” (*Davis v. Monroe County Board of Education*).

Exculpatory evidence—evidence favorable to the respondent that exonerates or tends to exonerate the respondent of guilt.

Formal complaint—a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The formal complaint must contain the complainant’s signature (physical or electronic) or otherwise definitively indicate that the complainant is the person filing the complaint. Filing a formal complaint triggers the school’s duty to initiate the complaint process.

Grievance—a formal written statement by an individual indicating that they have been adversely affected by a violation, misapplication, or misinterpretation of the NC General Statutes, College policies, rules, or regulations. A grievance must specify the statute, policy, rule, or regulation in question and the details of the alleged violation, misapplication, or misinterpretation of same.

Inculpatory evidence—evidence that shows or tends to show a person’s involvement in an act or evidence that can establish guilt.

Informal Resolution—a resolution option such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to participate in such a process.

Investigator—a person appointed by the Title IX Coordinator to impartially gather facts and evidence from the complainant, the respondent, and any material witnesses or evidence related to the case. The Investigator is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants and cannot have direct supervisory responsibility for either the complainant or the respondent or be an employee of the Title IX Coordinator. Further, the Investigator may not also serve as either the Title IX Coordinator or the Decision-maker; however, a trained Investigator not assigned to the active complaint may be appointed by the Title IX Coordinator to act as a College-assigned Advisor.

Notice—delivery of any written material required or allowed to be given to another under this policy may be (i) by personal delivery, (ii) by certified or registered U. S. Mail, return receipt requested, or (iii) by commercial courier service.

Officials with authority (OWAs)—the Title IX Coordinator, Deputy Title IX Coordinator, or any College official with authority to implement corrective measures. The following have been identified and designated as OWAs: Director, Campus Safety; Director, Human Resources; Vice president, Student Development; Vice President, Instruction; Vice President, Administrative Services, Affirmative Action/Equal Employment Opportunity Officer; Deans; Supervisors; Faculty. Notice received by any of these OWAs constitutes actual knowledge upon which the College’s mandatory response obligations arise under this policy.

Pervasive conduct—unwelcome influence or physical effect that spreads widely throughout an area or group of people.

(Qualifying) complainant—an individual who is participating in or attempting to participate in the school’s education program or activity (i.e., students, employees, applicants and, in some cases, parents).

Report—a report of sex discrimination (including sexual harassment) made by any person, at any time, and by any means (in person, phone, mail or email) that results in the Title IX Coordinator receiving the person’s verbal or written report. Reports are not limited to a school’s campus community and may come from others, such as on-campus visitors.

Respondent—an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or discrimination.

Sexual Discrimination—treating someone unfavorably because of that person’s sex, including transgender status or sexual orientation.

Sexual harassment—includes any of three types of misconduct on the basis of sex and covers conduct by employees against other employees, not just conduct directed at students.

1. “quid pro quo” harassment, when a school employee conditions access to educational or employment benefits or status on unwelcome sexual conduct. Note that this provision does not cover sexual conduct by students or other agents.
2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education or employment program or activity.
3. four components from the Clery Act (20U.S.C.§1092(f)) and the Violence Against Women Act: sexual assault, domestic violence, dating violence and stalking. These additions are intended to clarify that one particularly severe incident (even if not

“pervasive”) can qualify as Title IX sexual harassment if it falls within any of these definitions.

Supportive Measures—individualized, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. These measures are designed to preserve the complainant’s access to education or employment without unreasonably burdening the respondent.

Time—in computing any period of time prescribed or allowed by this policy, the day of receipt of the document is not to be included. The last day of the period so computed is to be included unless it is not a business day as defined in this policy, in which event the period runs until the end of the next day which is a business day.

Title IX Coordinator—an official of the College with authority to coordinate the College’s efforts to comply with Title IX responsibilities including instituting corrective measures on the College’s behalf when a verbal or written report is received of an alleged incident of sexual discrimination, including sexual harassment, in person, by U.S. Mail, by telephone, by email, or by any other means that results in the Coordinator receiving the report.

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

Procedure:

Section 1: Reporting Gender-based Misconduct

- 1.1. Any individual who thinks they have been discriminated against on the basis of gender should contact the Vice President, Student Development who is the College’s Title IX Coordinator or the College’s Deputy Title IX Coordinator.
- 1.2. Any employee who is not a designated confidential employee and who has knowledge of an individual who thinks they have been discriminated against on the basis of gender has a duty to contact either the Title IX Coordinator, Deputy Title IX Coordinator, or any Official with Authority (OWA).
- 1.3. The Title IX Coordinator may be contacted in any of the following ways:
 - 1.3.1. Direct meeting with the Title IX Coordinator, Building E, Room 146 or the Deputy Title IX Coordinator

1.3.2. Email: titleix@piedmontcc.edu

1.3.3. [College website link](#)

1.4. To be classified as a Title IX complaint, the following criteria must be met:

1.4.1. The incident occurred within an educational or employment program or activity in the United States where the College exerts substantial control over the program/activity.

1.4.2. The complaint must be filed by a qualifying complainant.

1.4.3. The complaint pertains to sexual discrimination, sexual harassment, parenting, or pregnancy-related incidences.

1.5. Complaints that do not meet the criteria in item 1.4 will be handled through one of the College's other grievance processes.

1.5.1. Students should refer to Policy 7.12 Student Grievance Process for information specific to non-Title IX complaints.

1.5.2. Employees should refer to Policies 2.3 Affirmative Action and Equal Opportunity Plan, 2.17 Unlawful Harassment, 2.18 Sexual Assault, and/or 5.20 Employee Grievance Procedure for information specific to complaints involving employees.

Section 2: Title IX Coordinator Response upon Receiving a Report of Sexual Discrimination

2.1. On receiving a report, the Title IX Coordinator will, within ten (10) days of receipt:

2.1.1. contact the complainant, i.e., the alleged victim (if that person can be identified)

2.1.2. offer the complainant Supportive Measures

2.1.3. explain the process of filing a formal complaint

2.1.4. explain the entire Title IX process

2.1.5. explain that Supportive Measures can be available with or without a formal complaint

2.1.6. contact the respondent, who must also be offered Supportive Measures

2.1.7. consider the complainant's and the respondent's wishes regarding Supportive Measures

- 2.1.8. if Supportive Measures are refused by the complainant or respondent, the Title IX Coordinator must document why they did not provide a complainant with Supportive Measures
- 2.2. Upon receipt of a formal complaint, the Title IX Coordinator will, within fifteen (15) days of receipt:
 - 2.2.1. Send written notice to both parties (complainants and respondents) of the allegations
 - 2.2.2. Assign an Investigator to investigate the allegations
- 2.3. The Title IX Coordinator may initiate the complaint process if they believe a non-deliberately indifferent response to the allegations requires an investigation. *Note:* If proceeding against the wishes of the complainant, the Title IX Coordinator should do so thoughtfully, not automatically, and written documentation of the decision to proceed or not to proceed should be generated and retained.

Section 3: Supportive Measures

- 3.1. Supportive Measures should be coordinated by the Title IX Coordinator and kept confidential to the extent reasonably possible.
- 3.2. Supportive Measures should be equitably offered to both the complainant and the respondent, and may include, but are not limited to or required to include, one or more of the following or additional relevant measures:
 - 3.2.1. Referral to counseling and health services
 - 3.2.2. extensions of deadlines or other course-related adjustments
 - 3.2.3. modifications of work or class schedules
 - 3.2.4. campus escort services
 - 3.2.5. mutual contact restrictions
 - 3.2.6. altering work arrangements for employees
 - 3.2.7. leaves of absence (employees)
 - 3.2.8. increased security and monitoring of certain areas of campus

Section 4: Informal Resolution

- 4.1. An Informal Resolution can only be offered if a formal complaint is filed.
- 4.2. An Informal Resolution may not be forced upon either the complainant or the respondent.
- 4.3. Voluntary, informed written consent from both parties must be obtained if an Informal Resolution is chosen to resolve the complaint.
- 4.4. The College will not offer or facilitate an Informal Resolution process to resolve allegations that an employee sexually harassed a student.
- 4.5. At any time, either party has the right to withdraw from the Informal Resolution process and resume the resolution process with respect to the formal complaint.

Section 5: Investigation

- 5.1. The Investigator will impartially gather facts and evidence from the complainant, the respondent, and any material witnesses or evidence related to the case.
- 5.2. The burden of gathering evidence and burden of proof must remain on the College, not on the parties.
- 5.3. The Investigator will provide equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence.
- 5.4. The Investigator must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- 5.5. The Title IX Coordinator will assign an Advisor to both parties when an Investigator is assigned to the complaint; however, either party may select an Advisor of their choice who may be, but need not be, an attorney.
 - 5.5.1. If either party chooses not to use the College-assigned Advisor, they have five (5) days to notify the Title IX Coordinator of their choice, including name and contact information.
- 5.6. Once appointed, the Investigator must send written notice of any investigative interviews, meetings, or hearings to the involved parties within thirty (30) days.
- 5.7. The Investigator must send the parties, and their Advisors, evidence directly related to the allegation(s), in electronic format or hard copy, with at least ten (10) days for

the parties to inspect, review, and respond to the evidence before the Investigator may send an investigative report to the Title IX Coordinator.

- 5.8. The Title IX Coordinator must send the parties, their Advisors, and the Decision-maker the investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, at least ten (10) days in advance of the live hearing.
 - 5.8.1. Both parties have the right, if they choose, to provide a written response to the investigative report prior to the hearing.
- 5.9. The Title IX Coordinator may, in their discretion, dismiss a formal complaint or allegations therein for any of the following reasons:
 - 5.9.1. the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein
 - 5.9.2. the respondent is no longer enrolled or employed by the College
 - 5.9.3. specific circumstances prevent the College from gathering sufficient evidence to reach a determination
- 5.10. The Title IX Coordinator must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- 5.11. The Title IX Coordinator may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.
- 5.12. The College may not access or use a party's medical, psychological, and similar treatment records unless the College obtains the party's voluntary, written consent to do so.

Section 6: Live Hearing

- 6.1. The Title IX complaint resolution process includes a live hearing to be scheduled by the Title IX Coordinator.
- 6.2. At the live hearing, the Decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- 6.3. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.

- 6.4. At the request of either party, the Title IX Coordinator must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- 6.5. Only relevant cross-examination and other questions may be asked of a party or witness in compliance with rape shield protections and other limitations.
- 6.6. If a party does not have an Advisor present at the live hearing, the Title IX Coordinator will provide, without fee or charge to that party, an Advisor of the College's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- 6.7. If a party or witness does not submit to cross-examination at the live hearing, the Decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- 6.8. Live hearings may be conducted with all parties physically present in the same geographic location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- 6.9. The Title IX Coordinator must create an audio or audiovisual recording, or transcript, of any live hearing.

Section 7: Standard of Evidence & Written Determination

- 7.1. The Decision-maker will apply the clear and convincing evidence standard for all formal complaints, whether the respondent is a student or an employee (including faculty member).
- 7.2. The Decision-maker must issue a written determination regarding responsibility with
 - 7.2.1. findings of fact
 - 7.2.2. conclusions about whether the alleged conduct occurred
 - 7.2.3. rationale for the result as to each allegation
 - 7.2.4. any disciplinary sanctions imposed on the respondent
 - 7.2.5. whether remedies will be provided to the complainant

- 7.3. The Title IX Coordinator will send the Decision-maker's written determination simultaneously to the parties along with information about how to file an appeal.

Section 8: Appeals

- 8.1. Either party may appeal a determination regarding responsibility, and from the College's dismissal of a formal complaint or any allegation therein, on the following basis
 - 8.1.1. Procedural irregularity that affected the outcome of the matter
 - 8.1.2. Newly discovered evidence that could affect the outcome of the matter
 - 8.1.3. Title IX Coordinator, the Investigator, or the Decision-maker had a conflict of interest or bias that affected the outcome of the matter
 - 8.1.4. The Decision-maker's determination is not supported by clear and convincing evidence
- 8.2. IX appeals should be made, in writing to the Title IX Coordinator within ten (10) days from receipt of the written determination, who will convene an ad hoc committee of three appropriately trained College personnel to review all documentation relevant to the complaint process.
 - 8.2.1. The committee shall, within ten (10) days of receipt by the Title IX Coordinator of the written notice of appeal, make a written recommendation to the President to approve, disapprove or modify the recommendation of the Decision-maker.
 - 8.2.2. The President will review the work of the committee and make a decision, within ten (10) days of receipt of the committee recommendation, to approve, disapprove or modify the recommendation of the committee.

Section 9: Retaliation Prohibited

- 9.1. College expressly prohibits retaliation. Complaints alleging retaliation may be filed according to PCC Policy 2.32 Non-Retaliation (for employee complainants) or PCC Policy 7.12 Student Grievance Process (for student complainants).
- 9.2. An individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

- 9.3. The College must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as otherwise required by law, or as necessary to carry out a Title IX proceeding.
- 9.4. The exercise of free speech rights protected under the First Amendment to the U. S. Constitution does not constitute retaliation.
- 9.5. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX complaint proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Legal Citation: [Title IX of the Education Amendments of 1972 \(U.S.C. §1681 - §1688\)](#), [N.C.G.S. 115D-77](#); [Colorado v. New Mexico, 467 U.S. 310 \(1984\)](#); [Gebser v. Lago Vista Independent School Dist., 524 U.S. 274 \(1998\)](#); [Davis v. Monroe County Bd. of Ed., 526 U.S. 629 \(1999\)](#);

History: Effective January 1988; Reviewed February 2010; Revised September 2011, October 2011, November 2020; May 2022—definitions updated, *** 2022

Cross-references PCC Policies 2.3 Affirmative Action and Equal Opportunity Plan, 2.17 Unlawful Harassment, 2.18 Sexual Assault, Policy 2.32 Non-Retaliation, 5.20 Employee Grievance Procedure, and 7.12 Student Grievance Process

2.7 Campus Traffic and Parking

Last Revised: October 2022

Policy: Piedmont Community College (PCC) regulates traffic and parking on its campuses as a necessary component of the management and administration of the institution.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure an orderly flow of traffic and parking, which is essential to efficient daily operations of 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.

Procedure:

Section 1: General Provisions

- 1.1. The operator of any vehicle shall obey the lawful instruction of any authorized employee of PCC and of any official traffic sign or control device applicable thereto placed in accordance with the provisions of these regulations.
 - 1.1.1. Vehicles, other than service vehicles with authorization, are prohibited from driving or parking in locations other than established roadways or parking areas.
- 1.2. The College is not responsible for any motor vehicle or its contents while parked on campus.

- 1.2.1. The operator assumes all risk of accident and expressly agrees that the College will not be liable under any circumstances for injury to person, or loss or damage to property.
- 1.2.2. All accidents or thefts involving motor vehicles or their contents occurring on the College campus should be immediately reported to Safety and Security or to the Switchboard.
- 1.3. Nothing in these traffic rules and regulations shall be deemed to prohibit service vehicles, or their agents or any utility company, from making their stops for the establishment and maintenance of streets, grounds, water supply, and utility lines.

Section 2: Parking for Handicapped Persons

- 2.1. Handicapped persons must obtain and display a special handicap permit from the North Carolina Division of Motor Vehicles in order to park in spaces designated for the handicapped.
- 2.2. Handicapped parking is available in each campus parking lots.
- 2.3. The Sheriff's Department will enforce N.C. law by issuing citations for illegal parking in handicapped spaces.

Section 3: Parking Regulations

- 3.1. To effectively utilize and control available campus parking spaces and facilities for the benefit and maximum convenience of visitors, students, and employees:
 - 3.1.1. No person shall stop, idle, or park any vehicle in any street or roadway except for the purpose of parking or stopping as established in these regulations, unless such stop is made necessary by
 - 3.1.1.1. the approach of an emergency vehicle
 - 3.1.1.2. the approach of any procession which is given the right-of-way
 - 3.1.1.3. the stopping of a public conveyance
 - 3.1.1.4. the giving of traffic signals
 - 3.1.1.5. the passing of some other vehicle or pedestrian
 - 3.1.1.6. some emergency; and in any case covered by these exceptions, obstruct any crosswalk, walkway, or intersection

- 3.1.2. No person shall park a vehicle at any time on campus except in spaces marked or designated for parking.
 - 3.1.2.1. Where signs are placed, erected, or installed, giving notice thereof, or the curbing or street has been painted in such manner as to give notice in lieu of signs,
 - 3.1.2.1.1. such areas are designated as no parking areas, and
 - 3.1.2.1.2. no person shall park in these designated areas or places unless authorized to do so by proper authority.
 - 3.1.2.2. Where a particular angle or manner of parking is indicated in a parking area or parking lot by signs or markings,
 - 3.1.2.2.1. no person shall park a vehicle except at the angle or in the manner so indicated; and
 - 3.1.2.2.2. no vehicle shall be parked in such a manner as to occupy more than the space indicated with lines, signs, or markings for one vehicle.
- 3.1.3. Parking in the following places is hereby prohibited:
 - 3.1.3.1. on sidewalks or walkways, except by permission of the Vice President, Administrative Services/CFO
 - 3.1.3.2. on grass or lawns
 - 3.1.3.3. in front of a public driveway
 - 3.1.3.4. within an intersection or crosswalk
 - 3.1.3.5. in the roadway beside any vehicle, i.e., double parking, whether the vehicle is parked parallel or horizontal, unless zoned for legal parking
 - 3.1.3.6. in driving lanes of parking areas, when such lanes are clearly indicated, or on the grass or in landscaped areas
 - 3.1.3.7. in the approaches or other portions of a parking area which are not clearly marked for parking
 - 3.1.3.8. in service entrances or trash receptacle areas
- 3.1.4. No person shall stand or park a vehicle upon any street, parking space, parking lot, parking area, roadway, alley, or driveway for the principal purpose of:

- 3.1.4.1. displaying the vehicle for sale
- 3.1.4.2. washing, servicing, or repairing the vehicle, except in the case of repairs necessitated by an emergency or as conducted by college service personnel
- 3.1.4.3. storage which is not incident to the bona fide use and operation of the vehicle
- 3.1.4.4. storage of any detached trailer or semi-trailer when the towing unit has been disconnected, except when permission is granted by the Vice President, Administrative Services/CFO

Section 4: Parking Penalties for Non-Handicapped Areas

- 4.1. The following acts shall constitute a violation of parking regulations:
 - 4.1.1. parking in a no-parking area, such as a restricted parking lot or an unmarked parking space (whether on pavement or grass),
 - 4.1.2. parking in a reserved parking space,
 - 4.1.3. blocking access to a building or driveway, or
 - 4.1.4. abandoning a vehicle on campus without authorization for more than 24 hours
- 4.2. Violation of parking regulations shall be punishable as follows:
 - 4.2.1. For the first three violations, a written warning will be placed on the motor vehicle.
 - 4.2.1.1. These violations will be tracked by the College Safety Office.
 - 4.2.2. For the fourth violation or any thereafter, the motor vehicle will be towed from campus at the owner's expense.
 - 4.2.2.1. The local law enforcement 911 "next list" determines which towing company will be contacted.
 - 4.2.2.2. Individual towing companies are employed, in turn, in sequential order.

Section 5: Immediate Towing of Vehicles at Owner's Expense

- 5.1. The Vice President, Administrative Services/CFO or designee shall have the authority to impound or remove to a place of storage at the owner's expense any vehicle

stopped or parked that blocks the normal movement of traffic, creates a safety hazard, or endangers life and property.

- 5.2. Other grounds for impounding or removal include parking in an area reserved for a special event, using an authorized or unauthorized parking place for dormant storage, or parking an unauthorized vehicle in a reserved or visitor parking space.
- 5.3. Any vehicle whose operation and parking privileges have been suspended from the campus or any vehicle illegally parked in areas designated by signs and/or painted lines as “No Parking” areas will also be subject to impoundment or removal.

Section 6: Operation of Vehicles

- 6.1. Speed limit(s) on campus shall be determined and fixed by Trustees pursuant to [N.C.G.S. 115D-14](#).
- 6.2. Signs indicating the speed limit(s) will be displayed in places where they may be easily seen.
 - 6.2.1. In lieu of posted signs, the campus speed limit is 15 miles per hour.
- 6.3. When “Stop” signs or signals are erected upon parking lots, streets, roadways, or alleys of the campus, every driver of a vehicle shall stop at every sign or signal or at a clearly marked pedestrian crossing stop line before entering the street or intersection.
- 6.4. The penalty for violation of any of the regulations prescribed in this policy shall be a criminal penalty as provided by [North Carolina General Statutes Chapter 20](#).

Section 7: Application of North Carolina General Statute

- 7.1. [North Carolina General Statute 115D-21\(a\)](#) regulates motor vehicle operation on the Piedmont Community College campuses.
 - 7.1.1. These regulations are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of N.C.G.S. 115D-21(a).
 - 7.1.2. The provisions of these regulations shall apply to the operators of all public or private vehicles, and these provisions will be in force twenty-four hours a day except as herein provided.
- 7.2. All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon

shall apply to the streets, roads, alleys and driveways on the campuses of all institutions in the North Carolina Community College System.

- 7.3. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys and driveways on the campuses of institutions in the North Carolina Community College System shall, upon conviction thereof, be punished as prescribed in this section and as provided by Chapter 20 of the General Statutes relating to motor vehicles.
- 7.4. Furthermore, law enforcement officers of the state of North Carolina are hereby authorized to enforce the aforesaid laws on the campus and parking lots of Piedmont Community College.

Legal Citation: [N.C.G.S. 20](#); [N.C.G.S. 115D-14](#); [N.C.G.S. 115D-21\(a\)](#)

History: Effective July 1978; Revised January 1986, January 1988, April 1991, July 1992, October 2011, January 2021, October 2022

2.8 No Hunting

Last Revised: November 2021

Policy: Piedmont Community College (PCC) does not allow hunting on educational property used by PCC.

Purpose/Definitions:

Purpose

The purpose of this policy is to forbid hunting on educational property used by PCC.

Definitions

Educational property—any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.

School—a public or private school, community college, college, or university.

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: Consequences of Hunting on Campus

- 1.1. Employees caught hunting on educational property used by PCC will be subject to PCC Policy 5.19 Employee Disciplinary Policy.
 - 1.1.1. Employees may also be subject to applicable criminal charges.
- 1.2. Students caught hunting on educational property used by PCC will be subject to PCC Policy 7.5 Code of Conduct.
 - 1.2.1. Students may also be subject to applicable criminal charges.

1.3. Visitors caught hunting on educational property used by PCC will be asked by authorized personnel to leave.

1.3.1. Visitors may also be subject to applicable criminal charges.

Legal Citation: N/A

History: Effective September 1978; revised January 1988, January 2011; November 2021

Cross-references PCC Policy 5.19 Employee Disciplinary Policy and Policy 7.5 Code of Conduct.

2.9 Accountability and Integrity Plan - Continuing Education

Last Revised: May 2022

Policy: Piedmont Community College (PCC) will maintain appropriate internal auditing and accountability procedures for Continuing Education programs. All procedures will be consistent with recommendations of the North Carolina State Board of Community Colleges and the mission of the College.

Purpose/Definitions:

Purpose

PCC is mandated through the North Carolina State Board of Community College Code to provide an internal program accountability plan and to review programs provided to ensure that training is relevant to the workforce, responds to training needs and is responsible for state funds. PCC provides quality Continuing Education programs for both workforce development and personal enrichment. The Accountability and Integrity Plan for Continuing Education program management includes Governance, Academic Integrity, and Market Forces. The Continuing Education Accountability and Integrity Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures by including a class visitation plan. (1D SBCCC 300.4(a)(1))

Definitions

Academic Integrity—activities that ensure program quality, integrity, and relevance.

Distance Education—an approach to learning where instruction takes place outside the traditional classroom setting. Instructors use electronic or a blend of face-to-face and electronic delivery methods to develop and furnish content for instruction and interaction with students.

Governance—activities that ensure credibility, establish equitable provision of services, and assure appropriate actions by staff.

Market Forces—activities that align industry and workforce interests with institutional actions.

Meeting schedule—the dates and times assigned to a course as meeting dates of the course.

Off-campus course—any course not held in institutionally owned or leased property.

On-site course—any course that is held on the Person or Caswell County Campus or other PCC owned facilities.

Service area—the geographic area to which the State Board of Community Colleges has assigned a particular community college the authority and responsibility to provide education and training services for constituents. Service area of PCC is Person and Caswell counties.

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

Procedure:

Section 1: Accountability and Integrity Plan (Exhibit 2.9A)

- 1.1. The Accountability and Integrity Plan (Exhibit 2.9A) will be reviewed at least once every three years by the local college Board of Trustees and submitted to the Workforce Continuing Education (WCE) Division of the NCCCS as referenced in 1D SBCCC 300.4(a).

Section 2: Class Visitation Plan (Exhibit 2.9B)

- 2.1. The College will publish, maintain, and utilize a Class Visitation procedure quality oversight document as referenced in 1G SBCCC 400.3(c)(2).
 - 2.2. A report of the Class Visitation Plan and results will be reported to the Board of Trustees annually.
-

Legal Citation: [1D SBCCC 300.4](#) (Program Management); [1B SBCCC 400.3](#); [1G SBCCC 400.3\(c\)\(2\)](#)

History: Effective December 1986; Revised October 1987, January 1988, July 1990, January 1996, April 1999, July 2000, October 2001, January 2011, April 2017, June 2021—content from PCC Policy 2.9.1 Course Visitation Plan - Continuing Education was updated and moved into this policy; May 2022—definitions updated

Exhibit 2.9A

2021-2024 Accountability and Integrity Plan

GOVERNANCE

Goal 1: Accountability and integrity of operational functions for enrollment.

Objective 1: To assure student enrollment is properly documented.

Strategies: Student signatures, either physical or electronic, are required for student membership verification on appropriate forms (class receipt forms, class registration forms, fee rosters, etc.)

Strategies: The attendance roster must be signed or submitted electronically by an instructor.

Strategies: If the class does not meet physically, attendance will be verified through a report generated within a learning management system showing student activity.

Strategies: These documents are kept in class audit files which are then forwarded to Piedmont Community College's compliance office for review by Compliance Officers of the North Carolina Community College System.

Objective 2: To assure student payment is properly documented for enrollment within all class audit files.

Strategies: Copies of receipts are placed in the audit file as evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid (1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay), N.C.G.S. 115D-5(b), N.C.G.S. 115D-2(a)

Strategies: A signed class roster with notation of the agency affiliation is included in the audit file as proof of obtainment of a waiver as defined in 1E SBCCC 800.2 General Provisions, N.C.G.S. 115B-2, and N.C.G.S. 115D-5(b).

Goal 2: Operational Accountability for Data Reporting and Compliance

Objective 1: To assure all audit files are accurate for audit purposes.

Strategies: All audit files will be reviewed by the appropriate dean for accuracy prior to submission to the compliance office.

Objective 2: To ensure all audit files are completed in a timely manner.

Strategies: All audit files will be submitted within two weeks of course completion to the Deans and will be forwarded to the compliance office.

Objective 3: To ensure oversight and reporting in compliance according to the State Board Code.

Strategies: The Vice President, Instruction will present every three years the College's Accountability and Integrity Plan for Continuing Education to Piedmont Community College Board of Trustees for approval.

Strategies: After Board of Trustees Approval, the Vice President of Instruction will submit a copy of the College's Accountability and Integrity Plan to the Workforce/Continuing Education (WCE) Division of the North Carolina Community College System (NCCCS).

Strategies: Documentation of local board approval for the Accountability and Integrity Plan will be forwarded to the PCC Compliance Office.

Strategies: The Vice President, Instruction presents Class Visitation Plan schedule and results annually to Piedmont Community College Board of Trustees Curriculum Committee and to Piedmont Community College Board of Trustees. The Class Visitation Plan is forwarded to the PCC Compliance Office after Board approval.

ACADEMIC INTEGRITY

Goal 1: All courses offered through the Continuing Education Division shall be consistent with the Mission and Goals of the NC Community College System and Piedmont Community College.

Objective 1: To provide quality instruction.

Strategies: All courses must be approved courses listed on the North Carolina Community College System Master Course List.

Strategies: Any courses that do not appear in the Master Course List must be approved in writing by the Vice President, Instruction and submitted to the North Carolina Community College System seeking addition to the Master Course Listing prior to being offered.

Strategies: A database of all Continuing Education courses shall be maintained electronically on the College's database/common course library and will include day, time, and location. Directions to all off-campus classes must be on file with the Instructional Division.

Strategies: All courses must have Student Learning Objectives listed on the Course Approval Form.

Goal 2: To provide high quality faculty inside the classroom.

Objective 1: All instructors will have the background, knowledge, and skills to be effective in the course or training to which they are assigned.

Strategies: To provide Professional Development in quality matters for online instructors.

Strategies: To ensure that all full-time and part-time instructors have access to professional development offered through Center for Excellence in Teaching and Learning (CETL).

Goal 3: To provide quality programming.

Objective 1: All programs/courses leading to an industry recognized credential must comply with the awarding agency/organization.

Strategies: To stay abreast of all the changes and updates with the awarding agency/organization.

Strategies: Deans will track passing rates for programs leading to a state or national awarded license.

Objective 2: Adult Basic Education and Family Literacy Program will provide quality courses that result in meeting national and state performance indicators.

Strategies: Gains will be input into the LEIS system and reported.

Goal 4: To provide oversight through an approved and published Class Visitation Plan (see Exhibit 2.9b).

Objective 1: PCC Deans or their designees follow and document a visitation schedule plan.

Strategies: Class visitation plan and results need to be submitted annually to the Board of Trustees.

Strategies: A class visitation report is submitted each semester (including Fall, Summer, and Spring terms) and kept on file in the Dean's office. Documentation of local board approval will be forwarded to the PCC Compliance Office.

MARKET FORCES

Goal 1: Piedmont Community College will leverage resources.

Objective 1: Continuing Education personnel participate with local and regional economic development, workforce development, and other committees that facilitate the advancement of the College's mission.

Strategies: Provide office space for NCWorks one-stop at the BDEC.

Strategies: Co-locate Adult Education and Family Literacy Program with the Employability Lab and Small Business Center.

Strategies: College personnel serving on the Chamber of Commerce, Economic Development, and other committees.

Objective 2: PCC will collaborate with local education agencies.

Strategies: Multiple College personnel serve on the high school CTE advisory committees.

Strategies: College personnel and high school personnel work together to plan CCP Pathways.

Strategies: PCC provides Career and College Promise Coaches within Person and Caswell high schools.

Goal 2: To meet Industry and Economic Development needs.

Objective 1: To ensure PCC programs align with workforce needs.

Strategies: All PCC advisory committees will include information for our business and industry partners for both Curriculum Programs and Continuing Education Programs that are longer than 96 contact hours and lead to industry recognized credentials.

Strategies: PCC will track success, credential awards, and job placements when possible. This data will be available to potential employers and to advisory committees.

Strategies: Continuing Education will develop programs that positively impact employability of the workforce for our area.

Exhibit 2.9B

Class Visitation Plan – Continuing Education

Purpose: PCC is mandated through the North Carolina State Board of Community College Code to conduct CE course visits to ensure that academic integrity is maintained, and that quality training is provided by qualified instructors, is relevant to the workforce, is responsive to training needs of the service area, and follows defined meeting schedules.

Section I Instructor and Course Delivery Observation Schedule

1. Deans or their designees will observe a minimum of 20% of all courses with 24 or more contact hours in various modalities or delivery methods each semester.
2. All adjunct instructors who teach courses greater than 24 hours will be observed at least once annually for their first three years of employment. Thereafter, they will be observed on a three-year rotating basis.
3. All full-time faculty who teach courses greater than 24 hours will be observed at least once annually for their first three years of employment. Class observations then will be on a three-year rotating basis unless they received “Needs Improvement” or “Unsatisfactory” rating in any category on their evaluation. If they received either of these ratings, these instructors would remain on an annual observation schedule.
4. Student surveys and/or evaluations are encouraged at the conclusion of each course. Self-supporting and community service courses, and courses of 24 hours or less are excluded. Deans or their designee will review these student evaluations or surveys and determine if additional course visits are required. Self-supporting and community service courses, and courses of 24 hours or less are excluded.

Section II Instructor and Course Delivery Observation Schedule

1. The Vice President or designee will observe off campus locations as described below:
 - a. The Vice President, Instruction will make selected unannounced visits to a minimum of ten percent (10%) of off-campus locations. The Vice President, Instruction may delegate this visitation requirement.
2. Written documentation will be compiled each semester by the Dean and kept on file in Dean’s area.
3. Documentation of class visitation plan and the results will be reported annually to the Board of Trustees Curriculum Committee and to the Board of Trustees for approval.
4. Documentation of local board approval will be forwarded to the PCC Compliance Office.

2.10 Inclement Weather

Last Revised: July 2022

Policy: If weather conditions are sufficiently severe to cause hazardous driving conditions and/or limit accessibility to the campus and campus parking areas, the President or designee will decide if classes are to be cancelled.

Purpose/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; Vice President, Student Development; and Vice President, Instruction have monitoring authority for this policy.

Procedure:

Section 1: Making the Decision

- 1.1. The President or designee, in collaboration with Facility Services, will make decisions and announcements regarding the cancellation or change of modality of classes due to inclement weather.

Section 2: Announcing the Decision

- 2.1. Announcements regarding the cancellation or change of modality of classes due to inclement weather will be made as soon as possible to mitigate the need of telephoning or the unnecessary start of travel.
 - 2.1.1. Attempts to publicize decisions affecting day classes will be made by 6 a.m. and evening classes by 4 p.m. on the affected days.
- 2.2. Class cancellations or changes of modality will be publicized on major radio and television stations serving the region.
 - 2.2.1. The radio stations notified are:
 - 2.2.1.1. WRXO/WKRX – Roxboro (96.7 FM)

2.2.1.2. WAKG – Danville, VA (103.3 FM)

2.2.1.3. WRAL– Raleigh (101.5 FM)

2.2.2. The television stations notified are:

2.2.2.1. WTVD – Channel 11

2.2.2.2. WRAL – Channel 5

2.2.2.3. WFMY – Channel 2

2.2.2.4. WNCN – Channel 17

2.3. Once cancellations or changes of modality have been aired on any station(s), the plan will be maintained for that day and/or evening.

2.4. A message will be available on the automated attendant message at (336) 599-1181 and (336) 694-5707.

2.5. The College will also send cancellations or changes of modality through the College's alert system which may be by email, phone, or text.

2.5.1. For more information about the College's alert system, visit

<https://www.piedmontcc.edu/alert/>

Section 3: Annual Leave

3.1. If the College has begun the workday and an individual finds it necessary to leave prior to the official closing of the College due to weather conditions, they may be required to take annual leave for the hours missed.

3.2. If the College is operating on its normal work schedule and an employee feels they cannot come to work due to weather conditions, the employee may be required to take annual leave for the hours missed.

3.2.1. If the employee is an instructor, the instructor should notify the appropriate supervisor in advance of their departure from campus or should call if they are not already on campus.

Section 4: Missed Classes

4.1. Individual classes that are unable to meet the scheduled hours for the semester due to inclement weather shall be rescheduled in the best interest of the students and the

College or made up using a virtual meeting/lecture or via an outside assignment through the learning management system.

- 4.2. Any class make-up hours are to be scheduled no later than the official end of the semester according to the North Carolina Community College calendar or the end of the Continuing Education reporting period.
- 4.3. For classes that meet face-to-face, a make-up day will be designated by the Student Development office.
 - 4.3.1. Faculty may choose to use the designated make-up day or a virtual class meeting to make-up the missed hours.
 - 4.3.2. If neither of these options is used, faculty members will fill out the Make-Up/Substitute Plan for Missed Class (Exhibit 2.10) form and submit it to their instructional dean within one week of the date that the class was missed.
- 4.4. The Vice President, Student Development, in collaboration with the Vice President for Administrative Services/CFO, will notify the College of any updates to the Academic Calendar.
 - 4.4.1. The College will recalculate the census date for face-to-face classes that miss any meetings due to cancellation prior to the census date.
 - 4.4.2. Online and hybrid classes or classes that have used an out-of-class assignment or web-based instruction to make up class time will adhere to the original census date and will not be impacted by cancellations due to inclement weather.

Section 5: Closures for Other Adverse Conditions

- 5.1. Should a campus need to close for adverse conditions other than inclement weather, the procedures outlined in the previous sections shall be followed.

Legal Citation: [N.C.G.S.115D-20](#)

History: Effective January 1988, January 1991, October 2001, January 2011, November 2020, July 2022

Exhibit 2.10: Make-Up/Substitute Plan for Missed Class

**PIEDMONT COMMUNITY COLLEGE
MAKE-UP PLAN FOR MISSED**

MISSED CLASS:

*Class Prefix/Number/Section
Ex. HIS 121.01C*

Date of Missed Class:

(MM/DD/YY)

Semester

Fall _____

Spring _____

Summer _____

Please check the option chosen to make-up instruction:

Web-based instruction to make-up missed work (please briefly describe):

Added time to remaining class meetings: _____
(Please specify additional time)

Class meets on alternate day: _____
(List Alternate class meeting date and time)

Substitute Instructor: _____
(Please list Name)

Out of class assignment (please briefly describe):

Instructor Signature :

Dean/Director Signature :

Please complete this plan and submit it to your Instructional Dean within one week after the date the class was missed. If you plan on using the designated make-up day, no submission is necessary. Signed forms should be submitted to the Registrar's Office. Also, make-up plans may not consist of reading assignments or other tasks that are considered homework assignments.

COMPLETE A SEPARATE FORM FOR EACH COURSE YOU TEACH!

Revised 7/18/2022

2.10.1 Presidential Authority During Emergencies and Adverse Conditions

Last Revised: February 2023

Policy: To facilitate the effective and efficient operations of Piedmont Community College (PCC) during emergencies and adverse conditions, the President shall have the authority to adopt temporary policies or to amend or suspend existing policies for the duration of the emergent event, in consultation with Executive Council when practical and possible.

Purpose/Definitions:

Purpose

The purpose of this policy is to address those times when the normal process cannot reasonably be followed, and rapid decision-making is necessary for the benefit of the College community as a whole.

Definitions

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Emergency and Adverse Conditions—conditions that pose severe risks to health, safety, or security or present difficult logistical challenges that will impede or interfere with the efficient and effective functioning of the College.

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

Procedure:

Section 1: Collaboration

- 1.1. Although authorized to act alone, the President shall involve members of the College's Executive Council in the decision-making process when practical and possible.

Section 2: Reporting

- 2.1. The President shall report the exercise of such authority to the Board of Trustees within three (3) business days of the action.

Section 3: Return to Normal Operating Procedures

- 3.1. The President shall involve members of the College's Executive Council in the decision-making process of determining when and how to return to normal operating procedures.
- 3.2. The decision to return to normal operating procedures, including whether the return is accomplished all at once or gradually, shall be largely based on guidance from some or all of the following sources:

- 3.2.1. [Department of Homeland Security \(DHS\)](#)
- 3.2.2. [Federal Emergency Management Agency \(FEMA\)](#)
- 3.2.3. [National Oceanic and Atmospheric Administration \(NOAA\)/National Weather Service](#)
- 3.2.4. [Centers for Disease Control and Prevention \(CDC\)](#)
- 3.2.5. [Occupational Health and Safety Administration \(OSHA\)](#)
- 3.2.6. [North Carolina Department of Health and Human Services \(NCDHHS\)](#)
- 3.2.7. [North Carolina Office of the Governor](#)
- 3.2.8. [North Carolina Community College System \(NCCCS\)](#)
- 3.2.9. [Person County Health Department](#)
- 3.2.10. [Person County Emergency Services](#)
- 3.2.11. [Caswell County Health Department](#)
- 3.2.12. Caswell County Emergency Services contact information is available in the [Caswell County Department Directory](#)

Legal Citation: N/A

History: Policy Effective April 2020; revised June 2020; May 2022—definitions updated, February 2023

2.11 College Safety Plan

Last Revised: June 2023

Policy: Piedmont Community College (PCC) promotes a teaching and learning environment that is safe for all students, faculty, staff, and visitors while on college premises.

Purpose/Definitions:

Purpose

The purpose of this policy is to support the College's efforts to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors.

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: Provision of a Safe and Secure Environment

- 1.1. Safety at PCC requires a partnership between the College and its constituents.
 - 1.1.1. It is also the responsibility of the faculty, staff, students, and visitors to protect themselves and their possessions.
- 1.2. The following actions contribute to a safe and secure working, teaching, and learning environment.
 - 1.2.1. controlled access to facilities and distribution of keys
 - 1.2.2. the presence of sworn law enforcement officers and/or college safety officials
 - 1.2.3. heightened awareness of criminal activity through regular reporting and educational programs

- 1.2.4. compliance with all the crime awareness education and reporting requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- 1.2.5. the College Safety Plan, which is available on the College's website
- 1.2.6. regular meetings of the Buildings, Grounds, and Safety Committee that informs policy and procedure updates as needed

Legal Citation: [N.C.G.S. 115D-20](#) and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#).

History: Revised January 1988, July 1995, October 2001, January 2008, September 2010, February 2012, August 2021, June 2023

2.12 Drug-Free College and Substance Abuse

Last Revised: September 2021

Policy: Piedmont Community College (PCC) provides employees, students, and visitors an environment that is free of illegal drugs and alcoholic beverages, thereby allowing them to achieve their personal, professional, and educational goals. PCC is committed to complying with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act; therefore, the unlawful possession, use, manufacture, or distribution of illicit drugs and alcoholic beverages by students, employees, or visitors on a college-owned, -leased or -controlled property or at any college-sponsored event is strictly prohibited.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish procedures intended to help maintain a safe and productive teaching and learning environment.

Definitions

Brown-bagging—the practice of bringing one’s own alcohol to an event.

Charge—a formal accusation made by a governmental authority asserting that a crime has been committed.

College premises—any property in use by the College including property that is leased, owned, used for college functions, or used by the College in the conduct of any of its courses.

Conviction—a finding of guilt (including a plea of no contest) or the imposition of a sentence by a judge or jury in any federal or state court.

Drugs—alcoholic beverages, all illegal drugs as defined in the NC Controlled Substance Examination Regulation Act, and misused legal drugs (both prescription and over-the-counter).

Reasonable Suspicion—an objective observation of questionable behavior or unusual conduct on the employee’s part that suggests impairment or influence of drugs; or evidence of drugs on or about the employee’s person or in the employee’s work area.

Reasonable Suspicion Examination—a drug test required by a direct supervisor or other college administrator, with approval from the Director, Human Resources and Organizational Development (HROD), of an employee displaying behavior reasonably deemed as unusual.

Safety-sensitive function—actions such as operating a vehicle, power equipment, heavy equipment, office machinery or tools, handling hazardous chemicals or substances, or involvement in activities that place oneself or others at increased risk as a result of job functions and/or duties.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO; the Vice President, Instruction; the Vice President, Student Development; and the Vice President, Advancement and Communications have monitoring authority for this policy.

Procedure:

Section 1: Expectations

- 1.1. It is the responsibility of all employees and students to become familiar with the expectations of PCC and to comply with the provisions of this policy and to report to their immediate supervisor or advisor any observed and/or suspected violations of this policy.
 - 1.1.1. All employees are expected to perform their job duties unhindered by drugs and/or alcohol.
 - 1.1.2. All students are expected to perform their academic obligations unhindered by drugs and/or alcohol.
- 1.2. While visiting campus, members of the public are required to adhere to this policy.
- 1.3. Employees will review this policy as part of their employment orientation.
 - 1.3.1. A form will be signed by employees acknowledging receipt of the policy.
- 1.4. Students are provided a copy of this policy in the General Catalog & Student Handbook and the Student Planner.

Section 2: Applicability

2.1. This policy applies to all employees:

- 2.1.1. during all working hours
- 2.1.2. during meal or break periods
- 2.1.3. while operating a college-owned vehicle
- 2.1.4. while on college premises

2.2. This policy applies to all students:

- 2.2.1. while participating in any educational activity
- 2.2.2. during meal or break periods while participating in any educational activity
- 2.2.3. while on college premises

Section 3: Use of Alcohol at Special Events

- 3.1. Designated employees, on a case-by-case basis, may be authorized by the President of the College or the Board of Trustees Chair to purchase and transfer unopened bottles of alcoholic beverages to off-campus events.
- 3.2. Alcoholic beverages may be permitted in college buildings or on college grounds only under special approval by the President or designee.
 - 3.2.1. Student groups are not allowed to have alcoholic beverages on campus for any events.
- 3.3. A Limited Special Occasion Permit or a Special One-Time Permit for the Sale of Alcoholic Beverages must be secured by the applicant from the North Carolina ABC Commission for any event where alcoholic beverages are served.
 - 3.3.1. ABC Permits must be presented to the College no less than two (2) business days prior to the event.
 - 3.3.2. A copy of the permit must be displayed during the event.
- 3.4. For any event where alcohol is served, at least one uniformed law enforcement officer or approved private security officer must be present on the premises of the event.

- 3.4.1. The College may require additional officers depending on the event details.
- 3.4.2. The applicant shall pay the full cost of providing such officers and any applicable administrative fees.
- 3.5. When serving alcohol, the applicant must provide proof of at least a \$1,000,000 liability insurance policy naming Piedmont Community College as an additional insured in which the carrier agrees to defend, save harmless, and indemnify the College from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages.
 - 3.5.1. A copy of the certificate of insurance must be received by the College no less than ten business days prior to the event.
- 3.6. Alcoholic beverages may be served only by and to adults aged 21 or older.
 - 3.6.1. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of 21 is served.
- 3.7. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.
- 3.8. All alcoholic beverage distribution will be under the control of a bartender and/or caterer.
 - 3.8.1. Such distribution will be discontinued for a patron or an entire event at the discretion of an official of the College, the bartender, or a security officer on duty.
- 3.9. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited.
 - 3.9.1. Brown-bagging is prohibited.
- 3.10. The caterer or applicant (lessee or event sponsor) must arrange to obtain the alcoholic beverages and transport them to and from the college facility.
- 3.11. No state or local tax dollars may be used to acquire or serve alcoholic beverages.

Section 4: Disciplinary Action

- 4.1. Any employee who violates this policy is subject to disciplinary action in accordance with PCC Policy 5.19 Employee Disciplinary Policy.
- 4.2. Any student who violates this policy is subject to disciplinary action in accordance with PCC Policy 7.5 Code of Conduct.

Section 5: Support

- 5.1. Assistance is available to any employee or student who is experiencing alcohol or drug dependency. Many resources are provided at no cost. All paid assistance shall be offered at the employee's or student's expense.
 - 5.1.1. For employees, contact either
 - 5.1.1.1. the PCC Director, Human Resources & Organizational Development
 - 5.1.1.2. BHS, an employee assistance group, that provides employees and their household members with free support. Help is available 24/7 at (800) 326-3864 or (800) 327-2251.
 - 5.1.1.2.1. Additional services are also available online www.bhsonline.com, using a username: "PCC" with no password required
 - 5.1.2. For students, contact either
 - 5.1.2.1. the PCC Counseling Department located in Building E
 - 5.1.2.2. the McLaughlin Young Student Assistance Program (SAP) & Work Life Services.
 - 5.1.2.2.1. Help is available 24/7/365 at 1-800-633-3353. Additional services are also available online: www.mygroup.com, using username "pacer50" and password "guest"
- 5.2. All services provided to employees and students are strictly confidential.
- 5.3. After the initial referral, it is the employee's or student's decision whether to implement the recommendations of the respective counselor or assistance program.

Section 6: Notification Requirements by Employees

- 6.1. Any employee is required to inform their direct supervisor and the Office of HROD within five (5) days after they are charged with a violation of any federal or state criminal drug statute.
 - 6.1.1. The direct supervisor will confirm that the Office of HROD has been notified.
- 6.2. The employee is required to provide updates to the Office of HROD regarding the status of the charge and ultimate disposition of the case.
- 6.3. If an employee is convicted of violating any criminal drug statute while in the workplace, on the college premises, or as part of a college-sponsored activity, the College may require the employee, within 30 days of the notice of conviction, to successfully participate in a drug abuse or rehabilitation program sponsored by an approved private or governmental institution at the employee's expense as a precondition for continued employment. See PCC Policy 5.19 Employee Disciplinary Policy for further information.

Section 7: Actions Regarding Employees Who Work Under Federal Grants

- 7.1. Convictions of employees who are working under federal grants for violating drug laws at the workplace shall be reported to the appropriate federal agency.
 - 7.1.1. The College's Office of HROD must notify the U.S. government agency which made the grant within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace.
- 7.2. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of the conviction notice.
 - 7.2.1. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
 - 7.2.2. Failure to comply with terms of the Drug-Free Workplace Act may result in a variety of penalties, including suspension or termination of federal grants/contracts and ineligibility to apply for future government funding.
- 7.3. PCC will maintain an ongoing good faith effort to meet all the requirements of the Drug Free Workplace Act.

Section 8: Drug-Free Awareness Program

- 8.1. The College will establish and maintain a drug-free awareness program to inform employees and students of:
 - 8.1.1. the dangers of alcohol and drug abuse;
 - 8.1.2. the Drug-Free College policy;
 - 8.1.3. any available alcohol and/or drug counseling, rehabilitation, and employee or student assistance programs; and
 - 8.1.4. the penalties that may be imposed on employees or students for alcoholic beverage and/or drug abuse violations occurring in the workplace, on college premises, or as part of any college-sponsored activity.
- 8.2. PCC publishes the Drug-Free College policy on its website.
 - 8.2.1. The policy clearly states that the unlawful manufacture, use, possession, and distribution of controlled substances in the workplace, on college premises, or as part of any college-sponsored activity is prohibited.

Section 9: Legal Prescription and Over-the-Counter Drugs

- 9.1. Employee and student use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage or according to a physician's prescription.
- 9.2. Employees who take prescription and over-the-counter drugs must determine whether the drug may interfere with their safety or the safety of others on campus, or otherwise interfere with safe performance of their job duties.
 - 9.2.1. It is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) if any use of legal drugs presents a safety risk.
- 9.3. Students who take prescription and over-the-counter drugs must determine whether the drug may interfere with classroom performance, the safety of others on campus, or otherwise interfere with their personal safety.
 - 9.3.1. It is the student's responsibility to contact their instructor when absent from class and follow procedures outlined in the course syllabus regarding missed assignments.

Section 10: Drug and/or Alcohol Examinations

- 10.1. Any college employee may be required by their supervisor or college administrator to submit to a drug and/or alcohol examination
 - 10.1.1. when there is reasonable suspicion of drug or alcohol use
 - 10.1.2. after an accident
 - 10.1.3. after an injury
- 10.2. When a supervisor or college administrator has a reasonable suspicion that an employee is under the influence of substances in violation of this policy, the supervisor or college administrator will arrange, if possible, for another supervisor or college administrator or safety personnel to verify reasonable suspicion.
- 10.3. The supervisor or college administrator will immediately request permission of the Director, HROD or designee, to arrange for the employee to undergo a reasonable suspicion examination.
 - 10.3.1. If the request is approved, the Office of HROD will arrange for transportation of the employee to an approved laboratory identified by the College and in accordance with all provisions of the NC Controlled Substance Examination Regulation Act.
 - 10.3.1.1. The employee will not be permitted to drive.
 - 10.3.2. Depending upon the test results and unless they are admitted to the hospital, the employee will be taken home or returned to work.
- 10.4. An employee who refuses to submit to an examination, adulterates or dilutes the specimen, substitutes the specimen with that from another person, sends an imposter, does not sign the required consent forms, or refuses to cooperate in the examination process in such a way that prevents completion of the examination may be dismissed.
- 10.5. All drug examination information shall be maintained in separate files and shall not be included in the employee personnel file.
- 10.6. The College shall not release this information except under circumstances defined in [N.C.G.S. 126-24](#).

Section 11: Statutory Conflicts

- 11.1. In the event of a conflict between the provisions of this policy and related federal/state laws or policies, federal/state laws or policies will always take precedence.

Legal Citation: [Title 21 Code of Federal Regulations](#); [41 USC 701 Drug-Free Workplace Act of 1988](#); the [Safe and Drug-Free Schools and Communities Act/Drug-Free Schools and Campuses Regulations \(Edgar Part 86\)](#); [N.C.G.S. Chapter 90 Article 5](#) (North Carolina Controlled Substances Act); [N.C.G.S. Chapter 95 Article 20](#) (Controlled Substance Examination Regulation); [N.C.G.S. 126-24](#) (Confidential information in personnel files; access to such information)

History: Alcohol and Drug Abuse Assistance: Effective July 7, 1987; Drug-Free Workplace: Effective January 12, 1988; Substance Abuse: Effective October, 2001; Combined Alcohol and Drug Abuse Assistance, Drug-Free Workplace, and Substance Abuse policies March 2010; Revised January 2011, September 2021—Cross-references PCC Policy 5.19 Employee Disciplinary Policy and Policy 7.5 Code of Conduct

2.13 Infectious Diseases

Last Revised: May 2024

Policy: Piedmont Community College (PCC) actively promotes the good health, safety and well-being of students and employees to such extent or degree as possible while prohibiting discrimination against persons with infectious diseases.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure a safe and healthy working and learning environment.

Definitions

Communicable disease—an illness resulting from an infectious agent, or its toxic products, being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1)(c)]

Communicable diseases include, but are not limited to, influenza, tuberculosis, conjunctivitis, infectious mononucleosis, human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) and AIDS related complex (ARC), Hepatitis-A (infectious hepatitis), Hepatitis-B (serum hepatitis) meningitis, sexually transmitted diseases, measles, chickenpox, and whooping cough. PCC may choose to broaden this definition in accordance with information received from the Centers for Disease Control and Prevention (CDC).

Note: The most recent list of reportable diseases as established by the NC Commission for Public Health is found in the Administrative Code 10A NCAC 41A .0101. The list is constantly updated as new diseases emerge.

N.C.G.S. 130A-141.1 also authorizes the State Health Director to issue a temporary order requiring health care providers to report symptoms, diseases, conditions, or other health-related information when necessary to conduct a public health investigation or surveillance of an illness, condition, or symptoms that may indicate the existence of other communicable diseases or conditions that present a danger to the public health.

Information related to communicable diseases, warning signs, and protective measures are available from the Person or Caswell County Health Department, Centers for Disease Control and Prevention, and Occupational Safety and Health Administration (OSHA).

Emergency layoff/furlough —a temporary separation from payroll because funds are not available, work is not available or because of another emergency situation requiring employees to remain away from the worksite. The employer believes that the condition will change and intends to recall the employees as soon as feasible.

Epidemic—a disease occurring suddenly in a community, region, or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.

Face covering—a covering, whether made at home or commercially, that is designed to cover the wearer’s mouth and nose to reduce the spread of respiratory droplets produced when a person coughs, sneezes, or talks.

High-Risk Employees—those employees in a certain age group or who have serious underlying medical conditions and might be at higher risk for severe illness from a communicable disease as identified by the Centers for Communicable Diseases or NC DHHS Division of Public Health.

Incubation Period—the time, usually in days, between exposure to an illness and the onset of symptoms.

Infectious diseases—illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), meaning they are capable of spreading from one person to another.

Isolation—a control measure issued by a local health director or the state health director under [N.C.G.S. 130A-145](#) limiting the movement or action of persons or animals infected or reasonably suspected to be infected with a communicable disease or condition for the period of communicability to prevent the spread of the communicable disease or condition, as described in [N.C.G.S. 130A-2\(3a\)](#).

Mandatory/Essential Employees—employees with contractual appointments who are required to report to a designated worksite (particularly when all other employees are restricted from coming into the workplace), other than their personal residence, and only for those specific dates and times that such onsite reporting is required during a public health emergency. These mandatory employees include, but are not limited to, employees in positions that directly impact public health and patient care; public safety; operation of critical infrastructure and facilities; and the custody or care of persons or property for whom the state has a duty to continue to serve.

Pandemic—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

Quarantine—a control measure issued by a local health director or the state health director under GS 130A-145 limiting the movement or action of persons or animals who have been exposed to or are reasonably suspected of having been exposed to a communicable disease or condition for the period of time necessary to prevent the spread of the communicable disease or condition, as described in GS 130A-2(7a).

Religion—all aspects of religious observance and practice as well as belief ([Title VII](#)).

Social Distancing—actions taken to reduce the opportunities for close contact between people in order to limit the spread of a communicable disease.

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

Procedure:

Section 1: Non-Discrimination

- 1.1. PCC will not discriminate against individuals with infectious diseases and will take precaution to ensure that information about individual health conditions remains confidential, in accordance with FERPA, The Americans with Disabilities Act (ADA), and other federal, state, and local laws.
- 1.2. PCC reserves the right to exclude a person with a communicable disease from employment, programs, and functions if the College finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the College.

Section 2: Reporting

- 2.1. Any college employee or contracted services person who knows or has a reason to believe they have an infectious disease has an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.
 - 2.1.1. An employee or contracted services person must notify their direct supervisor and the Office of Human Resources and Organizational Development (HROD) to determine the appropriate response to their health needs, including reasonable accommodations they may be entitled to by law, based on healthcare provider documentation.

- 2.1.2. All medical information regarding an individual's infectious disease shall be kept confidential, and no person, group, agency, insurer, employer, or institution shall be provided any medical information without the prior, specific written consent of a student or employee unless providing such information is required by state and/or federal law.

Section 3: Prevention

- 3.1. PCC recommends that all employees whose jobs may bring them into contact with infectious/communicable diseases, as defined by the Centers for Disease Control and Prevention, be vaccinated against said diseases.
- 3.2. The College may make arrangements for administration of vaccinations for employees according to CDC/OSHA guidelines.
 - 3.2.1. Any employee who is recommended to have the vaccination and declines must sign a waiver form.

Section 4: Safely Handling Blood and other Body Fluids

- 4.1. PCC publicizes and observes safety guidelines published by OSHA for handling of blood and other body fluids and secretions in all health care programs on campus and in other college contexts in which such fluids or secretions may be encountered.
 - 4.1.1. The guidelines are included in the College Safety Plan which is posted on the College's website.

Section 5: Vaccination and Testing Requirements

- 5.1. College employees whose job duties include interactions with an external partner, organization, or setting are required to adhere to all regulations of the external organization, including but not limited to, vaccination and drug screen requirements.
 - 5.1.1. Such external requirements are included in job postings.

Section 6: Emergency Closing

- 6.1. Under the North Carolina Emergency Management Act, the Governor and the General Assembly have the authority to declare a state of emergency, including a state of emergency based on threats posed by infectious/communicable diseases.

- 6.2. During a state of emergency, the Governor has broad powers to issue emergency orders to protect the public health and safety, including orders to close a state facility or workplace.
 - 6.2.1. Social distancing, use of face coverings, isolation and quarantine are examples of public health control measures.
 - 6.2.2. Under state public health law, the State Health Director and local health directors have specific authority to order isolation or quarantine when and as long as public health is endangered, all other reasonable means for correcting the problem have been exhausted, and no less restrictive alternative exists.
 - 6.2.3. In the absence of such orders, the President shall consult with local/state public health officials to determine the severity of the situation and to determine what actions shall be taken (including the closure of the College, by facility or location).
 - 6.2.4. The College will comply with and adhere to any control measures, other orders, or instructions from state or local public health agencies to prevent transmission of a infectious/communicable disease.
- 6.3. The College shall follow NC Division of Public Health's guidelines when deciding how to inform employees and employees.

Section 7: Mandatory/Essential Employees

- 7.1. The President shall determine mandatory operations and the essential employees needed to staff these operations.
 - 7.1.1. Essential employees shall be notified of reporting requirements.

Section 8: Leave

- 8.1. If an employee becomes ill and it is determined to be work related in accordance with the Workers' Compensation Act, PCC Policy 5.4.8 Workers' Compensation and Leave applies.

Legal Citation: [N.C.G.S. 130A-2\(1c\)](#); [N.C.G.S. 130A-2\(3a\)](#); [N.C.G.S. 130A-145](#); [10A NCAC 41A .0101](#); 1C SBCCC 200.94 of the [NC State Board of Community Colleges Code](#); [EEOC--Title VII](#); [NC OSHA](#)

For additional information about communicable diseases, surveillance and reporting, disease laws and rules, and public health preparedness and response, please refer to the OSHR website for links to the NC Division of Public Health and US Department of Labor.

<https://oshr.nc.gov/policies-forms/workplace-wellness/communicable-disease-emergency>

History: Effective October 1987, revised July 1992, January 2011, April 2020, July 2020, December 2021, May 2022—definitions updated, November 2022, May 2024

Cross-references PCC Policy 5.4.8 Workers' Compensation and Leave.

2.14 Computer Information Systems

Last Revised: May 2021

Policy: Information systems are valuable assets, critical to the success of Piedmont Community College (PCC) and its mission. These systems include network and server systems on which the college depends.

Purpose/Definitions:

Purpose

This policy provides governance to meet the requirements of legitimate access to information systems.

Definition

ITS—the acronym used to designate Information Technology Services

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: College Responsibilities

- 1.1. The College accepts its responsibility for managing and protecting the accuracy, security, and availability of these sensitive resources to meet the needs of the college and its mission.

Section 2: Data Custodian

- 2.1. The President, as CEO of Piedmont Community College, shall be the data custodian of all data and other information assets of the College.

- 2.2. The data custodian has the ultimate responsibility for the protection of these resources and has the responsibility for approving procedures designed to meet these requirements.

Section 3: Data Owners

- 3.1. The Vice Presidents, as heads of the operational areas of the College, will serve as the data owners for their respective areas.
- 3.2. The data owners will assist the data custodian in the management and control of information assets.
 - 3.2.1. When appropriate, the data owners may appoint, in writing, an alternate to assist when they are unavailable to support this activity.
 - 3.2.1.1. In most instances, e-mail authorizations from the appropriate data owner will be acceptable in lieu of written documentation.
- 3.3. The data owners will be responsible for reviewing and approving in writing any changes in security settings, access rights, or other configurations.
- 3.4. Data owners will review security access for individuals who have access to their area of ownership.

Section 4: Information Technology Services (ITS)

- 4.1. ITS shall implement all authorized changes requested and approved by the data custodian or data owners.
 - 4.1.1. If ITS feels that the authorized changes are in conflict with best practices, ITS will recommend solutions or alternatives to the appropriate data owner or data custodian.
- 4.2. ITS will not change security settings, access rights, or other configurations without first receiving proper authorization from the data custodian or owner.
 - 4.2.1. In an emergency situation when immediate action is required, ITS may make changes without the proper authorization but is required to document the event and report the facts to the data custodian or owner for concurrence of the actions taken.
- 4.3. ITS will recommend and develop local policies and procedures addressing significant issues of the day-to-day operation of the information systems under its control.

4.4. ITS will maintain copies of all approvals issued by the data custodian and data owners.

Legal Citation: N/A

History: Effective July 1991, revised January 2008, January 2011, May 2021

2.15 Publications

Last Revised: August 2022

Policy: All publications used or distributed by any division of Piedmont Community College will accurately and responsibly represent the College and its Mission.

Purpose/Definitions:

Purpose

The purpose of this policy is to engage the community, both internal and external, while providing the most up-to-date information on the College's services and activities.

Definitions

Publications—any brochure, advertisement (print, radio, electronic communication, or video), press release, catalog, newsletter, website, social media, e-newsletter, or other marketing tool distributed to the general public or any portion of the general public.

Approval Authority/Monitoring Authority: The Vice President, Advancement and Communications has monitoring authority for this policy.

Procedure:

Section 1: Oversight and Approval

- 1.1. Procedures for publication development, review, and printing shall be the responsibility of the Communications Team.
 - 1.2. The Vice President, Advancement and Communications must approve in advance any request for the use, copying, or reprinting of any Piedmont Community College publication by a non-College organization.
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Legal Citation: N/A

History: Effective October 1991, revised January 1992, October 2001, January 2011, November 2020, August 2022

2.16 Copyright and Fair Use Policy

Last Revised: July 2024

Policy: Piedmont Community College is devoted to the creation, discovery, and dissemination of knowledge, and the College supports the responsible, good faith exercise of full fair-use rights by faculty, librarians, and staff in furthering their teaching, research, and service as codified in [17 U.S. C. §§ 101-108](#). Furthermore, it is the intent of Piedmont Community College to adhere to the provisions of United States copyright laws.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for the use of copyrighted materials in College-sponsored instruction, activities, events, publications, and theatrical or musical performances, all of which must comply with federal copyright laws.

Copyright laws mandate that the College develop and distribute to employees guidelines that clearly discourage violation of the copyright laws and that inform employees of their rights and responsibilities under this law. These guidelines represent a sincere effort by the College to comply with all applicable laws regarding copyright.

Definitions

Computer Program—in the context of United States copyright law, a “set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result” ([15 U. S. C. § 101](#)).

Copyright—the exclusive intellectual property right of the copyright owner to do and to authorize others to exercise any of its rights defined by the Copyright Act with regard to any original work in any tangible medium of expression. Such tangible medium of expression includes and is not limited to text, images, video and audio recordings, and electronic and digital files. Copyright arises automatically as soon as the work is fixed; publication or registration is not required. Copyright notice such as the symbol ©, or the word “copyright” or an abbreviation of it, is not required for copyright protection. Most material fixed in a tangible medium of expression will be subject to copyright protection.

A copyright owner possesses a bundle of rights, including the rights to:

1. reproduce the work;
2. prepare derivative works;

3. distribute copies of the work by sale, transfer of ownership, lease, licensure, and so forth;
4. publicly perform the work;
5. publicly display the work, directly or by telecommunication;
6. publicly perform a sound recording by digital means.

If a party other than the copyright owner exercises any of these rights without express permission from the copyright owner, that party is in danger of copyright infringement.

Fair Use—allows for the use of copyrighted works without the owner’s permission, protecting limited use of a copyrighted work from being an infringement. Copyright laws provide that the “fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.” Courts decide fair use by weighing the following four factors:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market or the value of the copyrighted work.

Not all educational uses meet the guidelines for fair use. It is important to consider these factors of fair use and to follow the guidelines presented in this policy, and not to assume that because the underlying purpose is non-profit educational use that such use will automatically be fair use. See **Exhibit 2.16: Strategies for Determining Fair Use** for more information.

Public Performance—music played for third parties by almost any means including CDs, cassettes, records, videos, live music, telephone music-on-hold, jukeboxes, and radio or television music played over a commercial system. A public performance is one that occurs “in a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.” A public performance also occurs when the performance is transmitted by means of any device or process (for example, via broadcast, telephone wire, or other means) to the public.

Special Works—certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

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. Employees are prohibited from copying materials not specifically allowed by copyright laws, fair use guidelines, licenses or contractual agreements, or other permission.
- 1.2. Employees who willfully disregard copyright laws do so at their own risk and assume all liability for their actions.

Section 2: Guidelines for Photocopying Print Materials for Educational Purposes

- 2.1. Copyrighted print materials may not be photocopied without the prior permission of the copyright owner unless the circumstances satisfy the requirements for fair use.
 - 2.1.1. The guidelines set forth below are to be used to determine whether the prior permission of the copyright owner shall be sought.
 - 2.1.2. If the proposed photocopying is not permitted under the guidelines, the permission of the copyright owner shall be sought.
 - 2.1.2.1. After permission has been sought, copying may be undertaken only if permission has been granted and in accordance with the terms of the permission.
- 2.2. Single Copying for Instructors
 - 2.2.1. A single copy may be made of any of the following by or for an instructor for their scholarly research or for use in teaching or preparation to teach a class:
 - 2.2.1.1. a chapter from a book;
 - 2.2.1.2. an article from a periodical or newspaper;
 - 2.2.1.3. a short story, short essay, or short poem, whether or not from a collective work; or
 - 2.2.1.4. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
- 2.3. Multiple Copies for Classroom Use

2.3.1. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made for classroom use or discussion by or for the instructor of the course provided that the copying:

2.3.1.1. meets the tests of brevity and spontaneity as defined below,

2.3.1.2. meets the cumulative effect test as defined below, and

2.3.1.3. includes a notice of copyright on each copy.

2.4. Test definitions

2.4.1. Brevity

2.4.1.1. Poetry

2.4.1.1.1. A complete poem if less than 250 words and if printed on not more than two pages or,

2.4.1.1.2. A complete poem if from a longer poem, an excerpt of not more than 250 words

2.4.1.1.3. Each of the numerical limits stated in (1) and (2) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

2.4.1.2. Prose

2.4.1.2.1. Either a complete article, story, or essay of less than 2,500 words, or

2.4.1.2.2. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

2.4.1.2.3. Each of the numerical limits stated in (1) and (2) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

2.4.1.3. Illustration

2.4.1.3.1. One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue

2.4.1.4. "Special" Works

2.4.1.4.1. "Special" works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

2.4.2. Spontaneity

2.4.2.1. The copying is at the instance and inspiration of the individual instructor, and

2.4.2.2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

2.4.3. Cumulative Effect

2.4.3.1. The copying of the material is for only one course in the school in which the copies are made.

2.4.3.2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

2.4.3.3. There shall not be more than nine instances of such multiple copying for one course during one class term.

2.4.3.4. The limitations stated in 1.4.3.2 and 1.4.3.3 shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

2.5. Notwithstanding any of the above information in Section 1, the following shall be prohibited:

2.5.1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or are reproduced and used separately.

2.5.2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable materials.

2.6. Copying shall not:

- 2.6.1. Substitute for the purchase of books, publisher's reprints, or periodicals;
- 2.6.2. Be directed by higher authority;
- 2.6.3. Be repeated with respect to the same item by the same instructor from term to term;
- 2.6.4. No charge shall be made to the students beyond the actual cost of the photocopying.

Section 3: Guidelines for Copying Audio-Visual Materials

- 3.1. Copyrighted audio-visual materials may not be recorded or otherwise copied without the prior permission of the copyright owner unless circumstances satisfy the requirements for fair use or unless copying is permitted by a license or purchase agreement.
 - 3.1.1. The guidelines set forth below in Section 3 reflect the application of fair use to the off-air recording, retention, and use of television broadcast programs for education purposes.
 - 3.1.2. If the proposed recording or copying of an audio-visual work is not permitted under these guidelines or through a license or purchase agreement, the permission of the copyright owner shall be sought.
 - 3.1.2.1. After permission has been sought, copying may be undertaken only if permission is obtained and in accordance with the terms of the permission.

Section 4: Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

- 4.1. These guidelines apply only to off-air recording by non-profit educational institutions.
- 4.2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first 45 consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

- 4.3. Off-air recordings may be used once by individual instructors in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45-calendar-day retention period.
- 4.4. Off-air recordings may be made only at the request of and used by individual instructors and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same instructor, regardless of the number of times the program may be broadcast.
- 4.5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of instructors under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
- 4.6. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar-day retention period only for instructor evaluation purposes (e.g., to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
- 4.7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- 4.8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- 4.9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Section 5: The TEACH Act and Distance Education

- 5.1. The TEACH Act was passed to address the needs of institutions providing distance education courses.
 - 5.1.1. It does NOT apply to traditional in-class courses taught on the campus.

- 5.1.2. It applies only to students and instructors at non-profit educational institutions and gives them the right to transmit performances and displays of copyrighted works as part of a class IF certain conditions are met.
- 5.2. The TEACH Act applies only to accredited, non-profit educational institutions. The educational institution must
 - 5.2.1. establish a policy that governs the use of copyrighted materials,
 - 5.2.2. distribute accurate information to faculty and students on copyright,
 - 5.2.3. promote compliance with the copyright law, and
 - 5.2.4. provide the students with a notice that the materials may be covered under copyright.
- 5.3. If an institution meets all criteria in 4.1, then faculty can use the TEACH Act for distance education courses.
 - 5.3.1. The faculty member is responsible for determining what types of materials the act covers. Permitted materials include
 - 5.3.1.1. performances of non-dramatic literary or musical works and
 - 5.3.1.2. performances or displays of reasonable portions of other works.
Reasonable portions are defined as those amounts that would be used in a normal class setting
- 5.4. The following materials are not permitted under the TEACH Act:
 - 5.4.1. digital educational materials that are designed and sold to be used in a classroom setting through mediated instruction; the institution must purchase a copy of the work for this purpose, and
 - 5.4.2. copies acquired unlawfully, such as a copy of a DVD owned by another institution.
- 5.5. Even if the use of materials is permitted, additional criteria must be met.
 - 5.5.1. The use of materials must be under the direct supervision of the instructor.
 - 5.5.2. The use of materials must be a part of the class session, not something to be viewed before or after the class session; it must be part of a mediated instructional activity.

- 5.5.3. The material must be directly related to and of importance to the teaching of the content.
- 5.5.4. Transmission of the materials must be directly sent to and limited to the students in the class.
- 5.5.5. Technological measures must be taken to ensure the material is not accessible beyond the class session and cannot be further disseminated.
- 5.5.6. There must be no tampering with the copyright holder's technological measures for preventing retention and redistribution.
- 5.5.7. Analog versions (paper, film, and video) may be converted to digital formats if
 - 5.5.7.1. a digital version is not available for purchase or lease, or
 - 5.5.7.2. the available digital version has technological measures that protect it from being used under the provisions of the TEACH Act.
- 5.6. The TEACH Act is complex, but it does allow the use of materials for distance education not covered under the original copyright laws.
 - 5.6.1. Faculty who wish to use materials under the provisions of the Act must ensure that their institutional policies are in place and that all other criteria are met.

Section 6: Use of Sound Recordings at Functions

- 6.1. Use of sound recordings at a non-teaching function is considered a “public performance” under U.S. and International Copyright Laws (Title 17, US Code).
- 6.2. In order to perform a copyrighted work publicly, the user must obtain performance rights from the copyright owner or their representative.
- 6.3. The Fair Use provisions of the copyright laws allow for playing recorded music in a face-to-face teaching setting only.
 - 6.3.1. If the performance is part of a face-to-face teaching activity at a non-profit educational institution, permission is not required.
 - 6.3.2. Permission is required when music is used as part of training seminars, conventions, or other commercial presentations.

- 6.4. Any other use of copyrighted sound recordings in campus activities is deemed outside of the fair-use provision and must adhere to the laws governing a public performance.

Section 7: Guidelines for Copying Computer Programs

- 7.1. Generally, the owner of a copyright in a computer program has exclusive rights in the program, including the right to use, reproduce, and create adaptations of the programs.
- 7.2. The use, reproduction, creation or adaptation of a computer program or its documentation without the permission of the copyright owner is a violation of federal copyright laws and could result in monetary and/or criminal liability.
- 7.3. Copyright laws allow the purchaser of a computer program to make one backup copy of the program; the backup copy may only be used if the original copy is no longer functional and must be destroyed when rights to use the original copy of the computer program end.
- 7.4. Programs obtained under a licensing agreement are not owned by the licensee and cannot be copied unless copying is authorized in the terms of the agreement.
- 7.5. If the proposed copying of a computer program is not permitted under the criteria set forth above, or through a license or purchase agreement, the permission of the copyright owner shall be sought.
 - 7.5.1. After permission has been sought, copying may be undertaken only if permission is obtained and in accordance with the terms of the permission, except as provided in item 4.4 of these regulations.

Section 8: Guidelines for Posting Material on the Internet

- 8.1. Any user of the computer network sponsored by Piedmont Community College, including but not limited to, faculty and students may post materials on a website associated with PCC only if:
 - 8.1.1. the user owns the copyright in the material, or
 - 8.1.2. the user has express permission from the owner of the copyright of the material to post the material, or
 - 8.1.3. the material is in the public domain, or

- 8.1.4. the use of the material constitutes “fair use” as defined by the Copyright Act (for guidelines in Section II B. of this policy), or
 - 8.1.5. the material falls within another statutory exception.
- 8.2. The doctrine of fair use applies to the posting of material on the Internet as it does for the reproduction of print materials. However, because of the accessibility of the Internet, any user of the computer network sponsored by PCC who posts material on a website should limit the amount of material posted and restrict access as necessary.

Section 9: Guidelines for Research Uses

- 9.1. At the very least, an instructor may make, or cause to be made at their individual request, a single copy of any of the following for their scholarly research, for use in teaching, or in preparing to teach a class:
- 9.1.1. a chapter from a book;
 - 9.1.2. an article from a periodical or newspaper;
 - 9.1.3. a short story, short essay, or short poem, whether or not from a collective work; or
 - 9.1.4. a chart, diagram, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
- 9.2. These examples in 8.1 reflect the most conservative guidelines for fair use. They do not represent inviolate ceilings for the amount of copyrighted material that can be photocopied within the boundaries of fair use.
- 9.3. The following examples demonstrate situations in which increased levels of photocopying will continue to remain within the definition of fair use:
- 9.3.1. The inability to obtain another copy of the work because it is not available from another source and cannot be obtained within your time constraints;
 - 9.3.2. The intention to photocopy the material only once and not to distribute the material to others; and
 - 9.3.3. The ability to keep the amount of material photocopied within a reasonable proportion to the entire work (the larger the work, the greater the amount of material which may be photocopied).

- 9.4. Most single-copy photocopying for personal use in research, even when it involves a substantial portion of a work, may well constitute fair use.

Section 10: Guidelines for Library Reserve Uses

- 10.1. At the request of a faculty member, the library may photocopy and place on reserve excerpts from copyrighted works in its collection in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed above.
- 10.2. These guidelines apply to the library reserve collection to the extent that it functions as an extension of classroom readings or reflects an individual student's right to photocopy for their personal use under the doctrine of fair use.
- 10.3. In general, faculty members and librarians may photocopy materials for reserve room use for the convenience of students both in preparing class assignments and in pursuing informal educational activities.
- 10.4. If the request calls for only one copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve should meet the following guidelines:
 - 10.4.1. the amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level;
 - 10.4.2. the number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material;
 - 10.4.3. the material should contain a notice of copyright; and
 - 10.4.4. the effect of photocopying the material should not be detrimental to the market for the work.
- 10.5. For example, an instructor may place on reserve, as a supplement to a course textbook, a reasonable number of copies of articles from academic journals or chapters from trade books.
 - 10.5.1. A reasonable number of copies will in most instances be less than six, but factors such as the length or difficulty of the assignment, the number of enrolled students, and the length of time allowed for completion of the assignment may permit more in unusual circumstances.

- 10.6. In addition, an instructor may also request that multiple copies of photocopied, copyrighted material be placed on the reserve shelf if there is insufficient time to obtain permission from the copyright owner.

Section 11: How to Obtain Permission

- 11.1. When a use of photocopied material requires permission, the user should communicate complete and accurate information to the copyright owner.
- 11.2. The American Association of Publishers suggests that the following information be included in a permission request letter in order to expedite the process:
- 11.2.1. Title, author and/or editor, and edition of materials to be duplicated;
 - 11.2.2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material;
 - 11.2.3. Number of copies to be made;
 - 11.2.4. Use to be made of duplicated materials;
 - 11.2.5. Form of distribution (classroom, newsletter, etc.); and
 - 11.2.6. Whether or not the material is to be sold.
- 11.3. The request should be sent, together with a self-addressed envelope, to the permissions department of the publisher in question.
- 11.3.1. The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request.
 - 11.3.2. It is advisable, therefore, to allow sufficient lead-time to obtain permission before the materials are needed. In some instances, the publisher may assess a fee for the permission.
- 11.4. The Copyright Clearance Center also has the right to grant permission and collect fees for photocopying rights for certain publications.
- 11.4.1. Library staff or a faculty member may copy from any journal that is registered with the CCC, report the copying beyond fair use to CCC, and pay the set fee.

Legal Citation: This policy supports the U.S. Copyright Laws ([17 U. S. C. §§ 101-108](#) and [15 U. S. C. § 101](#)) and the Digital Millennium Copyright Act of 1998 (17 U.S. C. §§ 120)

https://www.copyright.com/Services/copyrighthoncampus/content/index_class.html (for Section 1)

History: Effective January 1992, revised January 2011, March 2021, July 2024

Exhibit 2.16: Strategies for Determining Fair Use

The Four-Factor Fair Use Test

The fair use of a copyrighted work, including such use by reproduction in copies or photo records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the four factors to be considered shall include

- What is the character of the use?
- What is the nature of the work to be used?
- How much of the work will you use?
- What effect will this use have on the market for the original or for permissions if the use were widespread?

Courts look at the first three factors before evaluating the fourth. If the first three factors indicate that the use is likely fair, courts will not permit the fourth factor to convert an otherwise fair use to an infringing one. On the other hand, if the first three factors indicate that the use is likely not fair, courts are willing to consider lost revenues under the fourth factor. In this case, they do not have to assume the conclusion in order to reach it. They reach the conclusion based on good evidence that the use is not fair. This means that if a use is tipping the balance in favor of fair use after the first three factors, the fourth factor should not affect the results, even if there is a market for permissions, even if the owner would lose money because of the use.

The College does not condone photocopying instead of purchasing copyrighted works where such photocopying would constitute an infringement under the copyright law.

Instructions for securing permission to photocopy copyrighted works when such copying is beyond the limits of fair use appear at the end of this section. It is the policy of the College that the user (faculty, staff or librarian) must secure such permission whenever it is legally necessary.

Items in the Public Domain

- Any work **published** on or before December 31, 1925 is now in the public domain.
- But, if the work was published between 1923 and December 31, 1963, when a non-automatic "renewal term," existed, the copyright owner may not have renewed the

work. If he or she did not renew, the original term of protection (28 years) would now be expired, and these works would be in the public domain.

- After 1978, the term of protection changes. It is no longer related to a date of publication, but rather runs for 70 years from the date the author dies (called, "life of the author" plus 70 years). Furthermore, publication is irrelevant. Works are protected whether they are published or not.
- Those works never published are protected for life of the author plus 70 years.

Links for additional information

- NC Community College System policy: <https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclincintellectualpropertystatement1.pdf>
- The TEACH Act: <https://www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf>
- The Digital Millennium Act: <http://www.copyright.gov/legislation/dmca.pdf>

2.16.1 Intellectual Property

Last Revised: March 2024

Policy: Piedmont Community College (PCC) supports faculty dedicated to fostering student learning through effective teaching and mentoring, productive scholarship and artistic endeavor, and broad participation in the campus community. Consistent with our mission, the College recognizes the ownership of work by faculty, staff, and students who are its creators, along with the right of the College to use such work for its educational mission and the development of its employees, and to participate in the financial benefits that may come from the marketing and commercialization of work by its creator(s).

Purpose/Definitions:

Purpose

The purpose of this policy is to assist students, faculty, and staff in identifying, protecting, and administering intellectual property rights and matters.

Definitions

College supported works—copyrightable or patentable work created by a college employee and/or student in the course of the employee’s employment or student’s enrollment with the College as illustrated by the following:

- The work, other than scholarly or pedagogical work, is a product of a specific contract or assignment made in the course of the employee’s employment with the College. Examples include college manuals, web pages, online courses, and video recordings of college events.
- The work involved significant college resources, to include release time, grant funds, salary supplement, leave with pay, and/or support from college personnel or students.
- Significant use of college resources requires resources of a degree not routinely made available to all college students, faculty, and staff.

Independent works—copyrightable or patentable work created by a college employee and/or student as illustrated by the following:

- The work was a result of individual initiative.

- The work was not an assigned task or college-funded project.
- The work minimally involved additional college personnel or students and did not involve significant use of college resources. Use of college computers and Learning Commons holdings, for example, is not considered significant.

Intellectual property—intellectual and creative works that can be copyrighted or patented, including: literary, dramatic, musical and artistic works; computer software; and inventions.

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

Procedure:

Section 1: Determination of rights

1.1. College

- 1.1.1. The College retains a non-exclusive, royalty-free right to use the materials during its useful life.
- 1.1.2. The College retains all rights of ownership for commissioned work.
- 1.1.3. Rights of ownership for works created under a grant accepted by the College are determined by the provisions of the grant.
- 1.1.4. Notwithstanding the College’s ownership rights, the College may enter into an agreement with a faculty member or employee for an equitable arrangement of joint ownership, sharing of royalties, and/or reimbursement to the College for its costs and support.

1.2. Faculty and Staff

- 1.2.1. Faculty/staff incorporating copyrightable or patentable materials into a College course/training will retain all rights of ownership in these materials.
 - 1.2.1.1. Examples include lessons, videos, computer programs, paintings, music, and art generated for classes/trainings.

1.2.2. Faculty/staff authors/developers retain the right to use the content/materials in textbooks, journal articles, presentations, consulting projects and other scholarly works or professional activities.

1.2.3. Faculty/staff retain the rights to use the work/materials at other institutions.

1.3. Students

1.3.1. Student works produced in a class remain the property of the student.

1.3.1.1. Students may grant the College permission to temporarily use their works.

1.3.2. Student works created during a contract with the College remain the property of the College.

1.3.3. In all cases, the College reserves the right to use student-produced projects for instructional, promotional, and/or other academic purposes.

Section 2: Resolution of Disputes

2.1. The dispute resolution mechanism for resolving any disputes relative to the ownership rights of intellectual property as it relates to faculty, staff, and/or students will be handled in accordance with Policies 5.20 Employee Grievance and 7.12 Student Grievance Process.

Legal Citation: N/A

History: Developed October 2010; Revised April 2011, March 2021, March 2024

Cross-references PCC Policies 5.20 Employee Grievance and 7.12 Student Grievance Process.

2.17 Unlawful Harassment

Last Revised: October 2022

Policy: Piedmont Community College (PCC) maintains a work environment and a learning culture that is free from harassment and intimidation of any kind, including harassment on the basis of race, color, religion, sex, national origin, age, genetic information, veteran status, sexual orientation or handicapping condition.

Purpose/Definitions:

Purpose

This policy outlines the steps to address harassment of an employee by a supervisor or another employee, of a student by an employee, of an employee by a student, or of a student by another student is a violation of the policy of this college and will not be tolerated.

Definitions

Employee—includes full- and part-time faculty, full- and part-time non-faculty personnel and applicants for employment.

Hostile Work Environment—is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance or a student's learning ability.

Informal—the communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure.

Investigator—immediate supervisor; Director, Human Resources and Organizational Development; Vice President; or designee of President.

Quid Pro Quo—harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- (c) submission to or rejection of such conduct by a student is made the basis for decisions concerning a student's grade, academic achievement or progress, or participation in any program, curriculum or activity of the College; or
- (d) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance, or creating an intimidating, hostile or offensive work or study environment.

Retaliation—is adverse treatment which occurs because of opposition to unlawful workplace harassment. It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged harassment, or any employee or student who testifies, assists or participates in an investigation relating to such allegation of harassment. Students and employees who believe they have been retaliated against in violation of this policy should meet with and seek the advice of the appropriate vice president or the Vice President, Administrative Services. This form of conduct will result in disciplinary action.

Student—any individual who is or has attended PCC and regarding whom PCC maintains education records.

Unlawful Harassment—is unwelcomed or unsolicited speech or conduct that creates an intimidating, hostile or offensive work or learning environment or circumstances involving quid pro quo.

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: Required Training

- 1.1. All full-time faculty and staff are required to complete online interactive training courses selected by PCC, which explain the legal aspects and provide examples of harassing language and behaviors to be avoided.

Section 2: Reporting

2.1. Employee Reporting

- 2.1.1. Employees who have complaints of unlawful harassment should follow the reporting guidelines in PCC Policy 2.6 Title IX Complaint Process or Policy 5.20 Employee Grievance, as appropriate.

2.2. Student Reporting

- 2.2.1. Students who have complaints of unlawful harassment should follow the reporting guidelines in PCC Policy 2.6 Title IX Complaint Process and/or Policy 7.12 Student Grievance, as appropriate.

Section 3: Confidentiality

- 3.1. All information regarding the complaint will be kept strictly confidential, except to the extent required to adequately conduct the investigation.
- 3.2. The investigator shall have the authority to implement informal measures designed to address the substance of the complaint, both before and during investigation of a complaint.

Section 4: Investigation

- 4.1. All complaints of unlawful harassment will be investigated within the timeframe and other guidelines specified by PCC Policy 2.6 Title IX Complaint Process, Policy 5.20 Employee Grievance, or Policy 7.12 Student Grievance, as appropriate.

Section 5: Complainant and Respondent Rights

- 5.1. The complainant and the respondent shall have the right to:
 - 5.1.1. Receive written notice of the complaint, including a statement of the allegations, as soon after the commencement of the investigation as is practicable and to the extent permitted by applicable law.
 - 5.1.2. Present relevant information to the investigator.
 - 5.1.3. Receive, at the conclusion of the investigation, a copy of any report, to the extent permitted by law.
- 5.2. Other complainant and respondent rights as outlined in PCC Policy 2.6 Title IX Complaint Process, Policy 5.20 Employee Grievance, or Policy 7.12 Student Grievance.

Section 6: Resolution

- 6.1. Unless otherwise specified in PCC Policy 2.6 Title IX Complaint Process, Policy 5.20 Employee Grievance, or Policy 7.12 Student Grievance, once the investigation is completed, the investigator will review the findings with the appropriate vice president.
 - 6.1.1. This group will develop a written recommendation to resolve the complaint.
 - 6.1.2. The written report shall include a statement of factual findings and a determination of whether this policy has been violated.
- 6.2. The following actions can be taken if the complaint proves to be true. The various actions would depend on the level of unlawful harassment:
 - 6.2.1. Discussion with employee or student concerning a change in their behavior
 - 6.2.2. Reprimand
 - 6.2.3. Demotion, suspension, or transfer to other duties
 - 6.2.4. Dismissal
 - 6.2.5. Loss of privileges
 - 6.2.6. Other actions as deemed appropriate and in accordance with PCC Policy 2.6 Title IX Complaint Process, Policy 5.19 Employee Disciplinary Policy, Policy 5.20 Employee Grievance, Policy 7.5 Code of Conduct, or Policy 7.12 Student Grievance, as appropriate.

Section 7: Appeals

- 7.1. All appeals should follow the process outlined in PCC Policy 2.6 Title IX Complaint Process, Policy 5.20 Employee Grievance, Policy 7.5 Code of Conduct, or Policy 7.12 Student Grievance, as appropriate.

Legal Citation: [Title VII of the Civil Rights Act of 1964](#); [Title IX of the Education Amendments of 1972](#); [N.C.G.S. 126-16](#)

History: Effective January 20, 1993; Revised October 2001, January 2005; Adoption of Unlawful Harassment Policy October 2010 - the contents of Policy 2.17 Sexual Harassment were replaced

with the policy contents for Unlawful Harassment (2.17); revised November 2020, May 2022, October 2022

Cross-references PCC Policies 2.6 Title IX Complaint Process, 5.19 Employee Disciplinary Policy, 5.20 Employee Grievance, 7.5 Code of Conduct, and 7.12 Student Grievance.

2.18 Sexual Assault

Last Revised: October 2022

Policy: Piedmont Community College is committed to providing an academic environment free of sexual assault, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq ([Title IX](#)) and its implementing regulations, [34 C.F.R. Part 106](#); and the [1992 Higher Education Amendment to the 1990 Crime Awareness and Campus Security Act](#).

Purpose/Definitions:

Purpose

Sexual assault includes both forcible and non-forcible sex offenses and covers a range of coercive behaviors from unwanted sexual touching to intercourse. The College has adopted programs and procedures to promote awareness of sexual assault issues, and to provide support and assistance to complainants and respondents during all phases of the Title IX complaint process.

Definitions

Complainant—an individual who is alleged to be the victim of misconduct.

Forcible sex offenses

- Forcible rape—the carnal knowledge of a person, forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy—oral or anal sexual intercourse with another person, forcibly and/or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object—the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- Forcible fondling—the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest—non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape—non-forcible sexual intercourse with a person who is under the statutory age of consent.

Respondent—an individual who has been reported to be the perpetrator of conduct that could constitute sexual assault.

Supportive measures—individualized, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. These measures are designed to preserve the complainant’s access to education or employment without unreasonably burdening the respondent.

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: Educational Programs

- 1.1. In order to promote awareness of the possibility of sexual offenses and responses to such, the College disseminates annually the Annual Security and Fire Safety Report, found on the [College’s website](#).
- 1.2. The College has in place Policy 2.6 Title IX Complaint Process, Policy 2.17 Unlawful Harassment and this Sexual Assault policy.
 - 1.2.1. These policies are available in the [General Catalog and Student Handbook](#) and the [PCC Policy Manual](#) located on the PCC College website.

- 1.2.2. During orientation, students are advised to avoid the potential for security problems and how to report such problems.

Section 2: Reporting an Assault

- 2.1. Students, employees or third parties who have experienced a sexual assault on property owned, leased, or controlled by the College, or involving a college employee or educational program, should immediately contact the College's [Title IX Coordinator](#).
 - 2.1.1. Should the complainant not be comfortable in contacting this individual, the incident may be reported initially to a college safety official, the student's advisor, or any employee of the College for transmission to the Title IX Coordinator.
- 2.2. Processing of such reports should always be handled by the College's Title IX Coordinator.
- 2.3. The complainant also has the additional option of notifying appropriate local law enforcement, and the College will assist the student in notifying these authorities if requested.
 - 2.3.1. In the event that a criminal complaint proceeds simultaneously with a college sexual assault complaint, it is possible that the former may impact the time and manner in which the latter can be processed.
- 2.4. Where applicable, it is important that all available physical evidence of the offense be preserved, including clothing and bodily fluids.
- 2.5. The College may also assist the student in obtaining appropriate medical care if necessary.

Section 3: College Disciplinary Action

- 3.1. Allegations of sexual assault will be referred to the proper investigating division.
 - 3.1.1. In any such proceeding, sanctions, up to and including suspension or expulsion from enrollment or termination of employment, may be imposed following a final determination in the College disciplinary proceeding.
 - 3.1.2. An allegation of sexual assault that qualifies as a Title IX issue will be processed under PCC Policy 2.6 Title IX Complaint Process.

Section 4: Supportive Measures

- 4.1. The College will provide referral to complainants and respondents to area mental health and other counseling services and/or offer other supportive measures as listed in PCC Policy 2.6 Title IX Complaint Process.

Legal Citation: [N.C.G.S. 115D-21.1](#)

History: Effective October 2001, Revised January 2011, November 2020—cross-references PCC Policy 2.6 Title IX Complaint Process and Policy 2.17 Unlawful Harassment, May 2022—updated definitions, October 2022

2.19 Weapons on College Property

Last Revised: November 2021

Policy: Piedmont Community College (PCC) prohibits any unauthorized person from possessing or carrying, whether openly or concealed, any firearm, explosive, knife or other weapon on educational property used by the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to specify what is and is not permitted with respect to weapons on PCC properties.

Definitions

Educational property—any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.

Firearms and weapons—include, but are not limited to, the following:

- firearms of any type and ammunition
- air guns including BB, stun gun, pellet and paintball guns or “guns” that resemble actual guns
- bows and arrows, and cross-bows
- any bowie knife, dirk, dagger, or knife with a blade over four (4) inches including swords, hunting and fishing knives and switchblades capable of being opened by throwing, explosive, or spring action
- metallic knuckles
- fireworks
- any other item used as a weapon of like kind

Ordinary pocket knife—a small knife, designed for carrying in a pocket or purse, that has its cutting edge and point entirely enclosed by its handle, and that may not be opened by a throwing, explosive, or spring action.

School—a public or private school, community college, college, or university.

School zone—the area within a distance of 1,000 feet from the grounds of a public, parochial, or private school.

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: General Provisions

- 1.1. This policy applies to all employees, students, and visitors to PCC educational property.
 - 1.1.1. The College will cooperate with law enforcement in prosecuting any violations of state law.
- 1.2. Generally, it is unlawful for any individual to knowingly possess a firearm within a school zone.
- 1.3. Firearms and other weapons prohibited on campus may not be stored or transported in college-owned or rented vehicles.

Section 2: Concealed Carry Guidelines

- 2.1. Per N.C.G.S. 14-269.2(k), it is permissible for an individual to bring a firearm onto campus under the following limited circumstances:
 - 2.1.1. The firearm is a handgun; AND
 - 2.1.2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
 - 2.1.3. The handgun remains in either: a closed compartment or container within the permit holder’s locked vehicle; or a locked container securely affixed to the permit holder’s locked vehicle; AND
 - 2.1.4. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
 - 2.1.5. The handgun remains in the closed compartment or container at all times; OR

- 2.1.6. The handgun is being transported by an authorized law enforcement officer in that officer's approved agencies holster or by an authorized student in a closed case (e.g., if carried by a student in a concealed carry or other pertinent class offered by the College).

Section 3: Exceptions

- 3.1. a law enforcement officer carrying a weapon while on duty in accordance with their employing agency
- 3.2. a retired law enforcement officer carrying a firearm in compliance with the Law Enforcement Officer Safety Act (LEOSA)
- 3.3. a member of the armed forces of the United States including the National Guard while acting in official capacity
- 3.4. a student in the Gunsmithing program or other programs such as Continuing Education offering a gun safety class or concealed handgun permit class. (See Sections 2, 4, and 5.)
- 3.5. an ordinary pocket knife carried in a closed position
- 3.6. a weapon used solely for educational or college-sanctioned ceremonial purposes, or used in a college-approved program conducted under the supervision of a college administrator

Section 4: Gunsmithing Program

- 4.1. The College's Gunsmithing Program has special admissions requirements related to the possession of a firearm on educational property.
 - 4.1.1. The Gunsmithing Program Guide is available on the PCC website.

Section 5: PCC Firing Range

- 5.1. A firing range has been provided for testing of firearms.
 - 5.1.1. Refer to the "Firing Range Use Procedures" on the PCC website for additional information.

Section 6: Consequences of Violations

6.1. Students and employees who violate this policy shall be subject to disciplinary action in accordance with PCC Policy 7.5 Code of Conduct and PCC Policy 5.19 Employee Disciplinary Policy.

6.1.1. Students may also be subject to applicable criminal charges.

6.2. Visitors with weapons on educational property will be asked-by authorized personnel to leave.

6.2.1. Visitors may also be subject to applicable criminal charges.

Legal Citation: [N.C.G.S. 14-269](#); [N.C.G.S. 14-269.2](#); [ATF P 5310.1](#); [1D SBCCC 400.2](#)

History: Effective October 1995; Revised January 2011, April 2014; November 2021

Cross-references PCC Policy 7.5 Code of Conduct and Policy 5.19 Employee Disciplinary Policy

2.20 Access to Campus Facilities

Last Revised: August 2022

Policy: Piedmont Community College will lock and secure all buildings after regular hours of operation for the protection of College employees, students, and property.

Purpose/Definitions:

Purpose

The policy provides guidelines for maintaining appropriate access to campus facilities.

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: Identification

- 1.1. Full-time college employees should wear their issued name badges while on the College's campuses.
- 1.2. Students should obtain a student identification card and to carry this card with them while on the College's campuses.
- 1.3. Students should be prepared to produce the identification card if requested.

Section 2: Keys

- 2.1. Keys are provided to individual employees on a need-to-enter basis as determined by the appropriate supervisor.
- 2.2. Keys are issued for the sole purpose of conducting college business, and an authorized individual shall not allow a key to be used by any unauthorized person.

- 2.3. All keys remain the property of the College and shall be returned upon request or termination of employment.
- 2.4. The loss or theft of any key shall be reported immediately to the office of the Vice President, Administrative Services/CFO.
- 2.5. Unauthorized duplication of keys is prohibited.

Section 3: Hours of Operation

- 3.1. Refer to the College website (piedmontcc.edu) for current [hours of operation](#). See Policy 5.2 Hours of Operation for more information.

Legal Citation: N.C.G.S. 115D-20(7)

History: Effective October 2001; Revised January 2011, January 2021, August 2022

Cross references PCC Policy 5.2 Hours of Operation.

2.21 Safety Personnel

Last Revised: June 2023

Policy: Piedmont Community College (PCC) utilizes safety personnel and law enforcement officers who have general responsibility for safety issues on college properties.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure a safe environment for students, staff, faculty, and visitors while on college property.

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: College Safety Personnel and On-Campus Assistance by Law Enforcement Officers

- 1.1. Under the general direction and supervision of the Director, College Safety, college safety personnel ensure the safety and protection of students, staff, faculty, and visitors.
- 1.2. Safety personnel
 - 1.2.1. respond to calls for service and related work as assigned.
 - 1.2.2. perform duties related to maintaining the safety and security of facilities, grounds, materials, and equipment.
 - 1.2.2.1. All safety personnel must maintain a visible presence on campus.

- 1.2.3. enforce college policy and local, state, and federal law, but they do not have arrest authority.
- 1.2.4. may request assistance and support from appropriate public safety agencies in case of emergencies or other safety-related needs.
- 1.3. The College contracts with law enforcement officers to support the College's safety personnel and to provide additional assistance in ensuring a safe environment.

Section 2: Incident Reporting Responsibilities

- 2.1. Persons with information about an incident involving or occurring on college property, whether as a victim, a witness, or otherwise, are encouraged to report promptly such information consistent with the reporting provisions contained in the Safety Plan.
- 2.2. The College Safety Department will maintain a daily incident log to record by campus location any incident occurring on college property, on a non-campus building or property, or on public property within the campus, by the date the incident was reported.
 - 2.2.1. The log will include the nature, date, time and general location of the incident and the disposition of the complaint, if known.
 - 2.2.2. For requests of information related to the incident log, see PCC Policy 8.13 Public Information Requests.

Legal Citation: [N.C.G.S. 115D-20\(7\)](#)

History: Effective October 2001; Revised January 2011, August 2021, June 2023

Cross-references PCC Policy 8.13 Public Information Requests.

2.22 Campus Safety and Security Survey Report

Last Revised: July 2023

Policy: Piedmont Community College (PCC) will compile an annual security report which will include a disclosure of statistics regarding crimes occurring on the college campus, on college-controlled property, and on public property within the campus or immediately adjacent to and accessible from the campus.

Purpose/Definitions:

Purpose

The purpose of this policy is to comply with crime awareness education and reporting requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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: Annual Security Report

1.1. A security report will be completed annually in accordance with requirements of the United States Department of Education/Office of Postsecondary Education.

1.1.1. The report is made available to the public via the College's website and upon request to the Director, College Safety.

Legal Citation: [20 USC Section 1092\(f\)](#); [34 CFR 668.46](#); [U.S. DoEd Campus Security](#); [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

History: Effective October 2001; Revised January 2011, August 2021, July 2023

2.23 Technology Resources Acceptable Use

Last Revised: July 2023

Policy: Piedmont Community College's (PCC) information systems and the data contained therein are owned by the College and provided solely to support the educational mission of PCC for authorized users only. All employees, students, and others in the user community are expected to act responsibly and in conformity with generally accepted rules of network etiquette.

Purpose/Definitions:

Purpose

The purpose of this policy is to define the unacceptable uses of PCC's information technology systems or resources. This policy describes the types of network applications that are contrary to the College's network mission, and which are therefore prohibited. These are guidelines only and are not meant to be an exhaustive list of prohibited activities.

Definitions

AUP—Acceptable Use Policy

Information Technology Services (ITS)—the acronym used to designate Information Technology Services.

Plagiarism—“the wrongful act of taking the product of another person's mind and presenting it as one's own” (Alexander Lindey, *Plagiarism and Originality*, 1952).

User—any person that is not ITS personnel that has been assigned a valid active directory logon by ITS. Such logons (or accounts) should be used only by the owner of the account in a legal and ethical fashion.

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: Network Mission

- 1.1. The network, and through the network the Internet, offers an abundance of educational material as well as opportunities for collaboration and the exchange of ideas and information.
- 1.2. PCC recognizes the educational value of the Internet, and strongly encourages the responsible use of the network by all users.
- 1.3. Successful operation requires that all users view the network as a shared resource, and work together to maintain its integrity by behaving in a responsible, conscientious manner.

Section 2: Privacy Rights and Security

- 2.1. User data files, email, and electronic storage areas are considered the property of PCC, subject to the College's control and inspection.
 - 2.1.1. The appropriate ITS administrator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this regulation and any associated regulations.
 - 2.1.2. Users should not expect that information stored on the network will be private.
- 2.2. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account.
 - 2.2.1. Under no conditions should a user provide their password to another person.
 - 2.2.2. Users will immediately notify ITS if they have identified a possible security problem relating to misappropriated passwords.

Section 3: Prohibited Use

- 3.1. Illegal or Destructive Activities
 - 3.1.1. Users may not use the network for any purpose that violates the law or threatens the integrity of the network or individual workstations. Prohibited activities include, but are not limited to:
 - 3.1.1.1. Attempting to gain unauthorized access to the network or go beyond their authorized access.

- 3.1.1.1.1. This includes attempting to log on through another person's account, generic account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions.
- 3.1.1.1.2. Users will not actively search for security problems, because this will be construed as an illegal attempt to gain access.
- 3.1.1.2. Intentionally developing or using programs to harass other users or to attempt to violate the security or alter software components of any other network, service, or system.
 - 3.1.1.2.1. Examples of such activities include hacking, cracking into, monitoring or using systems without authorization, scanning ports, conducting denial-of-service attacks, and distributing viruses or other harmful software.
- 3.1.1.3. Attempting to damage hardware, software, or data belonging to the College or other users.
 - 3.1.1.3.1. This includes adding, altering, or deleting files or programs on local or network hard drives and removing or damaging equipment such as mice, projectors, motherboards, speakers, or printers.
- 3.1.1.4. Fraudulent use of credit card numbers to purchase online merchandise.
- 3.1.1.5. Connecting or disconnecting any hardware to the network that has not been pre-approved by ITS.
- 3.1.1.6. Distributing or downloading licensed software or installing software such as games or music in violation of software license agreements (piracy).
 - 3.1.1.6.1. This includes any peer-to-peer file sharing.

3.2. Inappropriate Material

- 3.2.1. Users will not use the network to access or distribute material that is obscene, indecent, hateful, advocates illegal acts, or advocates violence or discrimination toward other people.
 - 3.2.1.1. This includes but is not restricted to distribution through email, discussion groups, or web pages.

3.3. Respect for Other Users

3.3.1. Restrictions against inappropriate language or images apply to personal email, discussion group postings, and material posted on web pages.

3.3.1.1. Users will not use obscene, profane, vulgar, inflammatory, threatening, or disrespectful language.

3.3.1.2. Users will not post false, defamatory, or derogatory information about a person or organization, or information that, if acted upon, could cause damage to individuals or property.

3.3.2. Users will not harass other persons through the network.

3.3.2.1. Such harassment includes, but is not limited to, distribution of unsolicited advertising, chain letters, or email spamming (sending an annoying or unnecessary message to a large number of people).

3.3.2.2. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc.

3.3.2.3. Users must not send mail that does not accurately identify the sender, the sender's return email address, and the email address of origin.

3.4. Resource Limits

3.4.1. No software shall be downloaded from the Internet or email on a workstation without prior permission from ITS personnel.

3.4.1.1. Software installed by any user other than ITS personnel is considered a violation of this regulation without prior consent.

3.4.1.2. Users have a right to temporary use of disk storage space and are responsible for keeping their disk usage below the maximum size allocated.

3.4.1.3. Long term storage of large video files should be stored on the user's OneDrive.

3.4.1.4. Extremely large files, if left on the network for an extended period, may be removed at the discretion of the Vice President, Information Technology/CIO.

3.4.2. Users will check their email frequently.

- 3.4.2.1. Where applicable, users will comply with state and federal statutes governing public record retention. (See PCC Policy 5.7.1 Employee Personnel File, Section 3, for additional information.)
- 3.4.3. Users are to utilize college email for the purposes related to the College and performance of their jobs, but incidental personal use is allowed.
 - 3.4.3.1. Use of college technology, including email accounts, is limited to purposes related to the College and to employees' job performance.
 - 3.4.3.2. Use of college technology for private financial gain, advertising, solicitation or fund-raising for any non-college purpose will be considered a violation of this regulation unless approved by the President.
- 3.4.4. Theft of Intellectual Property
 - 3.4.4.1. Users must respect the legal protection provided by copyright law and license agreements related to content, text, music, computer software and any other protected materials. (For additional information, see PCC Policies 2.16 Copyright and Fair Use Policy and 2.16.1 Intellectual Property)
 - 3.4.4.1.1. Users will not plagiarize works that they find on the Internet.
 - 3.4.4.2. Users will respect the rights of copyright owners.
 - 3.4.4.2.1. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
 - 3.4.4.2.2. If a work contains language that specifies Technology Resources Acceptable Use of that work, the user shall follow the expressed requirements.
 - 3.4.4.2.3. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
 - 3.4.4.2.4. It is the regulation of PCC that any illegal peer-to-peer file sharing over the College's network is prohibited.
 - 3.4.4.2.5. Unauthorized distribution of copyrighted material, such as through peer-to-peer networks, may subject users to civil and criminal penalties.

3.4.4.2.6. Federal law authorizes a copyright owner to recover civil damages.

3.4.4.2.6.1. Copyright infringement may also be criminally prosecuted.

Section 4: Virus & Ransomware Protection

4.1. To maintain a secure and reliable computing environment within our campus, PCC requires all computers connected to the network, or that could be connected to the network, to have a reliable and updated anti-virus scan program on each computer.

4.1.1. This program must be updated and scans performed on a regular basis.

4.1.2. ITS shall maintain network-level anti-virus protection on college owned devices.

4.1.3. Any person who knowingly introduces a virus, worm, ransomware, or Trojan horse programs onto any computer or server is subject to disciplinary action, including restitution. (See PCC Policy 5.19 Employee Disciplinary Policy and/or Policy 7.5 Code of Conduct for more information.)

Section 5: Security Awareness

5.1. All users who have access to computers, email, or other forms of electronic data must acknowledge that they have read and agree to comply with all PCC policies and procedures adopted by ITS.

5.2. Employees are required to take a security awareness class annually.

Section 6: Username and Password

6.1. PCC requires all employees and students be properly identified and authenticated before being allowed to access the college network.

6.2. Users are responsible for safeguarding their passwords and are responsible for all transactions using their passwords.

6.2.1. No individual may assign their account or password to any other person.

6.2.1.1. Any person who deliberately makes their account available to an unauthorized user will incur termination of their account.

6.2.1.2. Similarly, any person who fraudulently gains access to another person's password or account may incur disciplinary action. (See PCC Policy 5.19 Employee Disciplinary Policy and/or Policy 7.5 Code of Conduct for more information.)

Section 7: Network Security

- 7.1. Any and all actions that jeopardize the integrity and stability of the network by violating the network security standards outlined in this policy or any other college policy is subject to disciplinary action commensurate to the level of risk or damage incurred. (See PCC Policy 5.19 Employee Disciplinary Policy and/or Policy 7.5 Code of Conduct for more information.)

Section 8: Access

- 8.1. Users who are given authorization may connect to the college network, for college activities through a wired or wireless connection after demonstrating compliance with security procedures established by ITS.

Section 9: Remote Access

- 9.1. This policy refers to connection to the college computing network from outside of the PCC network, such as from a user's home.
- 9.2. The computer systems, networks and data repositories of the College's network are critical resources and must be protected against unauthorized access, malicious access, and disruption of service.
 - 9.2.1. Authorized users of the College's computer systems, networks and data repositories may be permitted to remotely connect to those systems, networks and data repositories for the conduct of college related business only through secure, authenticated and carefully managed access methods.

Section 10: Technology Hardware and Software Procurement

- 10.1. To maintain high levels of reliability, cost effectiveness, and interoperability of the communications and data technology within the College, PCC requires all technology purchases, with the exception of toner/ink cartridges, be approved by ITS.

Section 11: Student Information System

- 11.1. PCC maintains a database system for a wide variety of information management purposes.
 - 11.1.1. Much of the information is personal information on students, faculty, employees, alumnae and friends of the College.

11.1.2. PCC considers the security of this information to be one of the College's most serious responsibilities, and accordingly, access to these databases is limited to persons who have a legitimate need to use the information to advance the academic and administrative goals of the College.

11.2. Persons who are given passwords and have legitimate access to the information on Ellucian Colleague / Banner have a strict responsibility to ensure that this information is used appropriately, and that the privacy of persons identified through this information is strictly protected. (See PCC Policy 5.7.1 Employee Personnel File and Policy 7.6 The Family Educational Rights and Privacy Act of 1974 for more information.)

11.2.1. This responsibility extends both to information available on computer screens as well as information available in print media, including all printouts, manual dossiers, correspondence files, directories, and similar forms of information banks.

Section 12: Telephone System and Voicemail

12.1. PCC provides telephone and voicemail access to many employees.

12.1.1. The same policies and expectations that govern e-mail also govern voicemail and telephone usage.

12.2. Any use of PCC telephones for any fraudulent or illegal purpose will incur severe penalties, including the possible involvement of law enforcement authorities as well as disciplinary action by the College. (See PCC Policy 5.19 Employee Disciplinary Policy and/or Policy 7.5 Code of Conduct for more information.)

12.3. Telephone misconduct includes misuse of telephone credit cards, misuse of college long-distance access codes, theft of telephone instruments, and any related misconduct.

Section 13: Violation of this Regulation

13.1. In the event there is an allegation that a user has violated this policy, the user will be provided with notice of the alleged violation and an opportunity to present an explanation before an administrator.

13.1.1. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student or employee in gaining the self-discipline necessary to behave appropriately on a computer network. (See PCC Policy 5.19

Employee Disciplinary Policy and/or Policy 7.5 Code of Conduct for more information.)

- 13.1.2. The Vice President, Information Technology/CIO has authority to disable any account where there is a violation of this policy.
- 13.2. The College may at its sole discretion determine whether a use of the network is a violation of this policy.
 - 13.2.1. Violations of this policy may result in a demand for immediate removal of offending material, blocked access, suspension or termination of the users account, or other action appropriate to the violation.
 - 13.2.2. The College reserves the right to act without notice, when necessary, as determined by the administration.
 - 13.2.3. The College may involve, and will cooperate with, law enforcement officials if criminal activity is suspected.
 - 13.2.3.1. Violators may also be subject to civil or criminal liability under applicable law.

Legal Citation: [N.C.G.S. 115D-24](#) , [N.C.G.S. 132](#)

History: Effective October 2001; revised April 2009, January 2011, May 2021, July 2023

Cross-references PCC Policies 2.16 Copyright and Fair Use Policy, 2.16.1 Intellectual Property, 5.7.1 Employee Personnel File, 5.19 Employee Disciplinary Policy, 7.5 Code of Conduct, 7.6 The Family Educational Rights and Privacy Act of 1974

2.24 Information Access Security

Last Revised: July 2023

Policy: Piedmont Community College (PCC) is committed to ensuring the security of faculty, staff, and students' personal information by preventing unauthorized access and establishing user accountability when using IDs, passwords, and two-factor authentication for network administrators.

Purpose/Definitions:

Purpose

The ability to verify the identity of users is critical for ensuring authorized access to secured system resources and for establishing accountability. As such, the purpose of this policy is to provide secure, reliable, and accurate information to authorized users and recipients, and to preserve records integrity. The College is committed to preventing unauthorized data access through established accountability procedures.

Definitions

Access—the ability to make use of any resources of a computer, computer system, or computer network. Examples include the use of these resources to instruct, communicate, input/output, process data.

Authentication—methods to determine a user's identity, to verify that it is correct, and to establish accountability.

Authorization—the process of authoring a user access to secured information. Before authorization is approved, authentication must first be verified.

Authorized User—a user who has been authenticated and authorized to use a computer, computer system, or computer network. Besides a human user, any "system, application or defined group" that needs to be authenticated using an ID and password will also be considered as a 'user' in this policy.

Data Custodian—individuals with day-to-day responsibilities to enter, modify, delete, or disseminate data in their functional area at the direction of the responsible Data Steward. They are accountable for the accurate and timely entry of data assigned to them and can be

responsible for the technical environment and systems supporting the use and security of College Data.

Data Owners—typically senior administrators with specific responsibilities related to compliance and risk with respect to external agencies. Different data owners may have responsibility for different types of data across the College, and act as an authority - judging access in a manner consistent with college policy and rules established by external regulatory bodies - on who is or is not granted access to confidential data and under what conditions.

Data Stewards—individuals who are responsible for overseeing a collection of College Data under the direction of a Data Owner. Data Stewards are responsible for the proper handling and protection of a collection of data. Stewards are responsible for how their data collection is used for the business of the College, interpret their meaning, and produce information out of data.

Information Assets—a definable piece of information, stored in any manner which is recognized as 'valuable' to the College.

Information Technology Services (ITS)—the acronym used to designate Information Technology Services.

Student—any individual who is or has attended PCC and regarding whom PCC maintains education records.

System—an assembly of components (hardware, software, procedures, human functions, and other resources) united by some form of regulated interaction to form an organized whole; a group of related processes.

Two-Factor Authentication (2FA)—a security process that requires a user to provide two different authentication factors to verify their identity before gaining access to a system or service. These two factors typically include something the user knows (such as a password or PIN) and something the user has (such as a security token or mobile device). By requiring two different factors, 2FA adds an extra layer of security and makes it more difficult for unauthorized users to gain access to sensitive information or resources.

User/Normal User—a person, system, application, or defined group that has been authenticated to an ITS system and granted access only to those resources to which they have been granted authorization.

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

Procedure:

Section 1: Authentication

- 1.1. All users must be properly identified and authenticated before being allowed to access secured PCC information assets.
- 1.2. This policy applies to all individuals accessing the PCC network resources and data.

Section 2: Process of Verification

- 2.1. A supervisor verifies an employee’s identification and recommends authorization by completing an IT Network Account form.
 - 2.1.1. The supervisor indicates appropriate access that is needed for job-related duties.
- 2.2. All authorization requests for specific data subsets must be approved by the data owner or appointee and submitted to ITS for implementation.
 - 2.2.1. The data owners will be responsible for reviewing and approving in writing any changes in security settings, access rights, or other configurations.
 - 2.2.2. Data owners will review security access every 6 months for individuals who have access to their area of ownership.
- 2.3. All users must adhere to PCC policies 2.24 Information Access Security Policy and 2.23 Technology Resources Acceptable Use.

Section 3: Access to Information Systems

- 3.1. The combination of a unique user-ID, valid password, and utilization of Two-Factor Authentication (2FA) is the minimum requirement for granting access to any secured information assets.
- 3.2. A unique user ID must be assigned for each user so that individual accountability can be established for all system activities.
 - 3.2.1. ITS will assign individual user IDs based on system requirements and limitations.

3.3. Passwords for all users will consist of a minimum of 12 characters and must be complex.

3.3.1. Passwords longer than this minimum are acceptable and encouraged.

3.3.2. Users are required to change their password every 90 days.

3.3.3. Passwords must never be shared for any reason.

3.4. Any unauthorized interception, access, or use of someone else's credentials by another person is unethical, a breach of college policy, and a criminal offense under N.C.G.S. 14-458 and the Federal Computer Fraud and Abuse Act.

Section 4: Network Security

4.1. ITS will use all features available in each system to monitor and control unsuccessful login attempts, to manage passwords to ensure security, and to prevent exploitation of guessed passwords or weaknesses arising from long-life passwords.

4.2. It is expected that new systems using IDs and passwords for identification and authentication meet or exceed the basic standards as defined in this policy.

4.2.1. Whenever possible, existing systems should conform to this policy.

4.3. As current systems are upgraded, security access controls using IDs and passwords must also be upgraded to meet or exceed the minimum standards established in this policy and industry practices, whenever possible.

4.4. Physical access to Network Operation Center (NOC) computer facilities and equipment rooms are limited to ITS staff and others who have a legitimate need for access.

4.4.1. Physical access is approved by the CIO and is controlled by issued keys and digital locking devices.

4.5. PCC will evaluate its business needs and the associated risks for its information systems in conjunction with identification and authentication requirements using appropriate standards and best practices.

Section 5: Student Access

5.1. A completed PCC Application for Admission generates unique usernames and passwords for the prospective curriculum student.

- 5.1.1. Registration form for continuing education students also generates unique usernames and passwords when the students are entered into Ellucian.
 - 5.2. Students must present valid identification when they first register for classes at the College.
 - 5.2.1. This initial registration activates the usernames and passwords previously assigned to the student.
 - 5.2.2. Once activated, student usernames and passwords provide access to email, student portals, and the learning management system.
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Legal Citation: [N.C.G.S. 14-458](#), [Federal Computer Fraud and Abuse Act](#)

History: Effective October 2001; Revised March 2010, February 2012, August 2021, September 2021, October 2021, May 2022—updated definitions, May 2023, July 2023

Cross-references PCC Policy 2.23 Technology Resources Acceptable Use.

2.24.1 Electronic Signature

Last Revised: November 2022

Policy: Piedmont Community College (PCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to defined conditions.

Purpose/Definitions:

Purpose

This policy allows PCC to conduct official business by streamlining processes through the use of electronic documents/signatures.

Definitions

Electronic Signature—any electronic process signifying an approval to terms, and/or ensuring the integrity of a document presented in electronic format.

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 over this policy.

Procedure:

Section 1: Validity of Electronic Signatures

1.1. An electronic signature is considered valid when one of the following conditions is met:

1.1.1. Condition 1: Campus Network Username and Password

1.1.1.1. Institution provides student or employee with a unique username.

1.1.1.2. Student or employee sets his or her own password.

1.1.1.3. Student or employee logs into the campus network and secure site by using both the username and password.

1.1.2. Condition 2: Student/Employee Login ID and Personal Identification Number (PIN)

- 1.1.2.1. Institution provides student or employee with a unique PIN.
- 1.1.2.2. Student or employee sets his or her own PIN.
- 1.1.2.3. Student or employee logs into a secure site using both login ID and PIN.
- 1.1.3. Condition 3: Third-Party Software/Documents or Systems
 - 1.1.3.1. User provides a username and/or password to a third-party to validate the user's identity.

Section 2: Acceptable Use of Electronic Signatures

2.1. Student use of electronic signatures includes, but is not limited to:

- 2.1.1. registering for classes
- 2.1.2. checking financial aid awards
- 2.1.3. paying student bills
- 2.1.4. obtaining official and unofficial transcripts
- 2.1.5. updating contact information
- 2.1.6. logging into campus computers
- 2.1.7. completing forms
- 2.1.8. submitting class work or tests

2.2. Faculty and staff use of electronic signatures includes, but is not limited to:

- 2.2.1. submitting grades
- 2.2.2. submitting attendance/enrollment information
- 2.2.3. viewing personal payroll data
- 2.2.4. logging into campus computers
- 2.2.5. accessing protected data through the administrative computing system

Section 3: User Responsibilities

- 3.1. It is the responsibility and obligation of each user to keep their passwords and PIN private so others cannot access their credentials. See PCC Policy 2.24 Information Access Security for more information.
- 3.2. Once logged in, the user is responsible for any information they provide, update or remove.
- 3.3. Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

Section 4: College Responsibilities

- 4.1. The College will take steps to ensure both the PIN and password are protected and kept confidential.

Legal Citation: [Family Educational Rights and Privacy Act \(FERPA\) of 1974](#), Electronic Signatures in Global and National Commerce Act (E-SIGN) ([15 U.S.C. § 7001, et seq.](#)), [Department of Education \(DoED\) Government Paperwork Elimination Act \(2005\)](#)

History: Effective February 2012; Revised March 2021, November 2022

2.25 Electronic Surveillance

Last Revised: August 2021

Policy: Piedmont Community College (PCC) uses electronic surveillance to promote the safety and security of students, faculty, staff and visitors; to protect college property; to deter and prevent criminal activities; and to enforce college policies.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline use of electronic surveillance on college properties.

Definition

Electronic surveillance—the process of observing and/or recording using video, audio, and digital components.

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: Electronic Surveillance on College Property

- 1.1. College buildings and grounds are equipped with electronic monitoring devices.
- 1.2. Electronic surveillance is used in areas where monitoring might be necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
- 1.3. Cameras shall not be used to monitor the interior of restrooms.
- 1.4. The Vice President, Administrative Services/CFO will be responsible for managing the use and security of electronic surveillance equipment.
- 1.5. Only individuals authorized by the Vice President, Administrative Services/CFO in accordance with policy shall have control of electronic surveillance equipment.

Section 2: Notification

- 2.1. Signs advising the use of electronic surveillance will be prominently posted on college properties.

Section 3: Use of Electronic Surveillance Material

- 3.1. A recording made pursuant to this policy may be used by the College as evidence in any disciplinary action brought against students, faculty, staff, or the general public arising out of conduct in or about college property.
- 3.2. The College may use electronic surveillance to detect or deter criminal offenses.
- 3.3. Recordings may be released to law enforcement or others in the course of civil or criminal proceedings.
 - 3.3.1. The President reserves the right to withhold electronic surveillance material in the absence of a subpoena or court order.
- 3.4. The College or its administrators may use electronic surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student, faculty, or staff discipline.
- 3.5. The College shall not use electronic surveillance for any other purposes without the express written authorization of the Vice President, Administrative Services/CFO.

Section 4: Protection of Information and Disclosure, Security, and Retention of Recordings

- 4.1. All electronic surveillance records not in use are securely stored.
- 4.2. All video records should be time-, date-, and location-stamped.
- 4.3. The Vice President, Administrative Services/CFO must authorize access to all electronic surveillance records.
- 4.4. A log will be maintained of all episodes of access to or use of video recorded materials.
- 4.5. Video records will be retained for a minimum of 30 days or until server capacity is reached, whichever occurs first.
 - 4.5.1. Video records used to make a decision directly affecting an individual, however, may be retained until the matter is resolved.
- 4.6. A completed release form (Exhibit 2.25) is required before disclosing material to appropriate authorities or third parties.

Section 5: Access to Personal Information

- 5.1. An individual who is the subject of electronic surveillance has the right to request access to the recording in accordance with applicable law.

Legal Citation: N/A

History: Effective April 2005, Revised January 2011, August 2021

Exhibit 2.25

PIEDMONT COMMUNITY COLLEGE ELECTRONIC SURVEILLANCE RELEASE FORM

Individual/Organization requesting material: _____

Date of Request: _____

Reason: _____

Date/Time of Recording/Occurrence: _____

General Location of Camera(s), if applicable: _____

Authorizing Document (Please list type of documentation, e.g., subpoena, court order,
and attach document to this release form for our records.)

Authorized by: _____

(Signature Vice President, Administrative Services/CFO) (date)

Material received by: _____

(Signature)

(date)

Material from: _____

(Signature)

(date)

2.26 Foreign Nationals Compliance

Last Revised: November 2021

Policy: Piedmont Community College (PCC) has the responsibility of withholding and reporting on payments to foreign nationals (employees, contractors, vendors, and students) in accordance with federal regulations.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure compliance with federal regulations and outline the procedures for withholding and reporting on payments to foreign nationals.

Definitions

Foreign national—any person who is not a citizen of the United States.

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: General Reporting Requirements

- 1.1. PCC completes the Finance and Operations Division Quarterly Foreign Nationals Payment Certification and submits it to the NCCCS via e-mail.
 - 1.1.1. If no foreign nationals are identified, this quarterly report is sufficient.
- 1.2. As soon as foreign nationals are identified, staff in the following areas should report this information to the Office of Human Resources and Organizational Development (HROD).
 - 1.2.1. Office of HROD—Business Analyst (Temporary, Full and/or Part-Time Employee/Salary Payments to non-US Citizens)

- 1.2.2. Business Office (Vendors and Contractual/non-Salary Payments to non-US Citizens)
- 1.2.3. Student Development (Scholarship/non-Salary Payments to non-US Citizens)
- 1.2.4. Continuing Education (Scholarship/non-Salary Payments to non-US Citizens)

Section 2: Workflow when a foreign national is identified

- 2.1. PCC identifies a foreign national who will be compensated via payroll, accounts payable, or student services.
 - 2.1.1. PCC completes the College Foreign Nationals Information System (FNIS) Information Form
 - 2.1.2. The appropriate department should maintain a copy of evidentiary and supporting documentation
- 2.2. NCCCS office establishes the initial records in FNIS and notifies PCC via e-mail to enter the data into the web application, if applicable, with guidance from the NCCCS office.
- 2.3. PCC enters demographic data into FNIS, prints data sheet signed by authorized office (Personnel, Business Office, and/or Student Development/Continuing Education), and submits copy to the NCCCS office.
- 2.4. PCC submits the initial payment information to the NCCCS Office on the Foreign National Payments Form for each individual added to the system for tracking. This form will be submitted on a monthly basis to update the payroll information in the Tax Navigator.
- 2.5. NCCCS Office loads initial payment information into Tax Navigator upon receiving the signed FNIS data sheet and performs the Substantial Presence Test (SPT).
 - 2.5.1. Tax Navigator generates any applicable forms.
- 2.6. NCCCS Office sends any forms generated to PCC via e-mail for printing, signatures, and distribution.
- 2.7. PCC submits the Foreign National Payments Form for individuals being tracked in Windstar via e-mail to the NCCCS office quarterly.
- 2.8. NCCCS Office will update all records quarterly from the payment information submitted by PCC.

- 2.9. At the end of the calendar year, IRS Forms 1042, 1042-T and 1042-S will be created by the System Office and sent to the college to be submitted to the IRS by March 15 each year. Form 1042-S must also be distributed by the college to the foreign national individuals and companies by March 15 each year.

Section 3: Salary Payments to Non-US Citizens Who are Temporary, Full- and/or Part-time Employees

- 3.1. All new hires will complete the I-9 Form; all non-US Citizens will be required to fill out the Foreign National Information System Data Gathering Form at the time they are hired.
 - 3.1.1. Passports and visas will be photocopied and placed in the employee's personnel file along with the original, signed Information Data Gathering form.
 - 3.1.2. The Office of HROD will be responsible for submitting the information to the NCCCS office per the Workflow for Colleges Managed through the NCCCS office guidelines.
- 3.2. In addition to the I-9 process, electronic verification using the internet-based E-Verify Program is required for every newly hired employee who began work on or after January 1, 2007.
 - 3.2.1. This program is to be used only to determine the employment eligibility of newly hired employees. Attempting to verify the employment eligibility status of a person who was employed by PCC before January 1, 2007 is strictly prohibited.
 - 3.2.2. This verification process is done in the Office of HROD.
- 3.3. To ensure compliance with its provisions, Immigration Reform and Control Act (IRCA) mandates that employers certify the employment eligibility of all new employees (including United States citizens) hired on or after November 7, 1986, by requiring completion of the employment eligibility form, I-9, within three days of employment.

Section 4: Non-Salary Payments to Non-US Citizens who are Contractors/Vendors

- 4.1. All potential contractor(s) designated as an individual or a company are required to complete a W-9 Form.
- 4.2. When it is determined that the payee is a non-US Citizen, the Purchasing Office will have the contractor(s)/vendor(s) complete a FNIS Data Gathering Form.

- 4.2.1. Passports and visas will be photocopied and placed in the Purchasing Office files with the original, signed FNIS Data Gathering form.
- 4.2.2. The Business Office is responsible for submitting the information to the NCCCS office per the Workflow for Colleges Managed through the NCCCS office guidelines.

Section 5: Non-Salary Payments to Non-US Citizens who are Students

- 5.1. All potential students are required to complete either a PCC Enrollment Application or a continuing education registration form.
 - 5.1.1. After the application or registration form is reviewed and it is determined that the student is a non-US citizen, the Student Development or Continuing Education Representative will have the student complete a FNIS Data Gathering Form.
 - 5.1.2. Passports and visas will be copied and placed in the student's file along with the original, signed FNIS Data Gathering form.
 - 5.1.3. The Student Development or Continuing Education Representative will be responsible for submitting the information to the NCCCS office per the [Workflow for Colleges Managed through the NCCCS Office](#) guidelines.

Legal Citation: [State of NC Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments, and Corporations](#); [26 U.S.C. § 1441](#)

History: Effective: January 2006; Revised January 2011, November 2021

2.27 Institutional Standing Committees

Last Revised: August 2021

Policy: The College establishes Institutional Standing Committees to recommend policy, standards, and procedures for functions executed by the College community.

Purpose/Definitions:

Purpose

The purpose of the Institutional Standing Committees is to help the College achieve its declared mission and goals. The College draws upon the committee members' knowledge, collective experience, and creative powers in an on-going cooperative effort to develop and review policies and programs in accordance with local, regional, state, and federal regulations and guidelines.

In addition, the purpose of standing committees is to provide a forum to ensure the opportunity for the exchange of ideas among the college community.

Definitions

N/A

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: Standing Committee Oversight

1.1. The following Institutional Standing Committees have been established:

- 1.1.1. Curriculum Committee
- 1.1.2. Distance Learning Committee
- 1.1.3. Diversity/Global Awareness Committee
- 1.1.4. Employee Resources Committee

- 1.1.5. Enrollment Management Committee
- 1.1.6. Environment/Safety Committee
- 1.1.7. Institutional Effectiveness Committee
- 1.1.8. Learning Commons Committee
- 1.1.9. Marketing Committee
- 1.1.10. Professional Development Committee
- 1.1.11. QEP Steering Committee
- 1.1.12. Student Affairs Committee
- 1.1.13. Technology Committee
- 1.2. The Institutional Standing Committee Directory is saved and shared in a centralized location.
- 1.3. The Executive Council, as the deliberative body representing the college community, will have the sole authority to create new standing committees.
- 1.4. At the direction of its chair, each committee will review its roles and membership composition prior to the end of the academic year.
 - 1.4.1. Any requested changes should be sent to the Assistant to the President/Faculty to present to the Executive Council for approval.
- 1.5. Revisions to College policies, procedures or standards must be reviewed and approved by the Executive Council.

Section 2: Committee Meetings and Minutes

- 2.1. Institutional Standing Committees will meet at least three (3) times each academic year, with additional meetings as needed.
 - 2.1.1. The college community will be notified of all standing committee meeting dates and times.
- 2.2. Committee minutes will be saved and shared in a centralized location by the committee chairperson or designee.

- 2.2.1. All actions taken by the committee must be clearly defined and/or stated in the minutes.

Section 3: Student Representation on Standing Committees

- 3.1. Student representatives for the committees will be appointed by the Student Government Association Advisor in consultation with student club/organization advisors.
- 3.2. At the beginning of each academic year, the Advisor or designee will provide an updated roster to the Assistant to the President/Faculty.

Legal Citation: N/A

History: Effective October 2011; Revised August 2021

2.28 Substantive Change

Last Revised: October 2022

Policy: Piedmont Community College (PCC) complies with Substantive Change policies and procedures of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as a condition of its continued accreditation.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure compliance with SACSCOC substantive change requirements.

Definitions

Substantive Change—defined by SACSCOC policy as “a significant modification or expansion of the nature and scope of an accredited institution.” (Reference Citation 1)

Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.

- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all student have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site." (Reference Citation 1)

In addition to the federal requirements, the SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation. SACSCOC policies and procedures address substantive changes identified through both Federal regulations and Board approval.

If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership." (Reference Citation 1)

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

Procedure:

Section 1: Leadership responsibility

- 1.1. The President, Vice Presidents, Deans, and Directors have a fundamental responsibility to take the following steps to ensure compliance with substantive change
 - 1.1.1. Be aware of both PCC and SACSCOC policies on substantive change,
 - 1.1.2. Inform the Executive Council and the College's Accreditation Liaison as soon as possible of actions or proposals that may be considered a substantive change for the College, and
 - 1.1.3. Provide to the Accreditation Liaison all information, data, and/or prospectus necessary to comply with SACSCOC policy.

Section 2: Accreditation Liaison responsibility

- 2.1. The Accreditation Liaison is required by SACSCOC to notify the Commission "in advance of substantive changes and program developments in accord with the substantive change policies of the Commission." (Reference Citation 2) To fulfill this responsibility, the Accreditation Liaison will
 - 2.1.1. Provide information to the President, Vice Presidents, Deans, and Directors about the SACSCOC Substantive Change Policy. This includes providing current information concerning substantive change on the PCC website and sending information about substantive change to the President, Vice Presidents, Deans, and Directors at least annually;
 - 2.1.2. Work with Vice Presidents, Deans, and Directors to determine whether a proposed change is substantive;
 - 2.1.3. Determine what action with respect to SACSCOC is needed when a change is substantive;
 - 2.1.4. Assist the President in submitting the appropriate notice or prospectus to SACSCOC;
 - 2.1.5. Coordinate any required follow-up action with SACSCOC and the President, Vice Presidents, Deans, and Directors; and
 - 2.1.6. Update the Executive Council and Director, Financial Aid (for Title IV Reporting) on the status of Substantive Change submissions to SACSCOC.

Reference Citations:

1. Southern Association of Colleges and Schools, Commission on Colleges.
SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES; Policy Statement.
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>
 2. Southern Association of Colleges and Schools, Commission on Colleges.
THE ACCREDITATION LIAISON.
<http://sacscoc.org/pdf/081705/accreditation%20liaison.pdf>
-

History: Effective January 2011; Revised February 2012, October 2020, October 2022

2.29 Tobacco-Free Campus

Last Revised: March 2021

Policy: Piedmont Community College (PCC) prohibits the use of tobacco products on any College property and in any college building, facility, or vehicle.

Purpose/Definitions:

Purpose

This policy provides guidance to students, employees, and visitors regarding the prohibition of tobacco use on College properties, effective August 1, 2017.

Definitions

Tobacco products—items such as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.

Tobacco use—actions such as smoking, chewing, dipping, or any other use of tobacco products.

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: Policy Enforcement

- 1.1. All PCC employees share responsibility to assist in the enforcement of this policy.
- 1.2. Campus safety officers will support employees in enforcing the policy and should be contacted for assistance when needed.

Section 2: Consequences to Violating Policy

- 2.1. Students who repeatedly violate this policy will be referred to the student disciplinary process.

- 2.2. Employees who repeatedly violate this policy will be referred to their supervisor and to the appropriate employee disciplinary process.
- 2.3. Visitors, volunteers, contractors, or other service providers who repeatedly violate this policy will be asked to leave PCC property.

Legal Citation: [N.C.G.S. 115D-20.1](#)

History: Effective July 2011; Revised October 2013, January 2017, June 2019, March 2021

2.30 Institutional Effectiveness

Last Revised: November 2023

Policy: Piedmont Community College (PCC) engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (1) focus on institutional quality and effectiveness and (2) incorporate a systematic review of institutional goals, and outcomes consistent with its mission.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the processes governing institutional effectiveness.

Definitions

Goals—an observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

Mission—a declaration of an organization’s core purpose and focus.

Objective—identifying what is expected at the end of a process or activity (intended results).

Outcomes—end results, consequences.

Vision—a formal statement that expresses the aspirations and goals of an organization.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Director, Research & Institutional Effectiveness has monitoring authority for this policy.

Procedure:

Section 1: Development of Institutional Goals, February

- 1.1. The Executive Council develops the overall institutional goals for the upcoming year based on the previous year’s performance in meeting the College’s Strategic Goals.

- 1.2. The President and Vice Presidents develop annual objectives based on the institutional goals affecting their areas.
- 1.3. In addition, the President and Vice Presidents develop assessment criteria by which the goals are measured.

Section 2: Development of Divisional Objectives March 1 – June 30

- 2.1. Deans, Directors, and Coordinators, in collaboration with staff and faculty, consider the previous year's results, then develop annual area objectives and the assessment criteria for those annual objectives.
 - 2.1.1. These objectives must reflect those of the President or the appropriate Vice President.
- 2.2. Program, service area, and divisional assessment of objectives and the use of results to improve programs and services are determined.

Section 3: Development & Prioritization of Division Budgets, April 1 – June 1

- 3.1. Deans, Directors, and Coordinators compile and prioritize their budget requests based on their area objectives and send them to the President and Vice Presidents.
- 3.2. The President and Vice Presidents prioritize the budgets within their respective divisions.

Section 4: Development & Prioritization of Institutional Budget, June 1 – July 1

- 4.1. The prioritized budgets developed by each division are discussed in a meeting with the President and Vice Presidents and prioritized collectively based on the institutional goals identified during the development of institutional goals.
- 4.2. A proposed institutional budget is then approved by the division Vice Presidents.
 - 4.2.1. The College budget is not final until all funding allocations have been appropriated.
 - 4.2.2. This action may require an adjustment of objectives.

Section 5: Review of Achieved Outcomes, August – November

- 5.1. The information is compiled by the Office of Research and Institutional Effectiveness and reviewed by the President and the Executive Council.

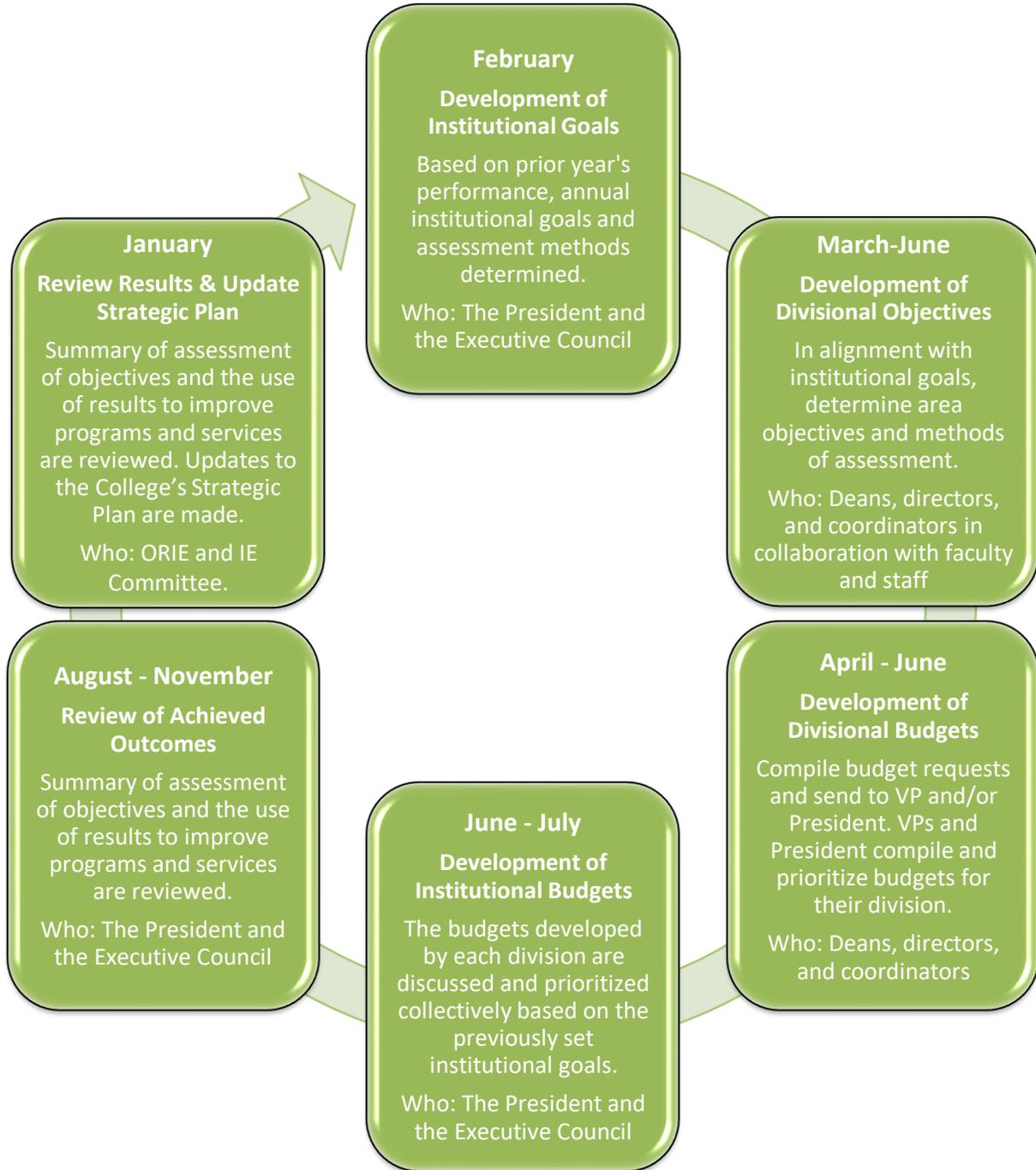
Section 6: Review Divisional Outcomes & Assessment Results/ Update Strategic Plan,
January

- 6.1. The results are forwarded to the Institutional Effectiveness Committee for review (meeting). Updates to the College's Strategic Plan are made based on the results.

Reference Citation: The Principles of Accreditation: Foundations for Quality Enhancement (CR 7.1)

History: Effective July 2011; Revised February 2021, November 2023

Exhibit 2.30



2.31 Use of College Vehicles

Last Revised: October 2023

Policy: Piedmont Community College (PCC) vehicles are provided as a convenience to assist faculty and staff in carrying out their responsibilities to the institution.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which the college vehicles should be used by college personnel.

Definitions

Utility cart—a vehicle that travels with speeds of 25 mph or below, does not have a vehicle identification number, and is designed primarily for off-road use.

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: All College Vehicles

- 1.1. Only approved college employees are allowed to drive college vehicles. Students are not permitted to drive any college vehicle unless it is required to fulfill course requirements as defined by the student learning outcomes.
- 1.2. Upon employment any employee who will be driving a college vehicle must provide a copy of a valid driver's license and any special licenses to the Office of the Vice President (VP), Administrative Services/CFO prior to driving a vehicle.
 - 1.2.1. It is the responsibility of the employee to notify the Office of the VP, Administrative Services/CFO of any changes in the status of their license(s) and to provide copies of renewed licenses.

- 1.3. Drivers will abide by all applicable traffic laws and regulations and are personally responsible for any traffic violations.
- 1.4. The College reserves the right to deny the use of vehicles to anyone.
- 1.5. Pre-Trip Inspection: A pre-trip inspection should be performed by the driver at the beginning of each trip and every twelve (12) hours of travel.
 - 1.5.1. Items to inspect include but are not limited to lights, horn, wiper blades, tires, glass, and fluid leaks. Vehicles should also be inspected prior to use for any deficiencies such as cleanliness, damage to vehicle, and low fuel.
 - 1.5.2. Any noted deficiencies should be reported in writing to the VP, Administrative Services/CFO.
- 1.6. Unless otherwise noted, all maintenance and repairs of vehicles should be scheduled and arranged by either the Office of the VP, Administrative Services/CFO or a member of the Buildings and Grounds staff on the Person County Campus or by the Coordinator, Buildings and Grounds on the Caswell County Campus.
- 1.7. All accidents should be reported to the VP, Administrative Services/CFO as soon as possible.
 - 1.7.1. If personal injury or property damage is involved, the proper law enforcement agency should be notified immediately. This is the driver's responsibility.
 - 1.7.2. The VP, Administrative Services/CFO is also to be notified promptly about minor scratches, dents, or other damage.
 - 1.7.3. All vehicles should be left clean and in good repair upon return to the College.
- 1.8. In emergency situations, or in situations where safety is a factor, drivers should have necessary service(s) performed on the road and report such service(s) to the VP, Administrative Services/CFO upon return.
 - 1.8.1. Expenditures for repairs made on the road, plus other needed service, will be reported to the Business Office.
- 1.9. Reports on mileage should be made in the logbook assigned to each college vehicle as appropriate.
- 1.10. Prior to each trip, keys and logbooks should be picked up and returned promptly after use.

- 1.10.1. Keys and logbooks should be picked up from the receptionist in A Building on the Person County Campus
- 1.10.2. Keys and logbooks should be picked up from the receptionist in K Building on the Caswell County Campus.
- 1.11. As a courtesy to other users, the gas tank should be filled as appropriate. At a minimum, the car should never be returned with less than $\frac{1}{2}$ a tank of gas.
- 1.12. All college vehicles (except Maintenance vehicles) should be scheduled in advance with the Switchboard in Building A on the Person County Campus and with the receptionist in K Building on the Caswell County Campus.
 - 1.12.1. Vehicles will be assigned on a first-come, first-served basis except as noted in the specific vehicle type procedure outlined below.
- 1.13. College vehicles may not be used for personal business or pleasure.
- 1.14. Individuals driving college vehicles are required to obey all traffic laws and to exercise good judgment with respect to best driving practices.
- 1.15. Drugs and alcohol must not be consumed or transported in college vehicles.
 - 1.15.1. Any employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges.
 - 1.15.2. A driver shall not consume alcohol 12 hours prior to driving a college vehicle.
- 1.16. The use of tobacco products is prohibited in any vehicle.
- 1.17. Baggage and equipment should be kept in the trunk or secured to prevent them from becoming dangerous projectiles.
- 1.18. The College requires that all occupants use their seat belts in accordance with the North Carolina mandatory seat belt law.
 - 1.18.1. The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination. The driver should visually check, as well as verbally inform, the passengers.
- 1.19. There should be no loud music, throwing of objects, or other driver distractions inside college vehicles.

- 1.19.1. Use of mobile telephones and/or any hand-held devices by the driver when the vehicle is in motion is prohibited.
- 1.20. The driver must slow down and use caution when driving over speed bumps or potholes. This will avoid damage to college vehicles as well as preventing jolts to passengers in the rear of the vehicle.
- 1.21. The College reserves the right to cancel scheduled trips with college vehicles due to weather and road conditions.
- 1.22. The employee is responsible for notifying the College of any of the occurrences outlined below since the College would not otherwise have record of these offenses. An employee who has had one of the following to occur during the 24-month period preceding their use or request for use of a college vehicle may be considered a "Disqualified Driver":
 - 1.22.1. Accumulating more than 7 points on his or her driving record,
 - 1.22.2. Receiving a citation (ticket) while driving a college vehicle,
 - 1.22.3. Having an "at fault" motor vehicle accident within the six (6) months preceding a request to drive a college vehicle, or
 - 1.22.4. Having been charged with one of the following offenses preceding a request to drive a college vehicle:
 - 1.22.4.1. Driving Under the Influence (DUI)
 - 1.22.4.2. Driving While Intoxicated (DWI)
 - 1.22.4.3. Leaving the scene of an accident
 - 1.22.4.4. Refusal to take a chemical test for intoxication or drug use
 - 1.22.4.5. Causing an accident that involves a pedestrian
- 1.23. A Disqualified Driver may not drive a college vehicle until:
 - 1.23.1. his or her Motor Vehicle Record has been reviewed by the VP, Administrative Services/CFO and
 - 1.23.2. the Disqualified Driver has satisfied the corrective, preventative and/or educational measures which may include, but are not limited to, successfully

completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on college business.

Section 2: State-Owned Fleet Vehicles

- 2.1. Use of State-owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual <http://www.ncmotorfleet.com/regmanual.aspx>. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 2.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate college budget.

Section 3: College-Owned Fleet Vehicle

- 3.1. Use of college-owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual <http://www.ncmotorfleet.com/regmanual.aspx> as is appropriate.
 - 3.1.1. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 3.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate college budget.

Section 4: College-Owned Maintenance Vehicles

- 4.1. College Buildings and Grounds personnel are the only authorized drivers of college-owned Maintenance vehicles.

Section 5: College-Owned Instructional Vehicles

- 5.1. Maintenance of instructional vehicles will be the responsibility and expense of the instructional department for which they are used.
- 5.2. All drivers must have appropriate licensing for the type of vehicle being used.

Section 6: Utility Cart Procedures

- 6.1. Purchase, Storage and Maintenance
 - 6.1.1. The purchase, use and operation of carts on PCC campuses shall be allowed only when a true business need is established and conditions within these procedures are met. These procedures establish professional and consistent

standards for all carts and ensures that all persons who operate such vehicles do so in a safe and responsible manner.

- 6.1.2. All purchases must be reviewed and approved by the VP, Administrative Services/CFO.
- 6.1.3. The charging station or fuel storage location must be approved by Facility Services.
- 6.1.4. Facility Services is responsible for routine maintenance on all carts to maintain safe operation. If a cart is deemed unsafe for use, the cart will immediately be taken out of service until repairs can be resolved.

6.2. Operation

- 6.2.1. All carts must be operated in a safe and responsible manner. At a minimum, the following guidelines must be followed:
 - 6.2.1.1. Operators must have a valid driver's license on file
 - 6.2.1.2. Operators must be employees of the College
 - 6.2.1.3. Completed mandatory training

Section 7: List of College Vehicles

- 7.1. The Office of the VP, Administrative Services/CFO maintains a list of college vehicles, their classification, and the department/area of responsibility.

Legal Citation: [N.C.G.S. 20](#); [N.C.G.S. 115D-21\(a\)](#); [NC Department of Administration Motor Fleet Management Regulations Manual](#)

History: Effective July, 2012; Revised April 2021, October 2023

2.32 Non-Retaliation Policy

Last Revised: November 2022

Policy: Piedmont Community College (PCC) forbids retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations of state or federal law (including Title IX, Title VII, Pregnancy Discrimination Act (PDA), the Age Discrimination in Employment Act (ADEA) and the Americans with Disabilities Act (ADA)), College policy, rules or regulations.

Purpose/Definitions:

Purpose

To define how the College provides for the protection of any person or group within its community from retaliation who, in good faith, participates in investigations or reports alleged violations of policies, laws, rules or regulations applicable to the College. Such violations include, without limitation:

- Discrimination, harassment, or sexual misconduct
- Fraud
- Unethical business conduct
- Academic misconduct
- Waste, abuse, or mismanagement
- Substantial, specific or imminent danger to faculty, staff or students, or to the public health or safety.

Definitions

Bad Faith Reporting—an individual shall be considered to have reported in bad faith if they have brought forward a complaint or participated in providing information during an investigation, knowing that such information is not true or made without a reasonable belief in the truth of the allegation based upon the facts.

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

From Laws Enforced by the EEOC:

Title VII of the Civil Rights Act of 1964 (Title VII) – This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

The Pregnancy Discrimination Act – This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Equal Pay Act of 1963 (EPA)—This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Age Discrimination in Employment Act of 1967 (ADEA) – This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Title I of the Americans with Disabilities Act of 1990 (ADA) – This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

The Genetic Information Nondiscrimination Act of 2008 (GINA) – This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an

individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

U. S. Equal Employment Opportunity Commission. (2018, Oct. 3) *Laws enforced by the EEOC*. Retrieved from <https://www.eeoc.gov/laws/statutes/index.cfm>

Good Faith Reporting—an individual is considered to have reported in good faith if they have brought forward the complaint or participated in providing information during an investigation, based upon a reasonable belief that the information provided is true.

Retaliation—any inappropriate or unsubstantiated action taken or threatened against an employee because the individual has, in good faith, made an allegation concerning the violation of state or federal law, College policy, rule or regulation, or has participated in any manner with an investigation of such allegation. Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.

Examples of work-related retaliation may include, but are not limited to:

- Unsubstantiated adverse performance evaluations or disciplinary action
- Unfounded negative job references
- Arbitrary denial of salary increases, promotions or other job benefits
- Unfounded reduced or limited work assignments.

Examples of social retaliation in the workplace may include, but are not limited to:

- Discrimination or harassment from co-workers and/or supervisor
- Bullying, which involves repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly
- Hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment
- Physical threats and/or destruction of personal or state property.

Actions also considered retaliatory include any action taken or threatened by an employee that would dissuade a reasonable employee from engaging in activities protected by this policy.

Title IX of the Education Amendments of 1972 (Title IX)—this law makes it illegal to discriminate against someone on the basis of sex in any federally funded education program or activity. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

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

Procedure:

Section 1: Reporting Protections and Restrictions

- 1.1. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden.
- 1.2. This policy does not protect an individual who files a report or provides information as part of an investigation that they know is false, files a bad faith retaliation claim or participates in any illegal conduct.
 - 1.2.1. The College will take appropriate action, up to and including dismissal, against any employee who violates this policy.

Section 2: Reporting Retaliation

- 2.1. If an individual believes they have been the subject of retaliation, the individual should either contact the immediate supervisor in the office to which the initial complaint was filed or any of the following:
 - 2.1.1. The individual's dean, director, or administrative head
 - 2.1.2. The Director, Human Resources and Organizational Development
 - 2.1.3. The Vice-President, Administrative Services/CFO
- 2.2. Reports should be made within 30 days after the suspected wrongful activity or retaliation occurs to facilitate investigation of the report.
- 2.3. All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

Section 3: Investigation

- 3.1. The appropriate office will investigate the complaint in accordance with the PCC Policy 5.19 Employee Disciplinary Policy.
- 3.2. Depending on the nature of the allegations, the investigation could include:
 - 3.2.1. Interviews with the reporting party

- 3.2.2. Interviews with the accused individual(s) (or, if the alleged retaliation involves a department rather than an individual, with a representative of that department)
 - 3.2.3. Interviews with witnesses
 - 3.2.4. A review of written documentation and relevant policies
 - 3.2.5. Any other steps necessary to investigate the allegations thoroughly
- 3.3. The appropriate office will take any warranted disciplinary action and will notify the reporting party and the accused of the outcome of the investigation.

Section 4: Appeal

- 4.1. Any party not satisfied with the outcome of a retaliation investigation may appeal the decision pursuant to College Policy 5.20 Employee Grievance.

Legal Citation: [Title IX of the Education Amendments of 1972 \(Title IX\)](#), [Title VII of the Civil Rights Act of 1964 \(Title VII\)](#), [The Pregnancy Discrimination Act](#), [The Age Discrimination in Employment Act of 1967 \(ADEA\)](#), [Title I of the Americans with Disabilities Act of 1990 \(ADA\)](#), [The Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#), and [N.C.G.S. 95-240 to 95-245](#).

History: Effective November 6, 2018; revised November 2020—cross references Policies 5.19 Employee Disciplinary Policy and 5.20 Employee Grievance, May 2022—updated definitions, November 2022

2.33 Animals on Campus

Revised: November 2022

Policy: Piedmont Community College (PCC) regulates the presence of privately-owned animals, including pets, in college buildings and on college-owned and controlled property.

Purpose/Definitions:

Purpose

In accordance with [Section 504 of the Rehabilitation Act of 1973](#), the [Americans with Disabilities Act of 1990](#) and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This Policy addresses the use of service animals and other animals on all Piedmont Community College locations by qualified individuals with disabilities or individuals authorized to provide training.

Definitions

Emotional Support Animal—an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal."

Pet/Domestic Animal—an animal that is a member of a species that is normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals. A pet/domestic animal is not an Emotional Support Animal or a Service Animal.

Service Animal—an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological

disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Service Animal-in-Training—an animal that is brought to campus by a trainer for the purpose of training the animal to become a service animal for individuals with disabilities and is allowed in accordance with [N.C.G.S. 168-4.2\(b\)](#) and the provisions of this policy.

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

Procedure:

Section 1: General Provisions

- 1.1. Animals are permitted on college grounds; however, pets/domestic animals are generally not permitted within buildings and may not be left unattended and endangered in a vehicle on college property ([N.C.G.S. 14-363.3](#)).
- 1.1.1. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic dean prior to the pet/domestic animal being allowed on campus.
- 1.1.2. If approved, the approving dean should notify Safety and Security of the upcoming visit.
- 1.2. No individual may tether an animal to any fence, tree, shrub, post, or other object located upon college property not designed for the purpose of securing animals.
- 1.3. The prompt collection and disposal of animal waste is required.
- 1.4. Subject to the rules set forth in sections 2, 3 and 4 below, Emotional Support Animals, Service Animals, and Service Animals-in-Training are permitted in any area of campus where employees or students are permitted. However, the College may prohibit the presence of animals in certain locations where health and safety restrictions prevent their presence, where animals may be in danger, or where the presence of animals may cause health issues, for example: laboratories, food preparation areas,

mechanical rooms, or other places where the health or safety of others may be compromised.

Section 2: Responsibilities of the Service or Emotional Support Animal Owner/Handler

2.1. Registration

2.1.1. Service Animals and Service Animals-in-Training

2.1.1.1. Students and employees are not required to register Service Animals or Service Animals-in-Training. However, they are encouraged to notify the Disability Services Office (students) or the Office of Human Resources and Organizational Development (employees) if they intend to use a Service Animal on campus so that appropriate college officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus.

2.1.1.2. Visitors with Service Animals or Service Animals-in-Training are not required to register their animals.

2.1.2. Emotional Support Animals

2.1.2.1. Students or college employees who wish to have an Emotional Support Animal on campus must first bring appropriate documentation from a physician or mental health professional to support having an Emotional Support Animal as a result of their disability, to the Disability Services Office (students) or the Office of Human Resources and Organizational Development (employees) to determine if their Emotional Support Animal is allowed on campus.

2.1.2.2. This determination will be decided on a case-by-case basis (see Section 3.2).

2.1.2.3. If the Emotional Support Animal is accepted on campus, the student or employee will be required to register the animal and follow the accommodations given by the appropriate staff person.

2.2. Identification

2.2.1. It is recommended but not required, that animals for individuals with disabilities wear some type of commonly recognized symbol indicating the animal is a working animal.

2.2.2. A Service Animal-in-Training must wear a collar and leash, harness, or cape that identifies the animal as a Service Animal-in-Training.

2.3. Care and Supervision

2.3.1. The care and supervision of a Service or Emotional Support Animal is the responsibility of the animal's owner and/or handler.

2.3.1.1. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability.

2.3.1.2. Owners/handlers must provide evidence of rabies vaccination for dogs and cats.

2.3.2. The Service or Emotional Support Animal (or any other animal on campus) must be under the control of the handler at all times and may not be left alone.

2.3.2.1. All animals on campus must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length.

2.3.2.2. In situations where a leash or other device interferes with a Service Animal's ability to perform its task or service, the Service Animal or Service Animal-in-Training must remain under control of the handler at all times.

2.3.3. The owner and handler of any Service Animal, Service Animal-in-Training, Emotional Support Animal, or Pet/Domestic Animal is responsible for any damage of personal property or any injuries to an individual caused by the animal.

2.3.4. The handler must ensure the animal is "housebroken" and trained and must clean up and remove all animal waste created by the animal.

2.3.5. A Service Animal, Service Animals-in-Training, Emotional Support Animal, or Pet/Domestic Animal may not disrupt the operation of the College or any class.

Section 3: Responsibilities of the College Community

3.1. Service Animals

- 3.1.1. If the need for a Service Animal is obvious, college officials may not question the presence of the animal on campus.
- 3.1.2. If the need for a Service Animal is not obvious, college officials are permitted to ask the handler two questions:
 - 3.1.2.1. Is the animal required because of a disability?
 - 3.1.2.2. What work or task(s) has the animal been individually trained to perform?
- 3.1.3. At no time may a college official require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual's disability.
- 3.1.4. If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director, Human Resources and Organizational Development (if an employee) or the Disabilities Services, Counselor (if a student).
 - 3.1.4.1. All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

3.2. Emotional Support Animals

- 3.2.1. The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis.
- 3.2.2. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus, provided they have documentation from a physician or mental health professional.
- 3.2.3. The College is not required to grant reasonable accommodations that would result in a fundamental alteration of a program or would constitute an undue burden.

- 3.2.4. Any requests for a reasonable accommodation for an Emotional Support Animal shall be directed to the Disabilities Services, Counselor (students) or the Office of Human Resources and Organizational Development (employees).
- 3.2.5. In determining requests accommodations for an Emotional Support Animal, the considerations are:
 - 3.2.5.1. Does the person have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities) with supporting recent documentation from a physician or mental health professional describing the need for an Emotional Support Animal?
 - 3.2.5.2. Does the Emotional Support Animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more of the identified symptoms or effects of the person's existing disability?
 - 3.2.5.3. Is the request an undue burden on the College or does it fundamentally alter a college program?
 - 3.2.5.4. Is the emotional support animal deemed unacceptable per the College's insuring entity? Unacceptable animals include:
 - 3.2.5.4.1. Guard dogs
 - 3.2.5.4.2. Dogs displaying vicious tendencies or with previous dog bite incidents as evidenced on the application/questionnaire or by the observations of the insurer's Risk Management or agent.
 - 3.2.5.4.3. Any of the following dog breeds or mixes:
 - 3.2.5.4.3.1. Akita
 - 3.2.5.4.3.2. American Pit Bull/Staffordshire Terrier
 - 3.2.5.4.3.3. Alaskan Husky/Alaskan Malamute
 - 3.2.5.4.3.4. Bullmastiff
 - 3.2.5.4.3.5. Chow
 - 3.2.5.4.3.6. Doberman pinscher
 - 3.2.5.4.3.7. German shepherd

- 3.2.5.4.3.8. Great Dane
- 3.2.5.4.3.9. Huskies - all breeds
- 3.2.5.4.3.10. Presa Canario (Canary Dog)
- 3.2.5.4.3.11. Rottweiler
- 3.2.5.4.3.12. St. Bernard
- 3.2.5.4.3.13. Wolf Hybrid

Section 4: Removal of Service Animals, Service Animals-in-Training, Emotional Support Animals, or Pets/Domestic Animals

- 4.1. The College has the authority to remove any animal from its facilities or properties if the animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities.
- 4.2. It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training." [N.C.G.S. 168-4.5](#). In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal.
- 4.3. Any employee or student who violates any portion of this procedure is subject to disciplinary action.

Legal Citation: [Section 504 of the Rehabilitation Act of 1973](#), [Americans with Disabilities Act of 1990](#), [N.C.G.S. 14-363.3](#), [N.C.G.S. 168-4.2](#), [N.C.G.S. 168-4.2\(b\)](#), [N.C.G.S. 168-4.5](#)

History: Effective November 3, 2020; Revised February 2021, November 2022

2.35 Acting and Interim President

Last Revised: New

Policy: The Piedmont Community College (PCC) Board of Trustees (BOT) appoints an acting or interim president in times of absence by the President of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline procedures for managing the absence of the President of the College and facilitating a smooth transition during extended absences or changes in leadership.

Definitions

Acting president—one who serves in the temporary and short-term absence of the President when the President is expected to return to work.

Interim president—one who serves as a bridge to a new college president when it is likely the incumbent President will not return to work.

Presidential vacancy—occurs when the College's current president permanently steps away from their position.

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

Procedure:

Section 1: General Provisions

- 1.1. When a presidential vacancy occurs or is anticipated, the Board will act in accordance with 1C SBCCC 300.1 to begin the presidential selection process.

Section 2: Acting or Interim President Appointments

2.1. In the temporary or short-term absence of the President, the Board will consider the following positions for appointment as the Acting or Interim President, as appropriate to the situation:

2.1.1. Vice President, Instruction/Chief Academic Officer

2.1.2. Vice President, Administrative Services/Chief Financial Officer

2.1.3. Vice President, Student Development/Title IX Coordinator

2.1.4. Vice President, Information Technology/Chief Information Officer

2.1.5. The Board may also consider other individuals, whether internal or external to the College, for the acting or interim assignment.

Section 3: PCC Board Authority

3.1. The Board has full autonomy to appoint an Acting President if they choose to replace the current President for any reason.

3.2. The Board Chair will appoint an Acting President pending full Board approval at their next meeting during which time they will adjust the compensation for the Acting President according to the situation.

Section 4: Succession Planning

4.1. In the event of a planned vacancy, the current President will review the potential appointees and present recommendations to the Board for consideration.

4.1.1. If no one among the positions listed in Section 1 is available to serve, the President shall designate an alternative Acting President.

4.2. If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at their next meeting.

Section 5: Notification and Responsibilities

5.1. The President's Office will notify the Executive Council and the College community, as appropriate, when an Acting or Interim President is named.

5.2. The Acting or Interim President will fulfill the responsibilities outlined in the President's job description.

Section 6: Opportunities for Learning and Mentoring

6.1. The Board authorizes the President to

- 6.1.1. implement formal mentoring opportunities designed to provide training related to the powers, duties, and responsibilities held by the President.
- 6.1.2. assess and evaluate the performance of the Acting President.
- 6.1.3. provide compensation for services rendered by the Acting President.
- 6.1.4. support the pursuit of a terminal degree when needed through an investment of time and resources.

Legal Citation: [1C SBCCC 300.1](#)

History: Effective May 2024

Section 3

Fiscal Management

3.1 State Financial Support of Institutions

Last Revised: June 2023

Policy: Piedmont Community College (PCC) will receive and administer state funds appropriated by the State Board of Community Colleges in accordance with the North Carolina General Statutes.

Purpose/Definitions:

Purpose

The purpose of this policy is to acknowledge the procedure that State financial support is provided to the College through the State Board of Community Colleges.

Definitions

General administration—salaries and other costs as determined by the State Board necessary to carry out the functions of general administration.

Instructional services—salaries and other costs as determined by the State Board necessary to carry out the functions of instructional services.

Support services—salaries and other costs as determined by the State Board necessary to carry out the functions of support services.

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: State Financial Support

- 1.1. The College receives and administers state funds in accordance with [N.C.G.S. 115D-31](#) State Financial Support of Institutions.
-

Legal Citation: [N.C.G.S. 115D-2\(4\)](#); [N.C.G.S. 115D-31](#); [N.C.G.S. 115D-32](#)

History: Effective January 1988; reviewed September 2010, June 2021, June 2023

3.2 Local Financial Support of Institutions

Last Revised: July 2023

Policy: Piedmont Community College (PCC) receives funds appropriated by the Person County and Caswell County Commissioners to meet the financial needs of the College for the budget items outlined in the procedure section of this policy.

Purpose/Definitions:

Purpose

This policy outlines the procedure for receiving and using local and county funding provided to 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: Local Financial Support

1.1. The College receives and administers local funds in accordance with N.C.G.S. 115D-32 Local Financial Support of Institutions and consistent with the provisions of N.C.G.S. 115D-33 or N.C.G.S. 115D-34, including

1.1.1. Plant Fund: Acquisition of land; erection of all buildings; alterations and additions to buildings; purchase of automobiles, buses, trucks, and other motor vehicles; purchase or rental of all equipment necessary for the maintenance of buildings and grounds and operation of plants; and purchase of all furniture and equipment not provided for administrative and instructional purposes.

1.1.2. Current Expenses

- 1.1.2.1. Plant operation and maintenance
- 1.1.2.2. Support Services
- 1.1.3. The College's Board of Trustees may apply local public funds provided in accordance with N.C.G.S. 115D-33(a), as appropriate, or private funds, or both, to the supplementation of items of the current expense budget financed from State funds, provided a budget is submitted in accordance with N.C.G.S. 115D-54.
- 1.1.4. The College's Board of Trustees may apply institutional funds provided in accordance with N.C.G.S. 115D-54(b)(3) for such purposes as may be determined by the Board of Trustees.
- 1.1.5. The counties that agree to have satellite campuses of community colleges located in them accept the maintenance and utility costs of these satellite campuses.

Legal Citation: [N.C.G.S. 115D-32](#); [N.C.G.S. 115D-33](#); [N.C.G.S. 115D-34](#); [N.C.G.S. 115D-35](#); [N.C.G.S. 115D-54](#)

History: Effective January 1988; reviewed September 2010, June 2021, July 2023

3.3 Local Public Funds

Last Revised: July 2023

Policy: Piedmont Community College (PCC) shall receive funds appropriated by the Person County and Caswell County Commissioners to fund special capital needs of the college. These funds may derive from the issuance of bonds or from other non-tax revenues as outlined in the procedure section of this policy.

Purpose/Definitions:

Purpose

This policy outlines the procedure for receiving and using non-tax derived local and county funds provided to the college for capital purposes.

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: Appropriated Funds

1.1. N.C.G.S. 115D-34 (a), (1), (b), (c) provides for the receipt and use of local/county funds as follows:

1.1.1. For counties in which, immediately prior to the enactment of this Chapter, there was in operation or authorized a public community college which hereafter shall be operated pursuant to the provisions of this Chapter, the following provisions shall apply in providing local financial support for each such institution:

1.1.1.1. The board of commissioners of a county in which is located a public community college heretofore operated or authorized to operate pursuant to Article 3, Chapter 116, of the General Statutes of North Carolina, may

continue to levy special taxes annually for the local financial support of the institution as a community college as provided in N.C.G.S. 115D-32, to the maximum rate last approved by the voters of the county in accordance with the above Article.

- 1.1.1.2. The board of commissioners may also provide all or part of such funds by appropriations, in a manner consistent with the Local Government Budget and Fiscal Control Act, from nontax revenues.
 - 1.1.1.3. The question of increasing the maximum annual rate of a special tax may be submitted at an election held in accordance with the provisions of N.C.G.S. 115D-33(d) and the appropriate provisions of N.C.G.S. 115D-35.
- 1.1.2. The board of commissioners of a county in which is located one of the above public community colleges may provide funds for capital outlay for such institution by the issuance of bonds. All bonds shall be issued in accordance with the appropriate provisions of N.C.G.S. 115D-33 and N.C.115D-35.
 - 1.1.3. Public funds provided a community college prior to its becoming subject to the provisions of this policy and which remain to the credit of the institution upon its becoming subject to these provisions shall be expended only for the purposes prescribed by law when such funds were provided the institution.

Legal Citation: [N.C.G.S. 115D-32](#); [N.C.G.S. 115D-33](#); [N.C.G.S. 115D-34](#); [N.C.G.S. 115D-35](#)

History: Effective January 1988; reviewed September 2010, June 2021, July 2023

3.4 Student Tuition and Fees

Last Revised: March 2024

Policy: Piedmont Community College will receive tuition and fees charged to students who apply to or attend the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for receiving and using tuition and fees received from students and the governance of their usage as state funds.

Definitions

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Local Fees—a fee charged to a student for a good or service provided by the College other than instruction.

Register—to complete the procedure defined by the College to sign up for a course section.

Registration Fee—uniform registration fee schedules for non-curriculum extension courses based on course length, consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a continuing education course section that earns budget FTE as described in 1G SBCCC 100.99.

Self-Supporting Fee—a fee charged to a student to enroll in a course section that is offered on a self-supporting basis, as provided by 1E SBCCC Subchapter 600.

Tuition—uniform tuition rate per credit hour and a maximum tuition amount per academic term for resident and non-resident students consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a curriculum course that earns Budget FTE as described in 1G SBCCC 100.99.

Waive—to exempt a student from paying a charge that would otherwise be required and adjust the student's account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

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

Procedure:

Section 1: Authority to Establish Tuition and Fees

- 1.1. The College shall charge students tuition and registration fees consistent with State Board of Community Colleges Code (SBCCC) Chapter E, Student Tuition and Fees.
 - 1.1.1. The College is authorized to charge self-supporting and local fees established by their boards of trustees consistent with this chapter.
- 1.2. The College will provide students, through publicly available means, information about all approximate tuition and fees required for a course prior to enrollment.
 - 1.2.1. Tuition and fees shall be kept to a minimum consistent with the State Board philosophy to keep student costs as low as possible.

Section 2: Time Due

- 2.1. If a student registers on or before the first date of a course section, tuition, registration fees, and other fees required for enrollment are due on a specific date prescribed by the College that is on or before the first date of the course section.
- 2.2. If a student registers after the first date of the course section, tuition, registration fees, and other fees required for enrollment are due at the time of the student's registration.
- 2.3. A student may satisfy the requirement for payment due through one or more of the following methods:
 - 2.3.1. Directly paying the College.
 - 2.3.2. Demonstrating to the College's satisfaction that the student is eligible for financial aid or other third-party payment.
 - 2.3.3. Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).

2.3.4. Providing evidence of eligibility for a tuition or registration fee waiver consistent with 1E SBCCC 800.

2.4. To ensure tuition receipts are deposited to the credit of the fiscal year in which the Fall academic term occurs, colleges shall begin collecting curriculum tuition payments for the Fall academic term on or after July 1 of that year.

Section 3: Deferred Payment

3.1. The College may, with approval of the board of trustees, prescribe written procedures to permit short-term deferred payment or payment in installments; provided, however, that payment in full is due by the end of the academic term.

3.2. For the purposes of this section, "short term" is defined as a period that does not extend beyond the last day of the academic term.

Section 4: Failure to Pay

4.1. Unless otherwise prohibited by law, colleges may not enroll or distribute an academic credential to a student with an outstanding balance for tuition or registration fees except under the following circumstances:

4.1.1. The College anticipates that the outstanding balance will be paid using pending financial aid.

4.1.2. A person or organization demonstrates to the satisfaction of the College the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so.

4.1.3. A student is registered in a course section offered for the benefit of a company or agency.

4.1.3.1. For the purpose of this rule, company or agency specific course sections are courses where the company pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency.

4.1.4. A student is classified as a captive or co-opted student pursuant to 1D SBCCC 700.98(a).

4.1.5. A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in N.C.G.S. 115D-5(b)(2).

4.2. Unless otherwise prohibited by law, the College may withhold transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit the College's Board of Trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances.

4.2.1. Transcripts will be released to the student when the indebtedness has been removed or an approved payment plan has been submitted and is being adhered to by the student.

Legal Citation: [N.C.G.S. 115D-5\(b\)\(2\)](#), [1E SBCCC](#), [1E SBCCC 100.1](#), [1E SBCCC 200.1](#), [1E SBCCC 200.2](#), [1D SBCCC 700.98](#), [1E SBCCC 800](#)

History: Effective January 12, 1988; revised September 2010, January 2011, May 2021, May 2022—updated definitions, March 2024

3.4.1 Student Fees for Self-Supporting Classes

Last Revised: March 2024

Policy: Piedmont Community College (PCC) may sponsor self-supporting classes, deposit income (if any) to a local account, and pay all expenses from said local account.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures for receiving and using student fees received from self-supporting classes and the governance of the use of such funds.

Definitions

Direct costs—the costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course curriculum development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section. ([1E SBCCC 600.1](#))

Indirect costs—the costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section. ([1E SBCCC 600.1](#))

Pro-rata share—the minimum amount charged to each student shall approximate an equal share of the direct and indirect costs associated with providing self-supporting instruction. The minimum amount charged to the student shall be calculated based on the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section ([1E SBCC 600.3](#)).

Self-supporting—funding the direct and indirect costs of a course or set of courses through receipts collected from students or from a third-party on behalf of students enrolled in the course or set of courses ([1E SBCCC 600.1](#)).

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

Procedure:

Section 1: Authority to Charge Self-Supporting Fees

- 1.1. State Board of Community Colleges Code (SBCCC) [1E SBCCC 600.2](#) authorizes
 - 1.1.1. the College to offer curriculum and continuing education course sections on a self-supporting basis and charge self-supporting fees to students who enroll in self-supporting course sections
 - 1.1.2. the board of trustees to adopt a policy regulating self-supporting activities prior to a college offering self-supporting course sections, including
 - 1.1.2.1. the method the College must use to determine self-supporting fee rates, and
 - 1.1.2.2. the permissible uses of excess funds generated from self-supporting activities.

Section 2: Self-supporting Fee Rates

- 2.1. Self-supporting classes will not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational extension classes fall in this category.
- 2.2. Workforce Continuing Education instruction will not be offered in sheltered workshops and adult developmental activity program centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide workforce continuing education courses on a self-supporting basis as prescribed by [1G SBCCC 200.95](#).
- 2.3. The College may adopt different self-supporting fees for different courses and activities, subject to the limitations established by [1E SBCCC 600.3](#) and outlined in this section.
- 2.4. The College will determine self-supporting fees for curriculum courses using a Pro-rata Share Method. (See Exhibit 3.4.1 Screenshot of Self-Supporting Class Fee Pro-Rata Method)

- 2.4.1. The amount charged to each student shall approximate the pro-rata share of the direct and indirect costs associated with providing self-supporting instruction.
 - 2.4.2. Unless the College can demonstrate a need for a higher rate, the College may estimate indirect costs by applying its or a rate up to 25%, whichever is higher, to the direct costs of providing the self-supporting activity.
 - 2.4.3. The amount charged to the student shall be calculated based on either the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section.
 - 2.4.4. Each student must pay the self-supporting fee even if the sum of the curriculum tuition and self-supporting fees charged to the student for the academic term exceeds the maximum tuition rate set by the State Board and academic term.
- 2.5. The College will set self-supporting fees for continuing education course sections at a level at or below the local market rate for the type of continuing education instruction provided.

Section 3: Deposit and Use of Self-Supporting Fees

- 3.1. In accordance with [1E SBCCC 600.4](#), the College will deposit self-supporting fee receipts in an institutional unrestricted general ledger account.
 - 3.1.1. Any course section initially designated as self-supporting cannot be changed to a State-funded designation after the College collects any receipts for the course section.
- 3.2. Self-supporting fee receipts will be used to support the direct and indirect costs of the self-supporting course sections.
 - 3.2.1. The College will not use state funds for direct costs of self-supporting course sections.
 - 3.2.2. If a full-time faculty member teaches a self-supporting course section, the College will either
 - 3.2.2.1. pro-rate the faculty salary based on the time allocated between state-funded and self-supporting course sections in the faculty member's course load, or

- 3.2.2.2. reimburse State funds an amount equal to the number of instructional hours associated with the self-supporting course section multiplied by the instructor's hourly rate of pay.
- 3.3. If self-supporting receipts exceed expenditures for the fiscal year, the College will use excess receipts either in accordance with [1E SBCCC 700.7](#).

Legal Citation: [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-39](#), [1E SBCCC 600.1](#), [1E SBCCC 600.2](#), [1E SBCCC 600.3](#), [1E SBCCC 600.4](#), [1E SBCCC 700.7](#), [1G SBCCC 200.95](#)

History: Effective April 2000; reviewed July 2008, September 2010, November 2021, March 2024

Exhibit 3.4.1 Screenshot of Self-Supporting Class Fee Pro-Rata Method

(see the Vice President, Instruction/CAO or an instructional dean for a live copy of the spreadsheet)

	A	B	C	D
1				
2	Step 1: enter the estimated costs for the proposed self-supporting course (B5 - B14).			
3	Step 2: enter the number of students expected in the course (17B).			
4	Estimate Direct Costs for the Course			
5	Instructor/presenter Salary	\$	1,378.00	
6	Travel	\$	-	
7	Curriculum development	\$	-	
8	building rental	\$	-	
9	instructional supplies	\$	-	
10	insurance	\$	-	
11	advertising	\$	-	
12	printing	\$	-	
13	postage/mailing	\$	-	
14	refreshments/meal (must disclose ahead of time)	\$	-	
15	Total Direct Costs	\$	1,378.00	
16				
17	Number of Expected Students		10	
18				
19				
20	Indirect Costs (25%)	\$	344.50	
21	Total Cost for Course	\$	1,722.50	
22				
23				
24				
25	Self-supporting fee rate (minimum to be charged to students)	\$	172.25	
26				
27				
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38				

3.5 Preparation and Submission of Institutional Budget

Last Revised: July 2023

Policy: The Board of Trustees of Piedmont Community College shall approve the submission of a budget request on forms provided by the State Board of Community Colleges.

Purpose/Definitions:

Purpose

This policy outlines the procedure for preparation and submission of the annual budget to the State Board of Community Colleges.

Definitions

Categorical funds—funds appropriated to the College from any state government source that are targeted for particular categories of projects, students, special programs, or special purposes. These funds may not be used for any other purpose than the purpose for which they were allocated.

County funds—funds appropriated to the College by the local tax-levying authorities, the Person County Board of Commissioners and the Caswell County Board of Commissioners.

Institutional funds—funds budgeted and expended through college accounts that are not allocated to the College by the State Board of Community Colleges, nor appropriated to the College by the local tax-levying authority.

Plant fund—acquisition of land; erection of all buildings; alterations and additions to buildings; purchase of automobiles, buses, trucks, and other motor vehicles; purchase or rental of all equipment necessary for the maintenance of buildings and grounds and operation of plants; and purchase of all furniture and equipment not provided for administrative and instructional purposes.

State funds—all funds that are allocated to colleges by the State Board of Community Colleges, regardless of the revenue source.

Trust and Agency funds—funds held by an institution as custodian or fiscal agent for others such as student organizations, individual students, or faculty members.

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: Funding Sources

- 1.1. The budget shall be based on estimates of available funds if provided by the funding authorities or as estimated by the College.
- 1.2. The State Current Fund shall be based on available funds.
- 1.3. All other funds shall be based on needs as determined by the Board of Trustees and shall include the following:
 - 1.3.1. State Current Fund
 - 1.3.2. County Current Fund
 - 1.3.3. Categorical Fund
 - 1.3.4. Institutional Fund
 - 1.3.5. Plant Fund

Section 2: State Current Fund Budget

- 2.1. The budget request shall contain the items of current operating expenses as provided in N.C.G.S. 115D-31 for which State funds are requested.
- 2.2. The approving authority for the State current fund budget request shall be the board of trustees and the State Board of Community Colleges.

Section 3: County Current Fund Budget

- 3.1. The budget request shall contain the items of current operating expenses, as provided in N.C.G.S. 115D-32, for which county funds are requested.
- 3.2. The approving authority for the county current fund budget request shall be the board of trustees and the local tax-levying authority.
- 3.3. The State Board of Community Colleges shall have approving authority pursuant to N.C.G.S. 115D-33 with respect to required local funding.

Section 4: Institutional Fund Budget

- 4.1. The budget request shall contain the items of current operating expenses, ~~loan funds~~, scholarship funds, auxiliary enterprises, state, private, and federal grants and contracts and endowment funds for which institutional funds are requested.
- 4.2. The approving authority for the institutional fund budget request shall be the board of trustees of the institution.

Section 5: Categorical Fund Budget

- 5.1. Colleges receiving categorical funds from any state government source must report the receipt and use of such funds annually to the North Carolina Community College System in accordance with the System's Annual Reporting Plan.

Section 6: Plant Fund Budget

- 6.1. The budget request shall contain the items of capital outlay, as provided in N.C.G.S. 115D-31 and N.C.G.S. 115D-32, for which funds are requested, from whatever source.
- 6.2. The board of trustees shall submit the budget to the local tax-levying authority.
 - 6.2.1. The local tax-levying authority shall approve or disapprove, in whole or in part, that portion of the budget requesting local public funds.
 - 6.2.2. After approval by the local tax-levying authority, the board of trustees shall submit the budget to the State Board of Community Colleges on a date designated by the State Board.
- 6.3. The State Board may approve or disapprove, in whole or in part, that portion of the budget requesting state or federal funds.
- 6.4. Plant funds provided for construction and major renovations shall be permanent appropriations until the conclusion of the project for which appropriated.

Section 7: Other Funding Provisions

- 7.1. No public funds shall be provided an institution, either by the tax-levying authority or by the State Board of Community Colleges, except in accordance with the budget provisions of Article 4A Budgeting, Accounting, and Fiscal Management of N.C.G.S. 115D-54.
- 7.2. The preparation of a budget for, and the payment of interest and principal on indebtedness incurred on behalf of an institution, shall be the responsibility of the

county finance officer(s) of the administrative areas, and the Board of Trustees of the institution shall have no duty or responsibility in this connection.

7.3. Trust and agency funds need not be budgeted.

Legal Citation: [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-31](#), [N.C.G.S. 115D-32](#), [N.C.G.S. 115D-33](#), [N.C.G.S. 115D-54](#); [1H SBCCC 100.1](#), [1H SBCCC 200.1](#), [1H SBCCC 400.1](#)

History: Effective January 1988; October 2001; reviewed September 2010, May 2021, July 2023

3.6 Budget Management

Last Revised: July 2023

Policy: The Board of Trustees of Piedmont Community College (PCC) shall prepare for submission a budget for the upcoming fiscal year to the Person County and Caswell County Board of Commissioners on or before July 1st of each year.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for submission of the annual budget to the Person County and Caswell County Board of Commissioners.

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: Approval of Budget by Local Tax-Levying Authority

- 1.1. By a date fixed by the local tax-levying authority, the budget shall be submitted to the local tax-levying authority for approval of that portion within its authority as stated in N.C.G.S. 115D-54(b).
 - 1.1.1. On or before July 1, or such later date as may be agreeable to the board of trustees, but in no instance later than September 1, the local tax-levying authority shall determine the amount of county revenue to be appropriated to an institution for the budget year.
 - 1.1.2. The local tax-levying authority may allocate part or all of an appropriation by purpose, function, or project as defined in the budget manual as adopted by the State Board of Community Colleges.

- 1.2. The local tax-levying authority shall have full authority to call for all books, records, audit reports, and other information bearing on the financial operation of the institution, except records dealing with specific persons for which the person's rights of privacy are protected by either federal or state law.
- 1.3. Nothing in this policy shall be construed to place a duty on the local tax-levying authority to fund a deficit incurred by an institution through failure of the institution to comply with the provisions of this article or rules and regulations issued pursuant hereto.

Section 2: Approval of Budget by State Board of Community Colleges

- 2.1. After notification by the local tax-levying authority of the amount appropriated, the budget shall be submitted to the State Board of Community Colleges on a date designated by the State Board of Community Colleges for approval of that portion within its authority as stated in N.C.G.S. 115D-54(b).
 - 2.1.1. The State Board of Community Colleges shall approve the budget for each institution in such amount as the State Board decides is available and necessary for the operation of the institution.
- 2.2. The State Board of Community Colleges shall have authority to call for all books, records, audit reports and other information bearing on the financial operation of the institution, except records dealing with specific persons for which the persons' rights of privacy are protected by either federal or state law.
- 2.3. Nothing in this policy shall be construed to place a duty on the State Board of Community Colleges to fund a deficit incurred by an institution through failure of the institution to comply with the provisions of this policy or rules and regulations issued pursuant hereto.

Legal Citation: [N.C.G.S. 115D-54\(b\)](#), [N.C.G.S. 115D-55](#)

History: Effective January 1988, reviewed September 2010, May 2021, July 2023

3.7 Budget Adoption Process

Last Revised: February 2023

Policy: Piedmont Community College's Board of Trustees shall adopt a budget resolution that ensures the College expends funds in accordance with the State Board of Community Colleges State Aid Allocations and Budget Policies.

Purpose/Definitions:

Purpose

This policy outlines the procedures for final adoption of the annual budget by the College's Board of Trustees and for implementation of an interim budget in the event a final annual budget is not adopted prior to July 1 of each year.

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: Interim Budget Provisions

- 1.1. When no budget is in place before the end of the fiscal year, the Board of Trustees shall authorize the President to pay salaries and other ordinary expenses of the College for the interval between the beginning of the fiscal year and the adoption of the budget resolution based on budget projection worksheets provided by the North Carolina Community College System (NCCCS) Finance Division.

Section 2: Final Resolution of Budget

- 2.1. Upon notification of approval by the State Board of Community Colleges, the Board of Trustees shall adopt a budget resolution as defined in the following documents published by the NCCCS Office:

- 2.1.1. State Aid Allocations & Budget Polices
 - 2.1.2. College Budget Allotment Sheets
 - 2.1.3. College Budget Summary (Form 2-1)
- 2.2. The budget resolution will comply with the resolution of the State Board and the appropriations of the tax levying authorities and all other funding agencies.

Legal Citation: [N.C.G.S. 115D-56](#); [N.C.G.S. 115D-57](#)

History: Effective January 1988; reviewed September 2010, March 2021, February 2023—
Content of PCC Policy 3.8 Interim Budget was incorporated into this policy

3.9 Amendments to Budget; Budget Transfers

Last Revised: December 2023

Policy: The State Board of Community Colleges shall adopt rules and regulations governing the amendment of the budget for an institution. The Board of Trustees may amend the budget or transfer monies from one appropriation to another within the same fund at any time after the budget's adoption pursuant to the rules and regulations of the State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for amending the budget or making transfers within the budget after its initial approval.

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: General Provisions for Budget Amendments and Budget Transfers

1.1. The College adheres to N.C.G.S. 115D-58.

Legal Citation: [N.C.G.S. 115D-58](#)

History: Effective January 1988; September 2011, May 2021, December 2023

3.9.1 Provisions for Disbursement of State Money

Last Revised: December 2023

Policy: Piedmont Community College (PCC) will receive disbursements from the North Carolina Community Colleges System (NCCCS) Office monthly, after certification to the System of the expenditures to be made by the College during the month.

Purpose/Definitions:

Purpose

This policy outlines the procedure for certifying and receiving funds from the State Treasury to be used in the operation of 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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.3 and 1H SBCCC 200.3.
-

Legal Citation: [N.C.G.S. 115D-58.3](#); [1H SBCCC 200.3](#)

History: Effective January 1988; reviewed September 2010, September 2021, December 2023

3.9.2 Provisions for Disbursement of Local Money

Last Revised: December 2023

Policy: Piedmont Community College (PCC) shall disburse local funds to the extent that the amount of funds remaining credited to the College is within the unencumbered balance of the appropriation for the item of expenditure according to the approved budget.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for the use of local funds for budget purposes.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.4.
-

Legal Citation: [N.C.G.S. 115D 58.4](#)

History: Effective January 1988; reviewed September 2010, June 2021, December 2023

3.9.3 Accounting System

Last Revised: December 2023

Policy: Piedmont Community College (PCC) shall establish and maintain an accounting system, consistent with procedures as prescribed by the Community Colleges System Office and the State Controller, which shows the College's assets, liabilities, equities, revenues, and expenditures.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which the College will maintain its accounting system as required by general statute.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.5.
-

Legal Citation: [N.C.G.S. 115D-58.5](#); [N.C.G.S. 115D-58.14](#); [N.C.G.S. 147 Article 5A](#)

History: Effective January 1988; reviewed September 2010, January 2011, July 2021, December 2023

3.9.4 Investment of Idle Cash

Last Revised: January 2024

Policy: Piedmont Community College (PCC) shall have the power to purchase, sell, and exchange securities on behalf of the Board of Trustees (BOT).

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for investing idle cash.

Definitions

Cash balance—the amount equal to all monies received into institutional fund accounts minus all expenses and withdrawals from those accounts in an official depository of the institution as designated by the local BOT consistent with N.C.G.S. 115D-58.7.

Official depository—one or more banks, savings and loan associations, or trust companies in North Carolina that a community college BOT has designated consistent with N.C.G.S. 115D-58.7.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.6.
-

Legal Citation: [N.C.G.S. 115D-58.6](#); [N.C.G.S. 115D-58.7](#); [N.C.G.S. 147-69.2](#); [N.C.G.S. 147-69.3](#); [N.C.G.S. 159-30\(b1\)](#); [N.C.G.S. 159-30\(c\)](#); [N.C.G.S. 159-31\(b\)](#)

History: Effective January 1988; revised October 2001; reviewed September 2010, January 2011, July 2021, January 2024

3.9.5 Selection of Depository; Deposits to be Secured

Last Revised: January 2024

Policy: Piedmont Community College’s (PCC) Board of Trustees (BOT) shall designate as the official depositories of the College one or more banks, savings and loan associations, or trust companies in this state.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which depository accounts shall be selected.

Definitions

Negotiable Order of Withdrawal (NOW) account—an interest-earning bank account whereby the owner may write drafts against the money held on deposit.

Official depository—one or more banks, savings and loan associations, or trust companies in North Carolina that a community college board of trustees has designated consistent with N.C.G.S. 115D-58.7.

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: General Provisions

1.1. The College adheres to N.C.G.S. 115D-58.7.

Legal Citation: [N.C.G.S. 115D-58.6\(a1\)](#); [N.C.G.S. 115D-58.7](#); [N.C.G.S. 159-31\(b\)](#)

History: Effective: January 12, 1988; reviewed September 2010, July 2021, January 2024

3.9.6 Facsimile Signatures

Last Revised: January 2024

Policy: Piedmont Community College's (PCC) Board of Trustees may provide by appropriate resolution for the use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts according to the rules and regulations of the State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the circumstances under which facsimile signatures may be used.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.8.
-

Legal Citation: [N.C.G.S. 115D-58.8](#)

History: Effective January 1988; reviewed September 2010, March 2021, January 2024

3.9.7 Daily Deposits

Last Revised: February 2024

Policy: All monies regardless of source or purpose collected or received by an officer, employee, or agent of an institution shall be deposited intact in accordance with this section.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the requirements for making daily deposits.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.9.
-

Legal Citation: [N.C.G.S. 115D-58.9](#), [N.C.G.S. 147-77](#)

History: Effective January 1988; revised April 1992, reviewed September 2010, January 2011; May 2021, February 2024

3.9.8 Surety Bonds

Last Revised: February 2024

Policy: The Piedmont Community College (PCC) Board of Trustees shall provide for all employees as determined by the State Board of Community Colleges to be bonded by a surety company authorized to do business with the state in such amount as the Board of Trustees (BOT) deems sufficient for the protection of such property and funds.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which appropriate college personnel will be covered by surety bonds or insurance.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.10.
-

Legal Citation: [N.C.G.S. 115D-58.10](#)

History: Effective January 1988, reviewed September 2011, January 2011, March 2021, February 2024

3.9.9 Vending Facilities

Last Revised: February 2024

Policy: The Piedmont Community College (PCC) Board of Trustees shall require that all monies received by the College from the operation of vending machines and other concession activities be deposited, budgeted, appropriated, and expended in accordance with appropriate North Carolina statutes.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for processing monies collected in vending machines.

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: General Provisions

- 1.1. North Carolina General Statute 115D-58.13 governs the use of monies from vending machines and other concession activities:
 - 1.1.1. Funds generated through vending facilities, vending machines, and other concession activities shall be deposited into an unrestricted institutional account.
 - 1.1.2. Funds shall not be used to support the salary, benefits, or any other compensation reportable as income to the Internal Revenue Service of the college president.

Legal Citation: [N.C.G.S. 115D-58.13](#), [1H SBCCC 300.4](#)

History: Effective January 1988, reviewed September 2010, January 2011, May 2021, February 2024

3.9.11 Credit Card Use Authorization

Last Revised: February 2024

Policy: The Piedmont Community College (PCC) Board of Trustees authorizes the use of credit cards for college tuition, fee payments, and the Pacer Café.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which college tuition, fee payments, and the Pacer Café can be made by credit card.

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: General Provisions

- 1.1. The College Business Office will process credit card charges as follows:
 - 1.1.1. Credit card transactions are entered in the Business Office and the Pacer Café.
 - 1.1.1.1. Credit cards are processed using the credit card machine.
 - 1.1.1.2. Credit card transactions in the Business Office may be entered manually if the charge is phoned in.
 - 1.1.2. The College's banking institution will process credit card transactions and deposit the appropriate amount of funds into the appropriate college account.
 - 1.1.3. Each morning, Accounts Payable cuts a hard check for the total of the credit card charges from the previous day.

- 1.1.3.1. The check is drawn from the Institutional Funds bank account where the credit card funds were electronically deposited by the bank.
- 1.1.3.2. The check is then deposited into the appropriate college account.
- 1.1.3.3. These deposits are made daily, although there may be some elapsed time between the day of the charge and the day the funds are deposited.
- 1.1.4. Each month, the bank will send the College a statement showing the detailed credit card transactions for the month.
 - 1.1.4.1. The appropriate Business Office staff member reconciles the institutional funds bank statement.
 - 1.1.4.2. The Controller reviews the reconciliation, and any unusual reconciling items are investigated.

Legal Citation: N/A

History: Effective April 1993; reviewed October 2010; November 2021, February 2024

3.9.12 Returned Check Fee and Collection of Funds

Last Revised: March 2024

Policy: The Piedmont Community College (PCC) Board of Trustees authorizes the charging of a fee for returned checks.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for charging returned check fees and the collection of funds.

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 over this policy.

Procedure:

Section 1: Checks Returned from Students

- 1.1. North Carolina General Statute (N.C.G.S.) 25-3-506 states in part that "a person who accepts a check in payment for goods or services or [their] assignee may charge and collect a processing fee, not to exceed thirty-five dollars (\$35.00), for a check on which payment has been refused by the payor bank because of insufficient funds or because the drawer did not have an account at that bank."
 - 1.1.1. PCC will charge a fee of \$25.00 per check for any check returned to the College.
- 1.2. When the payor bank notifies the Business Office that a student check has been returned for insufficient funds, authorized Business Office personnel will immediately make a notation of this in the student's Colleague account with a comment detailing the reason for the return including the date and the amount.

- 1.3. An authorized Business Office personnel sends a letter to the student noting the amount owed and notifying the student that they have 30 days to respond.
 - 1.3.1. The letter also includes a warning that the student will not be able to get transcripts or register for classes until the debt is paid in full.
 - 1.3.2. If the student does not respond within the aforementioned time, the student is given an additional 30 days, based on North Carolina Department of Justice guidelines.
 - 1.3.3. An authorized Business Office personnel informs the student that the College will pursue collection through the N.C. Department of Revenue pursuant to N.C.G.S. 105A-5.
- 1.4. If the Business Office does not receive a satisfactory response within 60 days, the account is then submitted to the NC Department of Revenue's Set-Off debt program for garnishment.

Section 2: Checks Returned from Non-Students

- 2.1. Checks returned from non-students will be referred to an authorized Business Office personnel for collection.
 - 2.1.1. The authorized Business Office personnel sends a letter to the payor noting the amount owed and notifying the payor that they have 30 days to respond.
 - 2.1.2. If the check was received through a PCC service (e.g., Child Care, Cosmetology), the service provider is notified of the outstanding debt.

Legal Citation: [N.C.G.S. 25-3-506](#); [N.C.G.S. 105A-5](#)

History: Effective July 1995; revised October 2001, reviewed October 2010, August 2021, March 2024

3.10 Liability Insurance

Last Revised: August 2022

Policy: The Piedmont Community College Board of Trustees will provide for the payment of premiums for liability insurance.

Purpose/Definitions:

Purpose

This policy lists the type of funds that may be used to purchase liability insurance for the College.

Definitions

NA

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: General Provisions

1.1. In accordance with North Carolina General Statute, N.C.G.S. 115D-31.1:

Notwithstanding the provisions of G.S. 115D-32(a)(2)b2 and any other provision of the law to the contrary, boards of trustees of all institutions in this Chapter may use State funds to pay the lawful premiums of liability insurance as provided in this section. (1983, c. 761, s. 105.)

1.2. Consistent with the General Statutes given in item 1.1, the College may use state, county, institutional, or private funds to pay liability insurance premiums.

Legal Citation: [N.C.G.S. 115D-31.1](#), [N.C.G.S. 115D-32\(a\)\(2\)b2](#)

History: Effective January 1988, revised November 2020, August 2022

3.11 Purchasing

Last Revised: December 2023

Policy: The Piedmont Community College (PCC) Board of Trustees provides consistent oversight of the purchasing of supplies, equipment, and other materials used in the operation of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which state contracts are to be used, whenever practical, for purchasing supplies, equipment, and other materials. The policy also provides a mechanism for purchasing apart from state contract when necessary.

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: General Provisions

- 1.1. The Purchasing and Contract Division, State of North Carolina, annually awards contracts to vendors to furnish the needs of all state agencies and state financed activities.
 - 1.1.1. These contracts normally cover a 12-month period and include items from paper clips to automobiles.
 - 1.1.2. One purpose of the contract procedure is to expedite local purchases by eliminating the need for securing competitive bids on the items covered.

- 1.1.3. These contracts also insure receipt of a reasonably good product at a reasonable price from a financially solvent supplier.
- 1.2. According to N.C.G.S. 115D 58.14, community colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:
 - 1.2.1. The purchase price, including the cost of delivery, is less than the cost under the State term contract;
 - 1.2.2. The cost of the purchase shall not exceed the bid value benchmark established under N.C.G.S. 143-53.1; and
 - 1.2.3. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts.

Section 2: State Contract Items

- 2.1. Under normal circumstances, all users are expected to purchase those items which are "on contract," even though they may not be the "brand name" a person prefers.
- 2.2. Items on State Contract may be ordered directly from the vendor without seeking bids.
- 2.3. In the event that an item on State Contract is not suitable for a person's needs, the person may write a complete justification for the planned purchase of an alternate and submit it to the college's purchasing agent.
 - 2.3.1. This request will be forwarded to the Division of Purchase and Contract within the NC Department of Administration for their approval or denial.

Section 3: Non-Contract Items

- 3.1. Non-contract items are normally items of equipment with limited statewide usage.
- 3.2. Items costing less than \$1,500 and not on State Contract require no bids or quotes.
- 3.3. Items costing more than \$1,500 and up to \$25,000 that are not on state contract require three written quotes included as supporting document with the requisition.
- 3.4. For items over \$25,000, the formal RFQ/RFP process is used by the PCC purchasing technician with the help of an RFQ/RFP committee.

Section 4: Personal Purchases Prohibited from Delivery to the College

- 4.1. The following types of items, if made as personal purchases, are strictly prohibited from delivery to the College and may subject the employee who requests delivery to severe sanctions, up to and including separation from employment:
 - 4.1.1. Firearms, components of firearms, or ammunition;
 - 4.1.2. Alcoholic beverages, including beer, wine, and distilled spirits;
 - 4.1.3. Drugs defined by any of the Federal schedules for controlled substances, whether the addressee has a valid prescription or not.

Section 5: Personal Purchases Delivered to the College

- 5.1. On occasion a college employee may request permission to have a personal purchase delivered to the College according to the following requirements:
 - 5.1.1. Prior to placing the order, a written request must be submitted to the Administrative Assistant to the Vice President of Administrative Services/CFO stating why the item needs to be delivered to the College.
 - 5.1.2. The first line of the delivery address must be the name of the employee requesting the delivery of a personal purchase to the College; the second line must read "c/o Piedmont Community College."
 - 5.1.3. Without exception, the delivery address must be to the College Receiving Department.
 - 5.1.4. The employee must notify the College Receiving Department in advance about the delivery.
- 5.2. Students are not allowed to have personal purchases shipped to the College.

Legal Citation: [N.C.G.S. 115D-58.14](#), [N.C.G.S 143-53.1](#)

History: Effective January 1988; Revised October 2001; Reviewed September 2010; Revised January 2016, May 2021, December 2023

3.12 Mileage Reimbursement

Last Revised: October 2023

Policy: Piedmont Community College (PCC) will reimburse employees for business travel in their personal vehicles.

Purpose/Definitions:

Purpose

This policy outlines the procedure for reimbursing employees for business travel when using their personal vehicles.

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: General Provisions

- 1.1. The College prefers that an institutional vehicle be used when available.
 - 1.1.1. If an institutional vehicle is not used, the reimbursement rate for use of a privately-owned vehicle on official college business will be in accordance with the Office of State Budget and Management in the State of North Carolina Budget Manual, Chapter 5, which follows the standard IRS reimbursement rate.
 - 1.1.2. The President has the authority to adjust the rate as necessary.
- 1.2. If an institutional vehicle is unavailable, employees may reserve an Enterprise vehicle through the Business Office with prior approval.
- 1.3. All requests for travel must be approved and reimbursement must be submitted within 30 days of travel.

Legal Citation: [N.C.G.S. 138-6](#); [NCCCS Numbered Memo CC 18-003](#); [1H SBCCC 200.5](#), [OSBM Budget Manual, Chapter 5](#), [IRS standard mileage rates \(2023\)](#)

History: Effective January 1985; Revised January 1986, January 1990, October 2001, February 2005, February 2006, July 2008; Reviewed September 2010, Revised July 2016, December 2016, April 2021, October 2023

3.13 General Accounting Procedures

Last Revised: November 2023

Policy: The Piedmont Community (PCC) College Board of Trustees provides that all fiscal management policies and procedures not specifically set forth in the PCC Policies and Procedures Manual shall be carried out as required by regulation of the North Carolina Community College System (NCCCS) and the Accounting Procedures Manual.

Purpose/Definitions:

Purpose

The purpose of this policy is to explain the process used to determine general accounting procedures not specifically outlined within the PCC Policies and Procedures Manual.

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 over this policy.

Procedure:

Section 1: General Provisions

- 1.1. All fiscal management procedures not otherwise specifically included in the PCC Policies and Procedures Manual will follow the regulations of the NCCCS and the Accounting Procedures Manual, a copy of which is available for inspection during regular business hours at the College's Business Office.
-

Legal Citation: [N.C.G.S. 115D-58.5](#); [N.C.G.S. 115D-58.14](#), [1H SBCCC 200](#)

History: Effective January 1988; reviewed October 2010, May 2021, November 2023

3.14 Identity Theft Prevention Program

Last Revised: September 2023

Policy: The Board of Trustees of Piedmont Community College (PCC) enacts reasonable procedures to protect students and college employees from damages associated with the compromise of sensitive personally identifiable information.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe procedures to protect students and college employees from damages associated with the compromise of sensitive personal information.

Definitions

Creditor—any organization, including community colleges, which regularly extends, renews, or continues credit; or arranges for someone else to extend, renew, or continue credit; or is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

Credit—deferral of payment of a debt incurred for the purchase of goods or services, including educational services.

Financial institution—typically a bank, credit union, or other entity that holds for an individual an account from which the owner can make payments and transfers.

Identity theft—a fraud attempted or committed using identifying information of another person without proper authority.

Information Technology Services (ITS)—the acronym used to designate Information Technology Services.

Red Flag—a pattern, practice, or specific activity which indicates the possibility of identity theft.

Red Flag Task Force and its recommendations—as a result of the increasing instances of identity theft, the United States Congress passed Public Law 108-159, the Fair and Accurate Credit Transactions Act of 2003 (FACTA). This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgate rules to address identity theft. The rules promulgated by the FTC (Red Flag rules) require any financial institution or creditor that holds any type of consumer account or other account for which a potential risk of identity

theft exists to create and implement a written Identity Theft Prevention Program to thwart identity theft associated with new and existing accounts.

Sensitive personally identifiable information—information belonging to any student, employee, or other person with whom the College is affiliated that is not open to the public or is not considered directory information. See PCC Policies 5.7.1 Employee Personnel File and 7.6 The Family Educational Rights and Privacy Act of 1974 for more information.

Student records—any records containing information concerning academics and enrollment (curriculum, adult, and continuing education), financial aid, finance, discipline, counseling, and any ADA information that is collected and used in various areas of the College.

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

Procedure:

Section 1: Security Protocols

- 1.1. PCC is often involved with activities that require compliance with the FTC (Red Flag Rules). These activities may include:
 - 1.1.1. utilization of deferred payment plans as authorized by 1E SBCCC 200.2
 - 1.1.2. issuance of any scholarship which requires the recipient to sign a promissory note
 - 1.1.3. maintaining an account for student from which the student can authorize payments for goods and services such as books and food
 - 1.1.4. using debit/credit card accounts
 - 1.1.5. attempts to access academic or financial information
- 1.2. The dean or director from each high-risk area in item 1.1 is responsible for ensuring best practices are maintained when handling sensitive information and will monitor systems to identify red flags that occur.
 - 1.2.1. Once a red flag is suspected, the dean or director should immediately contact the College’s Vice President, Information Technology/CIO.

- 1.3. PCC's data and records management systems are protected by physical and technical safeguards which follow state and federal guidelines.
 - 1.3.1. ITS is responsible for establishing security protocols in the retrieval of electronic information.
 - 1.3.2. Data owners are responsible for the security and confidentiality of student information and records in each of their respective areas.
 - 1.3.3. All PCC employees are responsible for the security of student information related to their assigned duties and for following campus-wide procedures in managing digital and hard copies of student records and information.
- 1.4. Each area of the campus that handles student records should establish procedures to protect the security and confidentiality of student information, including hard copy and digital formats.
 - 1.4.1. The NC State Board of Community Colleges Code (SBCCC), General Statutes, FERPA (Family Educational Rights and Privacy Act), Federal Financial Aid Guidelines, and other state and federal guidelines must be followed in handling student information and should be addressed in the procedures for each area.

Section 2: Preventing Identity Theft

- 2.1. When a person does not provide any identification or provides insufficient identification, an assigned representative will follow established procedures to substantiate that person's identity.
- 2.2. The College will ensure employees are reminded annually about FERPA requirements to contribute to the prevention of identity theft.
- 2.3. Third-party agencies that handle sensitive data for the College will be evaluated to ensure they comply with best practices in information security.
- 2.4. All employees will adhere to FERPA laws concerning verification of proper identity and non-disclosure of data to unauthorized persons.
- 2.5. All banking information will be obtained and used only by appropriate personnel with PCI compliance regarding security of banking information.
- 2.6. Students applying for financial aid awards will be verified with more than one identification method to assure that aid is distributed to the proper person.

Legal Citation: [Fair and Accurate Credit Transactions Act of 2003 \(FACTA\) – Public Law 108-159;](#)
[N.C.G.S. 75 Article 2A; 1E SBCCC 200.2](#)

History: Effective January 2012; revised September 2021, May 2022—updated definitions, September 2023

Cross-references PCC Policies 5.7.1 Employee Personnel File and 7.6 The Family Educational Rights and Privacy Act of 1974.

3.15 Employee Use of Credit Cards

Last Revised: August 2021

Policy: Piedmont Community College (PCC) provides the opportunity for credit card use for circumstances in which purchases need to be made in support of College business.

Purpose/Definitions:

Purpose

This policy outlines the procedures for the proper use of credit cards for college expenditures.

Definitions

Cardholder—any employee who has obtained a credit card from the Business Office.

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 and procedure.

Procedure:

Section 1: Approved Credit Card Use

- 1.1. Any credit card purchase must have prior approval of the employee's immediate supervisor.
- 1.2. When using a credit card, all credit card users must comply with College purchasing policies, and they must obtain an original receipt with the appropriate signature(s) for merchandise or services.
- 1.3. Items purchased requiring delivery must be shipped to the College.

Section 2: Personal Credit Cards

- 2.1. To receive reimbursement when a personal credit card has been used to charge for College expenditures, the original itemized receipt or original itemized invoice must be attached to a signed requisition.

- 2.2. Reimbursement for travel charges requires that a travel voucher be filed (see Section 5 of the NCCCS Accounting Procedures Manual).
- 2.3. Reimbursement should not be made from the credit card statement.
- 2.4. The reimbursement must be made to the employee, not to the credit card company.
- 2.5. The College strongly discourages the use of a personal credit card for small items and non-travel items.
- 2.6. A personal credit card cannot be used to circumvent purchasing and travel policies.

Section 3: Institutional Credit Card

- 3.1. At the supervisor's request, designated employees will be issued an institutional credit card to use in support of College business.
- 3.2. The employee's name and "Piedmont Community College" is embossed on the cards.

Section 4: Guidelines for the Institutional Credit Card

- 4.1. Institutional credit cards are to be used only by the employee to whom the card is issued who must be an employee of the college.
- 4.2. Travel request forms or purchase requisitions must be completed prior to the use of the credit card.
- 4.3. Institutional credit cards are not for personal use, nor may they be borrowed by another individual.
- 4.4. Institutional credit cards are not to be used by students under any circumstances.
- 4.5. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with an institutional credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense. (See PCC Policy 5.19 Employee Disciplinary Policy).
 - 4.5.1. Any reproduction of credit card information is prohibited.
- 4.6. Institutional credit cards can be used with any vendor who accepts the card.
 - 4.6.1. Items such as office and computer supplies, online registration fees, and books, are examples of purchases that can be made with the card.

- 4.6.2. The amount that may be charged to a card is determined by college purchasing guidelines.
- 4.7. Employees may not charge memberships, dues, and subscriptions to an institutional credit card.
- 4.8. If an institutional credit card is lost or stolen, the cardholder must immediately contact the Accounting Technician who will then deactivate the credit card.

Legal Citation: N/A

History: Adopted January 2011; Revised August 2021—Cross references PCC Policy 5.19 Employee Disciplinary Policy

3.16 Indirect Cost

Last Revised: June 2021

Policy: The Piedmont Community College (PCC) Board of Trustees will provide for an indirect cost rate agreement (approved by the Division of Cost Allocation within the Department of Health and Human Services) to be used by the College to charge federal agencies for administrative and facility costs associated with conducting federal programs.

Purpose

The purpose of this policy is to ensure the appropriate allocation and use of funds towards indirect costs in federal grants or contracts in compliance with the Indirect Cost Rate Agreement specified by the federal government.

Definitions

Indirect expenses—expenses for grants and contracts that are difficult to identify directly such as executive administration, payroll, accounting, human resources, building and equipment depreciation, utilities, janitorial, and maintenance.

Negotiated Cost Rate—an estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) & fringe benefit expenses incurred by the organization that will be the same across all the agencies of the United States.

Rate Agreement—a document which includes but is not limited to identifying the negotiated cost rate, the effective period(s) of the rate(s), the rate expressed as a percentage, the location to which the rate is applicable, and to what programs the rate is applicable to.

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 of this policy.

Procedure:

Section 1: Indirect Cost Rate Agreement

- 1.1. PCC will submit an application every two years with The Division of Cost Allocation within the Department of Health and Human Services to obtain a current indirect cost rate agreement.
 - 1.1.1. This application may be submitted by college personnel or the College may choose to retain an accounting firm to complete the application.
- 1.2. Once this rate has been obtained it will be used to streamline the process of “awarding,” “monitoring” and “closing out” Federal grants and contracts.
- 1.3. When an agency issues an award to the College, they are unaware of the indirect costs that will be associated with conducting the program.
 - 1.3.1. PCC sets the amount of indirect costs within limits established by the grantor.
- 1.4. The indirect cost rate allows the business officer to calculate the appropriate allocation of indirect costs associated with any one project by applying the negotiated indirect cost rate to the respective base used to develop the rate.

Section 2: Use of Overhead Receipts

- 2.1. Once indirect cost reimbursement has been earned then the use of those funds will be governed as set out in the NCCCS Accounting Procedures Manual in section XV as follows:
 - 2.1.1. PCC financial aid program provides for an administrative allowance that can be used to offset the overhead cost of administering the program. These financial aid receipts shall be divided into two parts:
 - 2.1.1.1. The first part, twenty-five percent (25%) of the total amount received each year, is considered the unrestricted portion and may be used for the following purposes directly benefiting the students as approved by the College’s Board of Trustees.
 - 2.1.1.1.1. Instruction
 - 2.1.1.1.2. Student support services
 - 2.1.1.1.3. Student financial aid

- 2.1.1.1.4. Student refunds
 - 2.1.1.1.5. Student activities
 - 2.1.1.1.6. Curriculum development
 - 2.1.1.1.7. Program improvement
 - 2.1.1.1.8. Professional development
 - 2.1.1.1.9. Other costs associated with audits
 - 2.1.1.1.10. Funds cannot be used for capital improvement projects.
- 2.1.1.2. The second part, seventy-five percent (75%) of the total amount received each year, is considered the restricted portion and may be used without expressed written approval for the following:
- 2.1.1.2.1. Publications containing financial aid and other student services information.
 - 2.1.1.2.2. College Work-Study matching or continuation of the College Work-Study Program after regular funds have been exhausted
 - 2.1.1.2.3. Salaries and related fringe benefits in the financial aid, business office, grants administration, or student services, which are necessitated by grants earning overhead receipts. (Supplements to regular salaries are not permitted.)
 - 2.1.1.2.4. Supplies and materials for use in either the financial aid office or business office, grants administration, or student services which are related to the grants providing the overhead receipts.
 - 2.1.1.2.5. Travel of persons in the financial aid office, student services or others who are responsible for administration of grants providing overhead receipts.
 - 2.1.1.2.6. Membership dues or fees paid to financial aid and student services associations.
 - 2.1.1.2.7. Service fees paid to billing and collection services.
 - 2.1.1.2.8. Contractual service which are related to supporting the grants providing the overhead receipts

- 2.1.1.2.9. Other costs associated with audits
- 2.1.1.2.10. Student financial aid
- 2.1.1.2.11. Other purposes related to supporting the grants providing the indirect cost receipts, upon receipt of written approval of the NCCCS Chief Financial Officer.

Section 3: Special Provisions

3.1. The fund balance that accumulates from year to year will be available for restricted use as described in 2.1.1.2 above.

3.1.1. These amounts are placed in separate reserves accounts.

Legal Citation: [NCCCS ACCOUNTING PROCEDURES MANUAL Section XV Overhead Receipts](#)

History: Adopted January 2011; Revised June 2021

3.17 Risk Management

Last Revised: November 2021

Policy: Piedmont Community College (PCC) ensures that College programs, activities, and policies are administered in a manner that considers the risk of loss or injury.

Purpose/Definitions:

Purpose

The purpose of this policy is to reduce or eliminate technical, financial, and other losses experienced by PCC.

Definitions

Life safety management—a management plan for the protection and safety of building occupants in the event of fire or other potentially life-threatening emergencies.

Risk management—policies and practices designed to reduce or eliminate losses experienced by PCC which typically includes technical, financial, health, and safety matters that are the concern of every PCC employee. Risk management also includes an ongoing process by which appropriate administrators:

- identify risks
 - evaluate risk potential
 - select the best risk management techniques to mitigate or manage the risks without unduly curtailing or modifying activities necessary to the PCC mission
 - monitor and evaluate the results
-

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: Risk Management Guidelines

- 1.1. PCC employees are responsible for ensuring that College programs, activities, and policies are administered in a manner that considers the risk of loss or injury.
- 1.2. The Vice President, Administrative Services/CFO; Director, College Safety & Preparedness, Chief Information Officer, and the Administrative Assistant to the Vice President, Administrative Services/CFO will assist in sharing documents, requirements, and guidelines with appropriate College administrators and will lead the monitoring and implementation of risk management policies and activities.
 - 1.2.1. Staff will work closely with employees, students, parents, and all community partners to provide a safe and secure educational and work environment. Programs include, but are not limited to:
 - 1.2.1.1. risk management and loss control
 - 1.2.1.2. health and safety programs and employee safety training
 - 1.2.1.3. emergency response preparedness
 - 1.2.1.4. environmental management
 - 1.2.1.5. life safety management
 - 1.2.1.6. insurance programs
 - 1.2.1.7. Workers' Compensation administration
 - 1.2.1.8. hazardous materials/waste management
 - 1.2.1.9. motor fleet management

Legal Citation: N/A

History: Effective January 2012; revised November 2021

3.18 Allowance for Doubtful Accounts Receivable

Last Revised: November 2021

Policy: Piedmont Community College (PCC) makes provision for accounts receivable balances likely to be uncollectible.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe how the allowance for doubtful accounts is determined and how the collection and accounting of such accounts is managed.

Definitions

Allowance for Doubtful Accounts—a contra current asset object code associated with accounts receivable. When this allowance object code is used, the College is anticipating that some accounts will be uncollectible in advance of knowing the specific amount.

Uncollectible account—outstanding accounts receivable balances that are unlikely to be collected.

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

Procedure:

Section 1: Determination of Allowance

- 1.1. Tuition or other amounts due to PCC are placed in the current year’s Accounts Receivable for collection and to properly credit the account when it is paid.
- 1.2. PCC considers outstanding accounts receivable balances that are over one year old at fiscal yearend to be uncollectible.
 - 1.2.1. The uncollectible amount will be posted as the allowance for doubtful accounts for financial statement presentation and presented in the “Receivables” note.

1.2.2. The College will continue to attempt to collect these funds.

Section 2: Collection and Accounting of Doubtful Accounts

2.1. Students will be notified no less than two times, at least 30 days apart, of outstanding balances due to PCC.

2.1.1. If the account remains unpaid, it is submitted to the North Carolina Department of Revenue Debt Set-Off Program for collection.

2.2. Uncollected accounts receivables will be transferred to the allowance for doubtful accounts code.

2.3. Any payments on the account after it has been moved to allowance for doubtful accounts will be properly credited to the delinquent account.

Section 3: Consequences of Uncollected Accounts

3.1. If a student desires to register for classes and owes an amount either on current Accounts Receivable or the Allowance for Doubtful Accounts, they will not be allowed to register until such time as the balance due has been addressed.

Legal Citation: [N.C.G.S. 105A-5](#)

History: Effective January 2015; November 2021

Section 4

Plant Management

4.1 Liability Insurance; Tort Actions Against Board of Trustees

Last Revised: November 2023

Policy: The Board of Trustees (BOT) maintains adequate insurance to protect against any and all liability for any damages by reason of death or injury to persons or property proximately caused by the negligence or torts of the agents and employees of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which liability insurance and tort actions will be handled by the institution.

Definitions

Tort—a wrongful act or an infringement of a right (other than under contract) leading to a civil legal liability.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.12.
-

Legal Citation: [N.C.G.S. 115D-58.12](#)

History: Effective January 1988; Reviewed February 2011, April 2011, July 2021, November 2023

4.2 Fire and Casualty Insurance on Institutional Buildings and Contents

Last Revised: November 2023

Policy: The Board of Trustees (BOT) maintains adequate insurance to safeguard Piedmont Community College's (PCC) investment in institutional buildings and their contents.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for acquiring fire and casualty insurance on institutional buildings and contents.

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: General Provisions

- 1.1. The College adheres to N.C.G.S. 115D-58.11.
-

Legal Citation: [N.C.G.S. 58-2-70\(d\)](#); [N.C.G.S. 115D-58.11](#)

History: Effective January 1988; Reviewed February 2011, April 2011, July 2021, November 2023

4.3 Waiver of Government Immunity from Liability for Negligence of Agents and Employees of Institutions; Liability Insurance

Last Revised: November 2023

Policy: It is the policy of the Board of Trustees (BOT) of Piedmont Community College (PCC) to waive its governmental immunity from liability for the death or injury of person or for property damage caused by the negligence or tort of any agent or employee of the BOT when the agent or employee is acting within the scope of their authority or the course of their employment.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which the College waives its immunity from liability by purchase of liability insurance.

Definitions

Governmental Immunity—the various doctrines or statutes that provide federal, state, or local governments immunity from tort-based claims.

Indemnify—secure against or compensate for harm or loss.

Tort—a wrongful act or an infringement of a right (other than under contract) leading to civil legal liability.

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: General Provisions

1.1. The College adheres to N.C.G.S. 115D-58.24.

Legal Citation: [N.C.G.S. 115D-24](#); [N.C.G.S. 115D-58.12](#)

History: Effective January 1988; Reviewed February 2011, April 2011, July 2021, November 2023

4.4 Use of College Facilities

Last Revised: April 2023

Policy: In order to provide for appropriate use of Piedmont Community College (PCC) facilities and to protect the public investment, institutional facilities, playing fields and equipment are to be used primarily for the education of degree, diploma, certificate, and continuing education students. When circumstances allow, the College will cooperate with community, religious, government, civic, educational organizations, and businesses in making available the use of its facilities.

Purpose/Definitions:

Purpose

This policy outlines the procedure by which college facilities will be made available to the public.

Definitions

Pandemic—an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. (Pandemic. (n.d.). In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/pandemic>)

State of Emergency—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety. (2020, March 15). Retrieved from <https://www.ncdps.gov/blog/2018/12/14/what-does-state-emergency-actually-mean>

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: General Provisions

- 1.1. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, or staff) for instructional purposes. Exceptions include:
 - 1.1.1. Uses associated with the Businesses Manufacturing Accelerator.
 - 1.1.2. Instructional Live Works Projects. (See PCC Policy 6.37 Instructional Live Works Projects)
- 1.2. Only pre-approved equipment may be used for educational purposes for civic clubs, church groups, and other similar organizations.
 - 1.2.1. Appropriate college personnel may be present when college equipment is in use.
 - 1.2.2. PCC Policy 4.13 Use of Personal Appliances restricts, regulates, or prohibits the use of personal appliances on campus in appropriate breakroom areas.
 - 1.2.2.1. College personnel must complete the Request for Facility Usage Form (see Exhibit 4.4A) and submit it for approval to the Vice President, Administrative Services/CFO.

Section 2: Facility Requests

- 2.1. To request use of a campus facility, contact the College's switchboard operator to be directed to the Executive Administrative Assistant to the Vice President, Advancement and Communications or appropriate scheduling personnel.
- 2.2. The person requesting facility use will be responsible for completing a Request for Facility Usage Form (see Exhibit 4.4A).
- 2.3. Institutional activities and usage requests made by currently registered students or currently employed staff and faculty for class activities and make up schedules will receive priority.
- 2.4. Outside use of the property or facilities will not be scheduled so as to interfere with the operations of the College, its programs or activities.
- 2.5. Outside use of the property will not be in competition with curriculum or continuing education offerings of the College.

Section 3: Responsibilities of User

- 3.1. The requestor must check in with College Safety upon arrival and again before departure by calling (336) 504-9243.
 - 3.1.1. College safety will complete a checklist at the conclusion of the event to note the condition of facility and any instances of non-compliance with the usage agreement.
 - 3.1.2. The checklist is returned to the Office of Advancement and Communications.
- 3.2. An adult member of the group/organization must be designated to accept responsibility for care of the facility and equipment and for the conduct of the group using the facility.
 - 3.2.1. If the activity involves minors, additional adult supervision must be provided at a ratio of one adult for every 10 minors.
- 3.3. The facility must be returned to its original condition and left in a neat and orderly condition by the user.
- 3.4. Per PCC Policy 2.29 Tobacco-Free Campus, the use of tobacco products is prohibited “on any college property and in any college building, facility, or vehicle.”
 - 3.4.1. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.
 - 3.4.2. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.
- 3.5. College property will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage.
 - 3.5.1. The facilities will be used in an orderly manner and discipline must be maintained in accordance with the Student Code of Conduct (which can be obtained by contacting the Office of Student Development or visiting the College’s Website; see PCC Policy 7.5 Code of Conduct).

Section 4: Liabilities Assumed by User

- 4.1. A Hold Harmless Agreement (see Exhibit 4.4B) should be signed to indicate acknowledgement of personal responsibility during the event and absolution of liability to the College in the event of accident or serious injury.
 - 4.1.1. The completed Hold Harmless Agreement shall be returned to the Executive Administrative Assistant to the Vice President, Advancement and Communications.
- 4.2. Users will assume all liability for any loss or damage to college equipment and facilities.
- 4.3. Users will also be responsible for all claims for damage to the person or property of others that may arise out of use of college facilities.

Section 5: Prohibited Activities

- 5.1. Commercial use of college facilities is strictly prohibited.
- 5.2. Concessions, to include food trucks or other items, may be sold on college property only with the approval of the Vice President, Administrative Services/CFO or designee.
- 5.3. Use or possession of alcoholic beverages, controlled substances, intoxicants of any kind, prohibited except as noted in PCC Policy 2.12 Drug-Free College and Substance Abuse.
- 5.4. College equipment will not be moved within the facilities, nor will any items be affixed to college property by any means without
 - 5.4.1. alerting Facility Services by submitting a work order if assistance is required to move equipment.
 - 5.4.2. updating the asset inventory tag information through the Business Office.
- 5.5. Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building.
 - 5.5.1. All other amusement devices must be approved by the Vice President, Administrative Services/CFO.
- 5.6. Any devices prohibited by PCC Policy 4.13 Use of Personal Appliances.

Section 6: Reservation Limitations

- 6.1. Reservations are limited to current [hours of operation](#).
- 6.2. The College, acting through the Vice President, Administrative Services/CFO, has the right to refuse or cancel requests for facility use based upon past or present, actual or threatened, violations of these guidelines or any applicable local, state, or federal law or regulation.
- 6.3. The College reserves the right to refuse use of the facilities if the planned activity is not in the best interest of the College, or if the activity is inappropriate for the facilities.
 - 6.3.1. The Vice President, Administrative Services/CFO has the right to impose additional conditions for the use of the facilities, which are consistent with the best interests of the College and its service area.
 - 6.3.1.1. Non-compliance with facility use rules or any deviation from the approved Request for Facilities Usage form will result in loss of deposit and denial of future requests for one year.
 - 6.3.1.2. Notification will be made by the Office of the Vice President, Administrative Services/CFO.
 - 6.3.2. Appeals to the decisions of the Vice President, Administrative Services/CFO regarding facilities use may be filed with the President in writing.

Section 7: Facility Usage Fees

- 7.1. Usage of facilities by any group except as listed in 7.3 or 7.4 below will require the payment of fees and Security Deposit as listed herein:
 - 7.1.1. For the auditoriums or S100 - Monday through Friday with a maximum of 8 hours - \$150.00. Weekend usage with a maximum of 8 hours - \$200.00.
 - 7.1.2. Classrooms Monday through Friday with a maximum of 8 hours - \$50.00. Weekend usage with a maximum of 8 hours - \$75.00.
 - 7.1.3. Weekend activities require Safety Personnel on campus for the duration of the activity.
 - 7.1.4. A refundable Security Deposit of \$200.00 is required prior to any event.
 - 7.1.5. Security (if not already scheduled by the College): \$30 per hour.

- 7.1.6. Equipment / Furniture Set-Up Fee (if requested): \$100
- 7.1.7. Custodial Staff (if not already scheduled by the College): \$25 per hour.
- 7.1.8. Technology Fee (if requested): \$100 per event.
- 7.1.9. There is no charge for any activity sponsored or co-sponsored by the College.
- 7.2. Rental fees may be reimbursed or applied towards future bookings if the reservation is cancelled by the College due to unforeseen circumstances. (See Section 8.)
- 7.3. There is no charge for any activity conducted by governmental/economic development agencies during current college campus hours and the College's calendar.
- 7.4. Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large.

Section 8: Additional Considerations

- 8.1. Declared States of Emergency (e.g., pandemics, natural disasters) will be defined by the College and guided by local, state and federal agencies, and the above procedures may be modified to comply with those guidelines.
- 8.2. Local emergencies (e.g., power outage, facility utility damage/outage, weather-related incident) may prompt the College to cancel an existing reservation or modify the above guidelines.

Legal Citation: N/A

History: Effective February 1980; Revised March 1984, January 1988, January 1991, October 2001; Reviewed March 2011; Revised June 2013, October 2014; Revised November 2021—incorporated then deleted Policy 4.5 Use of Facilities, Playing Fields and Equipment by College Personnel; May 2022, April 2023

Cross references PCC Policy 2.12 Drug-Free College and Substance Abuse, Policy 2.29 Tobacco-Free Campus, Policy 4.13 Use of Personal Appliances, Policy 6.37 Instructional Live Works Projects, and Policy 7.5 Code of Conduct

Exhibit 4.4A: Request for Facilities Usage Form



Person County Campus
1715 College Drive
Roxboro, NC 27573
336-599-1181

College Safety
336-504-9243

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
336-694-5707

Request for Facilities Usage							
REQUESTER'S NAME				TODAY'S DATE			
REQUESTER'S PHONE NUMBER				USAGE DATE REQUESTED			
REQUESTER'S EMAIL				ALTERNATE (RAIN) DATE			
REQUESTER'S ADDRESS							
EXPECTED START TIME			EXPECTED END TIME*			FOOD BEING SERVED?	Yes No
*Reservation may not exceed eight (8) hours.							
COLLEGE PERSONNEL?	Yes	No	GOVT/ ECO DEV AGENCY?	Yes	No	NON-PROFIT ORG?	Yes No
<ul style="list-style-type: none"> There is no charge for any activity sponsored or co-sponsored by the College. There is no charge for any activity conducted by governmental/economic development agencies during posted college campus hours and the College's calendar. Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large. 							
FACILITY REQUESTED							
<p>Appropriate college personnel may be present for use of college equipment. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, and staff) for instructional purposes. Exceptions include uses associated with the Business Manufacturing Accelerator and Instructional Live Works Projects.</p>							
PLANNED ACTIVITY							
INTENDED EQUIPMENT OR APPLIANCES TO BE USED**							
<p>**Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building. All other amusement devices, equipment or appliances must be listed and approved by the Vice President, Administrative Services/CFO. See PCC Policy 4.13 for restrictions on personal food preparation appliances.</p>							

Revised 3/2023

WEEKDAY (Monday-Friday) FEES	HOURS	RATE	AMOUNT
Auditoriums or S100	up to 8	\$ 150.00	\$
Classroom	up to 8	\$ 50.00	\$
Refundable Security Deposit	per event	\$ 200.00	\$
Security, hourly (if not already scheduled by College)		\$ 30.00	\$ -
Equipment/Furniture Set-Up (if requested)	per event	\$ 100.00	\$
Custodial, hourly (if not already scheduled by College)		\$ 25.00	\$ -
Technology Fee (if requested)	per event	\$ 100.00	\$
WEEKDAY FEE TOTAL			\$ -

WEEKEND (Saturday/Sunday) FEES	HOURS	RATE	AMOUNT
Auditoriums or S100	up to 8	\$ 200.00	\$
Classroom	up to 8	\$ 75.00	\$
Refundable Security Deposit	per event	\$ 200.00	\$
Security, hourly (if not already scheduled by College)		\$ 30.00	\$ -
Equipment/Furniture Set-Up	per event	\$ 100.00	\$
Custodial, hourly (if not already scheduled by College)		\$ 25.00	\$ -
Technolog Fee (if requested)	per event	\$ 100.00	\$
WEEKEND FEE TOTAL			\$ -
TOTAL			

Non-profit organization; fees waived.

I have read and understand PCC Policy 4.4 Use of College Facilities and will abide by its terms.

SIGNATURE		DATE	
------------------	--	-------------	--

APPROVED FOR USE	Yes	No
IF DISAPPROVED, RATIONALE		
VP, ADMINISTRATIVE SERVICES/CFO		DATE

FOR BUSINESS OFFICE USE ONLY

The following monies have been received for facilities usage and should be deposited into code AR 630 (21-000-00-494320-00000).

RECEIVED FROM	APPROVED FOR FUTURE USE? <input type="checkbox"/> Yes <input type="checkbox"/> No
AMOUNT	
SIGNATURE OF CASHIER	DATE

Exhibit 4.4B: Hold Harmless Agreement

Revised 5/2022



Piedmont Community College

HOLD HARMLESS AGREEMENT

For individuals 18 years of age or older (or parent of minor) or other entities (regardless of organizational structure).

I (We), the undersigned, will be participating in the following activity:

on the date(s) of _____

I (We) will be responsible for all my/our actions. In the event of an accident or serious injury, neither Piedmont Community College nor its personnel will be held liable.

If driving a non-college owned vehicle, I certify that I have the minimum auto insurance coverage as required by the State of North Carolina.

SIGNATURE OF ALL INDIVIDUALS INVOLVED OR PERSON REQUESTING FACILITY RENTAL:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

4.8 Student Center

Last Revised: November 2022

Policy: Piedmont Community College (PCC) provides designated student centers for the use of students, faculty, and staff and establishes procedures for appropriate use.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for appropriate use of the Student Center.

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 and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Hours of Operation

- 1.1. The Student Center is open during current [hours of operation](#).
- 1.2. Food service hours are determined by the food service provider, in consultation with the Vice President, Administrative Services/CFO, and posted in the Student Center.
- 1.3. Vending machine service will be available during the open hours of the Student Center.

Section 2: Use of Facility

- 2.1. All students, faculty, and staff have priority use of the Student Center.
 - 2.1.1. Students, faculty, staff, and visitors may eat in the Student Center unless the facility is closed for public safety reasons (e.g., epidemics and pandemics).

- 2.2. Community groups wishing to use the Student Center must use procedures as spelled out in Policy 4.4 and must indicate when booking the facility if they plan to serve food.
 - 2.3. The Student Center facility, furniture, and equipment will be the responsibility of each person who uses the Student Center.
 - 2.3.1. In the event of damage or vandalism, the individual or individuals responsible will be held liable.
 - 2.3.2. Each case must be brought before the Vice President, Administrative Services/CFO for disposition.
 - 2.4. All violations of the Policy 7.5 Code of Conduct must be reported to the Vice President, Student Development.
 - 2.5. Each person is responsible for throwing personal trash in the waste cans or recycling receptacles as appropriate.
-

Legal Citation: N/A

History: Effective January 1988; Revised October 2001, March 2010, February 2021, November 2022

Cross-references PCC Policy 7.5 Code of Conduct.

4.9 Bookstore Operations

Last Revised: November 2023

Policy: The Board of Trustees provides that a bookstore be organized as a service to students which enables them to purchase books and supplies essential for the attainment of their educational goals.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide an overview of the general policies and operations of PCC's campus bookstore.

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: General Bookstore Operations

- 1.1. The Bookstore Operator is authorized to adopt individual policies designed to promote a vibrant and welcoming resource to meet the needs of the PCC student community.
- 1.2. Textbooks may be returned within 14 days from the beginning of each course. Ebooks may be returned within 3 days from the date of purchase.
- 1.3. Books must be in the same condition as purchased and accompanied by the purchase receipt.
- 1.4. Refunds will be issued in the same manner they were paid. For example, if financial aid was used to make the purchase, the funds go back to financial aid.

- 1.5. If there is a buyback need, the Bookstore may pay up to 50% of the current selling price during the buyback period.
- 1.6. A list of books eligible for re-purchase by the Bookstore will be posted online approximately one (1) week prior to each buyback period.
- 1.7. All shoplifters are prosecuted.

Section 2: Use of Bookstore Funds

- 2.1. Refer to Policy 3.9.10 Profits from Bookstore, Vending Machines and Other Convenience Concessions.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-58.13](#); [1H SBCCC 300.3](#)

History: Effective January 1988; Revised October 1990, October 2001; Reviewed March 2011; Revised April 2001, May 2021—Cross-references PCC Policy 3.9.10 Profits from Bookstore, Vending Machines and Other Convenience Concessions, November 2023

Cross-references PCC Policy 3.9.10 Profits from Bookstore, Vending Machines and Other Convenience Concessions.

4.10 Equipment Purchases

Last Revised: March 2024

Policy: Piedmont Community College (PCC) utilizes the North Carolina Community Colleges Procurement & Auxiliary Service Procedures Manual to govern the purchase of all equipment.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure for the purchase of equipment at PCC.

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 and the Vice President, Information Technology/CIO have monitoring authority for this policy.

Procedure:

Section 1: General Provisions

1.1. The procedures governing the acquisition, inventory management, transfer, and disposal of college equipment are set forth in the North Carolina Community Colleges Procurement & Auxiliary Service Procedures Manual.

1.1.1. Procurement of technology and software, excluding consumables, must be made through the Information Technology division.

Legal Citation: [NCCCS Procurement & Auxiliary Service Procedures Manual](#)

History: Effective January 1988; Reviewed March 2011, July 2021, March 2024

4.11 Information Technology Equipment Replacement Policy

Last Revised: March 2024

Policy: Piedmont Community College (PCC) provides information technology resources at various College locations to support faculty and students.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures for handling the College's information technology equipment.

Definition

Information Technology Services (ITS)—The acronym used to designate Information Technology Services.

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

Procedure:

Section 1: Reviewing Equipment Needs

- 1.1. The College recognizes that rapidly changing technology requires frequent upgrading and replacement of information technology equipment, electronic networks, and software.
- 1.2. The College has in place an annual process for reviewing the need for new instructional equipment and equipment upgrades for the campus.

Section 2: Purchasing Process

- 2.1. Employee requests for equipment are submitted to the supervisor who then submits an IT purchase request form to ITS. For more information about purchasing

technology, visit the College's [website](#) (Home → Information Technology → Technology Purchasing).

2.2. PCC plans to replace technology equipment on a schedule in keeping with the best practices of industry, currently every three to five years.

2.2.1. In cases of insufficient funding to address all of the identified needs, priorities will be established based on

2.2.1.1. number of computers available on site

2.2.1.2. usage

2.2.1.3. critical nature of work

2.3. Supplemental funds will be sought as necessary to address gaps in need.

Section 3: Equipment Reallocation

3.1. As existing information technology equipment is replaced, the designation will be appropriately downgraded and reallocated to less intensive use on campus.

3.1.1. Said reallocation(s) will remove the most outdated equipment from general staff and public use.

Legal Citation: N/A

History: Effective July 1999; Reviewed February 2011, August 2021, March 2024

4.12 Use of Piedmont Community College Facilities by Private Business Enterprises that Loan or Donate Equipment to the College

Last Revised: November 2022

Policy: Piedmont Community College (PCC) allows limited use of college facilities by private business enterprises that loan or donate instructional equipment to the College.

Purpose/Definitions:

Purpose

This policy outlines the procedure for the use of college facilities by private business enterprises that loan or donate equipment to 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: General Provisions

- 1.1. The use of PCC facilities must be in accordance with the following provisions:
 - 1.1.1. Equipment loaned or donated under this policy is limited to instructional equipment only.
 - 1.1.2. The time period for which a business enterprise may use college facilities under this policy will be negotiated by the College on a case-by-case basis.
 - 1.1.3. Demonstrations must be accomplished during current [hours of operation](#) to prevent additional college costs. (See PCC Policy 8.6 Solicitation by Private Individuals or Non-College Groups)

- 1.1.4. Demonstrations may not interrupt normal instruction/classes. (See PCC Policy 8.6 Solicitation by Private Individuals or Non-College Groups)
- 1.1.5. An appointment for a demonstration must be made through the Executive Administrative Assistant to the Vice President, Administrative Services/CFO. (See PCC Policy 8.6 Solicitation by Private Individuals or Non-College Groups)
- 1.1.6. A college representative must be present when college facilities are used.
- 1.1.7. The business enterprise must maintain liability insurance and provide a certificate of insurance on any instructional equipment loaned to the College, as well as insurance providing for loss of the equipment by fire, thefts or natural phenomena.
 - 1.1.7.1. The appropriate amounts of liability insurance and insurance for the loss of the equipment will be determined on a case-by-case basis with agreement by the college administration.
 - 1.1.7.2. Any instructional equipment donated to the College will be insured by the College.
- 1.1.8. Maintenance of instructional equipment loaned to the College will be the responsibility of the business enterprise that owns the equipment.
- 1.1.9. Maintenance of instructional equipment donated to the College will be the College's responsibility.

Legal Citation: [N.C.G.S. 66-58 \(c\)\(3d\)](#); [N.C.G.S. 115D-20 \(12\)](#)

Note: Senate Bill 565 of the 2005 Session of the General Assembly amended [N.C.G.S. 66-58 \(c\)](#) to add a new subdivision (3d), and also rewrote [General Statutes Chapter 115D-20 \(12\)](#). The revision of N.C.G.S. 66-58 (c) authorizes limited use of community college facilities by private business enterprises that loan or donate instructional equipment to the College. The purpose of the use of the facility is to demonstrate the loaned or donated equipment to customers.

History: Effective October 2005; Reviewed March 2011, February 2021, November 2022

Section 5

Organization

5.1 College Personnel Policies

Last Revised: July 2023

Policy: Piedmont Community College (PCC) adopts, publishes, and implements personnel policies, consistent with all applicable statutes, rules, and regulations as required by the State Board of Community Colleges Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure that all employee policies and procedures are administered consistently at PCC.

Definitions

N/A

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

Procedure:

Section 1: Required Local College Personnel Policies

- 1.1. The State Board of Community Colleges Code (SBCCC) requires each local board of trustees to adopt, publish, and implement personnel policies that are consistent with all applicable statutes, rules, and regulations, addressing the following issues:
 - 1.1.1. Adverse weather—PCC Policy 2.10
 - 1.1.2. Annual leave (vacation)—PCC Policy 5.4.5
 - 1.1.3. Drug and alcohol use—PCC Policy 2.12

- 1.1.4. Civil leave—PCC Policy 5.4.7
- 1.1.5. Communicable disease—PCC Policy 2.13 and Policy 7.16
- 1.1.6. Compensatory leave—PCC Policy 5.3
- 1.1.7. Definitions of the employment categories and benefits for each:
 - 1.1.7.1. Full-time permanent—PCC Policy 5.36
 - 1.1.7.2. Part-time permanent—PCC Policy 5.36
 - 1.1.7.3. Full-time temporary—PCC Policy 5.36
 - 1.1.7.4. Part-time temporary—PCC Policy 5.36
- 1.1.8. Disciplinary action addressing suspension and dismissal—PCC Policy 5.19
- 1.1.9. Educational leave (reference [1C SBCCC 400.6](#))—PCC Policy 5.4.1
- 1.1.10. Employee evaluation process—PCC Policy 5.34
- 1.1.11. Employee grievance procedures—PCC Policy 5.20
- 1.1.12. Employee personnel file—PCC Policy 5.7.1
- 1.1.13. Hiring procedures (describing procedures used for employment of both full- and part-time employees)—PCC Policy 5.15
- 1.1.14. Leave transfer—PCC Policy 5.4.5 and Policy 5.4.6
- 1.1.15. Leave without pay—PCC Policy 5.4.3
- 1.1.16. Longevity pay plan (reference [1C SBCCC 400.8](#))—PCC Policy 5.28
- 1.1.17. Military leave (reference [1C SBCCC 400.7](#))—PCC Policy 5.4.4
- 1.1.18. Nepotism (reference [1C SBCCC 200.98](#))—PCC Policy 5.27
- 1.1.19. Non-reappointment—PCC Policy 5.7
- 1.1.20. Other employee benefits—PCC Policy 5.5
- 1.1.21. Political activities of employees (reference [1C SBCCC 200.99](#))—PCC Policy 5.14
- 1.1.22. Professional development—PCC Policy 5.25

- 1.1.23. Reduction in force—PCC Policy 5.33
- 1.1.24. Salary determination methods for full- and part-time employees that address at least the following:
 - 1.1.24.1. Provisions and criteria for salary determination—PCC Policy 5.6
 - 1.1.24.2. Requirements for annual salary review—PCC Policy 5.6
 - 1.1.24.3. Establishment of salary formulas, ranges, or schedules—PCC Policy 5.6
- 1.1.25. Sexual harassment—PCC Policy 2.17
- 1.1.26. Tuition exemption (reference [1E SBCCC 300.1](#))—PCC Policy 6.4.1 and Policy 6.5.2.1
- 1.1.27. Sick leave consistent with provisions of the State Retirement system—PCC Policy 5.4.6
- 1.1.28. Secondary Employment that addresses conflict with the employee's primary job responsibilities and institutional resources (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
- 1.1.29. Shared leave consistent with provisions of the Office of State Personnel (reference [1C SBCCC 200.94\(c\)](#))—PCC Policy 5.31
- 1.1.30. Providing a preference for veterans, as defined in [N.C.G.S. 128-15](#), in hiring decisions—PCC Policy 5.32

Section 2: Policy Development and Review

- 2.1. Policies are developed at PCC based upon a need for the policy or as mandated by the North Carolina Community College System (NCCCS).

- 2.1.1. [N.C.G.S. 115D-5\(a\)](#) states,

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.

- 2.2. To ensure compliance with the mandated laws of North Carolina, policies are reviewed periodically.
 - 2.2.1. 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).
 - 2.2.2. Once the policy is developed or modified, the monitoring authority reviews the policy and makes suggested changes if needed.
 - 2.2.3. After the monitoring authority reviews and gives approval, the revised policy is sent to a College Standing Committee for approval if required as part of the committee's responsibilities, and then to the Executive Council for review and/or approval.
 - 2.2.4. New policies or policies with revised titles or policy statements are presented to the Board of Trustees for final approval.
 - 2.2.5. Any new and/or revised policies are shared with employees via e-mail and placed on the PCC website.

Section 3: Verification of Compliance

- 3.1. PCC will submit copies of the policies listed in Section 1, including amendments, to the NCCCS Office upon adoption.

Legal Citation: [N.C.G.S. 115D-5\(a\)](#), [N.C.G.S. 128-15](#), [1C SBCCC 200.94](#), [1C SBCCC 200.98](#), [1C SBCCC 200.99](#), [1C SBCCC 400.6](#), [1C SBCCC 400.7](#), [1C SBCCC 400.8](#)

History: Effective October 12, 1988; Revised January 2012, March 2021, November 2022, July 2023—SBCCC updates applied

5.2 Hours of Operation

Last Revised: June 2023

Policy: Piedmont Community College (PCC) establishes and communicates regular hours of operation during which services are provided.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the process of determining the operating hours that are necessary to meet the needs of the College's constituencies.

Definitions

N/A

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

Procedure:

Section 1: Determining of Hours of Operation

- 1.1. The President consults with the Executive Council for recommendations regarding hours of operation for the College.
 - 1.1.1. The hours are then communicated as necessary to ensure that employees, students, and the public are aware of those hours.
 - 1.1.2. Refer to the College website (piedmontcc.edu) for current [hours of operation](#).
-

Legal Citation: N/A

History: Effective October 1988, Revised July 2012, November 2021, June 2023

5.3 Compensatory Time Off

Last Revised: March 2024

Policy: Full-time regular non-exempt employees will receive compensatory time off in lieu of overtime pay for all hours worked over 40 hours in a workweek under the terms and conditions of this policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to clarify the terms and use of compensatory time. This policy outlines who is eligible for compensatory time and how it is calculated and used.

Definitions

Compensatory time off—hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at his or her regular rate of pay.

Exempt employees—employees who, based on the duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Instructors/teachers/faculty are exempt if their primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if they are performing that duty as an employee of an educational establishment.

Non-Exempt employees—any employees who do not meet the criteria to be exempt.

Workweek—a seven-day period beginning at 12:01 a.m. on Sunday and ending at midnight on the following Saturday.

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

Procedure:

Section 1: General Provisions

- 1.1. Only governmental (public) agencies are allowed to give compensatory time off based on one and one-half times the number of hours worked in excess of 40 in a workweek under certain conditions to its employees pursuant to the federal Fair Labor Standards Act (FLSA).
- 1.2. Employees who do not know if they are exempt or non-exempt should contact the Office of Human Resources and Organizational Development (HROD) for clarification.

Section 2: Exempt Employees

- 2.1. Exempt employees will not earn compensatory time off for hours worked in excess of 40 hours within a week.
- 2.2. Exemptions are determined based on each specific employment situation.
 - 2.2.1. Job titles alone do not determine the exempt or non-exempt status of any employee.
 - 2.2.2. Each determination is based on the specific job duties performed and compensation received.

Section 3: Maintaining a 40-hour work week

- 3.1. If a non-exempt employee is required to work in excess of their regular workday, the employee may adjust their schedule during the same week to maintain a 40-hour workweek.
- 3.2. If a non-exempt employee is required to work on Saturday in support of an on-campus or off-campus activity, the employee may be given an equal number of hours off during the week preceding the Saturday work.
- 3.3. Any schedule adjustments must be approved by the employee's immediate supervisor.

Section 4: Accrual of compensatory time

- 4.1. Non-exempt employees will be given compensatory time off on the basis of 1½ times the amount of time worked beyond 40 hours during a week.

- 4.1.1. Time off charged to any type of approved, paid leave does not count as hours worked during a week.
- 4.2. The need for a non-exempt employee to work beyond their normal workday, and the number of hours worked, will be determined and approved by the employee's immediate supervisor prior to the time the work is performed.
- 4.3. The supervisor is responsible for oversight of the compensatory time and should apply it consistently to all employees under their supervision.

Section 5: Use of compensatory time

- 5.1. Compensatory time is not intended to be cumulative and treated as additional cumulative leave to be saved for later use.
- 5.2. Compensatory time off should be taken within the pay period whenever possible.
- 5.3. Compensatory time off will be taken before any sick, petty, vacation, or bonus leave.
- 5.4. Compensatory time off cannot be denied to a non-exempt employee unless the compensatory time off will unduly disrupt college operations.
- 5.5. No consideration will be given for unused compensatory time off upon separation of the employee from services with the College.
- 5.6. A record of compensatory time off will be maintained on the employee's petty leave/compensatory time record card and approved by the supervisor.

Legal Citation: [29 U.S.C. §§ 201 to 219 -- Fair Labor Standards Act;](#)
[29 U.S.C. §207\(o\) -- compensatory time](#)

History: Effective February 1976; Revised May 1985, October 1988, January 2012, December 2016, June 2021, March 2024

5.4 Leave

Last Revised: May 2024

Policy: Piedmont Community College (PCC) administers leave within the scope of established Federal or State law, the State Board of Community Colleges, and/or College policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the process by which leave is administered.

Definitions

Administrative Leave—leave given to PCC employees at the discretion of the Board of Trustees and PCC President.

Annual Leave—a leave option for vacations, personal reasons, or for any other instances when an absence occurs.

Birthday Leave—a leave option allowed for a day off with pay on or after an eligible employee's birthday.

Civil Leave—leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

Community Service Leave—a leave option when using leave to perform community service or attend school-related functions.

Family and Medical Leave (FMLA) - job-protected leave for (1) Family and Medical Leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee's own serious health condition; (2) Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave (also known as Covered Service member Leave).

Funeral Leave—a leave option for attending a funeral.

Other Leave—a leave option for claiming leave provided by Federal or State law, the State Board of Community Colleges, and/or College policy.

Paid Parental Leave - a leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child.

Personal Business Leave – leave given to all faculty who are not on 12-month contracts and do not accrue annual leave; an annual allotment of 2 personal business days (or 16 hours) would be credited to all faculty not on 12-month contracts that can be used within that academic year.

Personal Observance Leave - any single work shift that falls on a day of personal significance; it is not for use across multiple shifts. This includes, but is not limited to, days of cultural or religious importance. Regardless of the employee’s religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Executive Order and this policy.

Sick leave—a leave option that may be used for illness or injury that prevents an employee from performing usual duties and for other medical-related issues as defined in Policy 5.4.6 Sick Leave.

Workers’ Compensation Leave—a leave option for when the employee is on an approved workers’ compensation leave.

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

Procedure:

Section 1: Requesting Leave

- 1.1. A Paid leave for absences during the scheduled working hours shall be charged to the appropriate leave account of the employee
- 1.2. A leave request should be submitted through Self-Service for all leave except petty and administrative leave.
 - 1.2.1. FMLA is coordinated with HROD and not through self-service.
- 1.3. It is the employee's responsibility to:
 - 1.3.1. Submit the leave request in advance to their immediate supervisor, who, in turn,

- 1.3.1.1. approves or rejects the leave request and submits it to the Office of Human Resources and Organizational Development and Organizational Development.
- 1.3.1.2. the employee can review their submissions and leave balance in their Self-Service portal.

Section 2. Approved Leave Options

2.1. The following definitions should be observed in checking which kind of leave each particular request is for:

- 2.1.1. "Sick Leave" should be checked for absences to be charged to sick leave as provided in PCC Policy 5.4.6 Sick Leave.
- 2.1.2. "Vacation (Annual) Leave " should be checked for vacations, personal reasons, or for any other instances when an absence occurs, as provided in PCC Policy 5.4.5 Annual Leave.
- 2.1.3. "Birthday Leave" should be checked to claim a day off with pay on or after an eligible employee's birthday as provided in PCC Policy 5.4.14 Birthday Leave.
- 2.1.4. "Civil Leave" should be checked for court attendance such as jury duty as provided in PCC Policy 5.4.7 Civil Leave.
- 2.1.5. "Funeral Leave" should be checked for attending a funeral, as provided in PCC Policy 5.4.12 Funeral Leave.
- 2.1.6. "Community Service Leave" should be checked when using leave to perform community service or attend school related functions, as provided in PCC Policy 5.4.16 Community Service Leave.
- 2.1.7. "Personal Observance Leave" should be checked to claim a day off with pay for any single work shift that falls on a day of personal significance; it is not for use across multiple shifts, as provided in 5.4.18 Personal Observance Leave.
- 2.1.8. "Paid Parental Leave" — a leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child as provided in PCC Policy 5.4.19

- 2.1.9. “Personal Business Leave” should be checked for any faculty who are not on 12-month contracts and do not accrue annual leave to conduct any personal business during work hours.
- 2.1.10. “Without Pay” should be checked for leave that is being taken with payroll deduction, as provided in PCC Policy 5.4.2 Educational Leave Without Pay or Policy 5.4.3 Other Types of Leave Without Pay.
- 2.1.11. “Workers’ Compensation” should be checked when the employee is on an approved workers’ compensation leave, as provided in PCC Policy 5.4.8 Workers Compensation and Leave.
- 2.1.12. “Bonus Leave” should be checked as outlined in PCC Policy 5.5 Other Benefits.

Section 3. Documenting Leave

- 3.1. an employee believes a mistake has been made in the recording of leave, the Office of Human Resources and Organizational Development should be notified as soon as possible to work towards a resolution.

Legal Citation: [1C SBCCC 200.94](#), [N.C.G.S. 115D-5\(a\)](#)

History: Effective February 24, 1976; Revised October 12, 1988; October, 2001; March 2021; May 2024

5.4.1 Educational Leave

Last Revised: December 2022

Policy: Piedmont Community College (PCC) may grant Educational Leave with or without pay for full-time employees for educational activities directly related to improving their regular duties for the benefit of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines and procedures for employees requesting leave to further their education.

Definition

Educational leave—the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further his education.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction; the Vice President, Student Development; and the Vice-President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Educational Leave with Pay

- 1.1. Educational Leave with Pay may be granted to full-time employees of PCC upon the recommendation of the appropriate supervisor and vice president, and the approval of the President.
- 1.2. Requests for educational leave with pay must be filed at least two months in advance of the starting date of the absence.

- 1.3. The employee must submit a memorandum stating the educational plan, the educational institution that they will attend, and how the educational opportunity will benefit the College.
- 1.4. Once the memorandum has been approved by the president, the employee should complete an Application for Leave form and check the “Educational Leave” section and circle “Educational Leave with Pay.” In addition, the following criteria are applicable:
 - 1.4.1. The employee is presently employed full-time on a 9-, 10-, 11-, or 12-month basis.
 - 1.4.2. The employee must have completed a minimum of five years of service to PCC before being eligible for educational leave with pay.
 - 1.4.3. The employee must be under contract to the College for the next fiscal and/or academic year or there must be reasonable assurance from the employee's appropriate vice president that the contract of employment will be extended for the next fiscal and/or academic year.
 - 1.4.3.1. An employee who fails to honor the contract in the subsequent year shall be required to repay the amount expended for the educational leave.
 - 1.4.3.1.1. If the employee fulfills a portion of the contract before failing to honor the full contract, repayment shall be based on a prorated portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7% of the educational leave would be required).
 - 1.4.3.2. If the contract is not renewed due to a Reduction in Force, the employee is not obligated to repay the amount.
 - 1.4.3.3. The President may abrogate the repayment clause for reasons judged to be appropriate (e.g. severe illness or disability, death).
 - 1.4.4. There must be assurance from the appropriate vice president that the duties and responsibilities of the employee are to be adequately carried out during the absence of the employee for the educational leave period.
 - 1.4.5. Educational leave shall not exceed one PCC semester per fiscal year.

- 1.4.6. If seeking a degree, the educational institution the employee plans to attend must be accredited by one of the regional accrediting bodies recognized by the U. S. Department of Education.
- 1.4.7. The employee must submit to the Office of Human Resources and Organizational Development an official grade report/transcript of courses taken and grades earned within 60 days of the employee's completion of the leave.

Section 2: Educational Leave without Pay

- 2.1. Educational Leave without Pay may be granted to full-time employees of PCC upon the recommendation of the appropriate supervisor and vice president, and the approval of the President.
- 2.2. Educational leave may not exceed one PCC semester per fiscal year.
- 2.3. If seeking a degree, the educational institution the employee plans to attend must be accredited by one of the regional accrediting bodies recognized by the U.S. Department of Education.
- 2.4. Requests for educational leave without pay should be filed at least two months in advance of the starting date of the absence.
- 2.5. The employee must submit a memorandum stating the educational plan and the educational institution that they will attend.
- 2.6. Once the memorandum has been approved by the president, the employee should complete an Application for Leave form and check the "Educational Leave" section and check "Without Pay."
- 2.7. The President, in consultation with the appropriate vice president, may grant an extension of educational leave without pay for up to one year.
 - 2.7.1. At this time, the President will also determine whether or not the employee's position will be held open or guaranteed upon the employee's return and communicate that decision to the employee prior to the acceptance of the extension approval.

Legal Citation: [1C SBCCC 400.6](#)

History: Effective June 1974, Revised February 1976, April 1984, September 1986, October, 2001, July 2016, March 2021, December 2022

5.4.3 Other Types of Leave Without Pay

Last Revised: April 2023

Policy: Piedmont Community College (PCC) may grant leave without pay to a full-time or permanent part-time employee.

Purpose/Definitions:

Purpose

Communicate the method by which leave without pay is applied for and granted.

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: Circumstances for leave request

- 1.1. Leave without pay may be requested for the purpose of:
 - 1.1.1. leave in accordance with the Family Medical Leave Act
 - 1.1.2. educational purposes which will better equip the employee for the performance of assigned duties and responsibilities
 - 1.1.3. to do special work for the federal government
 - 1.1.4. in cases of emergency or when the state is to profit by the experience gained or the work performed
 - 1.1.5. for vacation purposes
 - 1.1.6. for other reasons deemed justified by the President

- 1.2. The President's approval is required for all leave without pay requests.

Section 2: Maximum Amount

- 2.1. Leave without pay normally will not exceed six months but may be extended based on individual circumstances.

Section 3: Employee Responsibility

- 3.1. The employee is responsible for submitting the leave request.
- 3.2. The employee is obligated to return to duty within or at the end of the time granted.
 - 3.2.1. If the employee cannot return to work, the employee should contact their supervisor and/or the Office of Human Resources and Organizational Development.
- 3.3. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.

Section 4: College Responsibility

- 4.1. The decision to grant leave without pay is an administrative one for which the President must assume full responsibility. Factors to be considered are
 - 4.1.1. needs of the employee requesting leave
 - 4.1.2. workload
 - 4.1.3. need for filling employee's job
 - 4.1.4. chances of employee returning to duty
 - 4.1.5. obligation of the College to reinstate the employee to a position of like status and pay.
- 4.2. It is the responsibility of the College to administer leave without pay in a manner that is equitable to all of its employees.
- 4.3. Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing or unless the employee is on leave without pay as a result of a reduction-in-force.

- 4.3.1. If it is necessary to fill a position vacant by leave without pay, the position may be filled with a temporary appointment.

Section 5: Retention of Benefits

- 5.1. The employee will retain all accumulated sick leave, retirement status, and time earned toward the next annual salary increase.
- 5.2. Eligibility to earn time toward salary increase ceases on the date leave without pay for education purposes begins, and while drawing workers' compensation.
- 5.3. Accumulated annual leave may be exhausted before going on leave without pay, or the employee may choose to retain part or all of accumulated annual leave.
- 5.4. All annual leave must be exhausted before going on leave without pay for vacation purposes.
- 5.5. If an employee requests leave for personal reasons for a period not to exceed 10 workdays, annual leave must be used if available.
 - 5.5.1. The President may approve exceptions to this rule.
- 5.6. If the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for future use for leave exceeding 10 workdays.
- 5.7. If leave without pay extends through June 30, any annual leave accumulation above 240 hours will be converted to sick leave (See PCC Policy 5.4.5 Annual Leave).
- 5.8. If the employee does not return to work following leave without pay, the employee will be paid for any accumulated annual leave at the time of separation.
- 5.9. While on leave without pay, the employee may continue coverage under the state's health insurance program by paying the full premium cost (no contribution by the state).

Section 6: Longevity Date (See Policy 5.28 Longevity Pay Plan for College Personnel)

- 6.1. An employee's longevity date will be delayed one month for each month the employee is on leave without pay for over half the workdays in a month.
 - 6.1.1. In cases of military leave without pay, educational leave, and while drawing workers' compensation, the longevity date does not change.

Section 7: Negative Leave Balance

- 7.1. A person with a negative leave balance must settle the account before going on leave without pay. (See PCC Policy 5.4.5 Annual Leave and Policy 5.4.6 Sick Leave for more information.)

Legal Citation: N/A

History: Effective October 1988; Revised August 1996, October 2001, July 2016, May 2021, April 2023

Cross-references PCC Policy 5.4.5 Annual Leave, Policy 5.4.6 Sick Leave, and Policy 5.28 Longevity Pay Plan for College Personnel

5.4.4 Military Leave

Last Revised: April 2023

Policy: Leave with pay will be granted to members of reserve components of the U. S. Armed Forces for certain periods of active-duty training, federal mobilization, and state military duty.

Purpose/Definitions:

Purpose

Communicate the method by which military leave is granted to college employees.

Definitions

Reserve components—branches of the U. S. Uniformed Services which include the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve and the Coast Guard Reserve.

Civil Air Patrol—an Air Force Auxiliary whose members are not subject to obligatory service. Civil Air Patrol is not a reserve component.

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

Procedure:

Section 1: Periods of Entitlement for All Reserve Components

- 1.1. Military leave with pay will be granted to full-time or permanent part-time (prorated for part-time employees), employees for 96 working hours annually for any type of active military duty of a member not on Extended Active Duty as defined below.
 - 1.1.1. On rare occasions, due to annual training (summer camp) being scheduled on a federal fiscal year basis (October – September), an employee may be required to attend two periods of training in one fiscal year.

- 1.1.1.1. For example, the employee may be required to attend annual training for federal fiscal year 2023 in August and for federal fiscal year 2024 in June.
- 1.1.1.2. For this purpose only, an employee will be granted an additional 96 hours military leave during the same fiscal year.

Section 2: Additional periods of Military Leave with Pay for National Guard Members

- 2.1. Infrequent, special activities in the interest of the state, usually not exceeding one day, when so ordered by the Governor or his authorized representative.
 - 2.1.1. Active state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive calendar days.
 - 2.1.1.1. For periods in excess of 30 days, employees will be entitled to military leave with differential pay between military pay and regular state pay if military pay is the lesser.
- 2.2. Military leave for active state duty is to be considered separate from and in addition to military leave that may be granted for other purposes.

Section 3: Periods of Military Leave with Pay for Civil Air Patrol

- 3.1. When performing missions or encampments authorized and requested by the U. S. Air Force or emergency missions for the state at the request of the Governor or the Secretary of Crime Control & Public Safety, a member of the Civil Air Patrol is entitled to military leave not to exceed a combined total of 96 hours (pro-rated for part-time employees) in any calendar year unless otherwise authorized by the Governor.
 - 3.1.1. The Secretary of Crime Control & Public Safety upon request of the employing agency may verify such service.

Section 4: Unacceptable Periods of Military Leave

- 4.1. Employees will not be entitled to military leave for the following periods:
 - 4.1.1. Regularly scheduled unit assemblies usually occurring on weekends and referred to as “drills.”
 - 4.1.1.1. Although these periods are unacceptable for Military Leave With Pay, the employing agency is required by federal law to excuse an employee for regularly scheduled military duty.

- 4.1.1.1.1. The employing agency may require an employee to provide a unit training schedule which lists training dates for a month or more in advance.
- 4.1.1.1.2. If necessary, the employee's work schedule will be appropriately rearranged to enable the employee to attend these assemblies.
- 4.1.2. Duties resulting from disciplinary actions imposed by military authorities.
- 4.1.3. For unscheduled or incidental military activities such as volunteer work at military facilities, unofficial military activities, etc.
- 4.1.4. For inactive duty training such (drills) performed for the convenience of the member, such as equivalent training split unit assemblies, make-up drills, etc.
- 4.2. Employing agencies are not required to excuse an employee for military service performed under the circumstances defined in 4.1.2, 4.1.3, and 4.1.4.

Section 5: Employee Responsibilities

- 5.1. It is the responsibility of the employee to request leave along with a copy of their orders or other appropriate documentation evidencing performance of required military duty.

Section 6: Retention and Continuation of Benefits

- 6.1. During the period of military leave with pay, no employee will incur any loss of state service or suffer any adverse service rating.
- 6.2. The employee will continue to earn and accumulate sick and annual leave, aggregate service credit, and receive any promotion or salary increases for which otherwise eligible.

Section 7: Leave for Physical Examination for Military Service

- 7.1. An employee will be granted time off when required to undergo a physical examination relating to military service.

Section 8: Military Leave with Differential Pay

- 8.1. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a college employee, the employee shall receive partial compensation equal to the difference.

- 8.1.1. The effect will be to maintain the employee's salary at the normal level during this period.

Section 9: Military Leave Without Pay

- 9.1. Military leave without pay will be granted for certain periods of active duty or for attendance at service schools.

- 9.1.1. Except for extended active duty, use of all or any portion of an employee's 96 hours annual military leave (prorated for part-time employees) with pay or regular annual (vacation) leave may be used in lieu of or in conjunction with military leave without pay.

Section 10: Additional Information

- 10.1. If additional information is required, reference should be made to the North Carolina Office of State Human Resources Manual.

Legal Citation: [N.C.G.S. 115D](#) [N.C.G.S. 115D-5](#); [N.C.G.S. 127A-116](#); [1C SBCCC 400.7](#), [25 NCAC 01E.0800](#)

History: Effective February 1976; Revised August 1981, October 1988, July 2016, March 2021, April 2023

5.4.5 Annual Leave

Last Revised: May 2024

Policy: Piedmont Community College (PCC) provides eligible full-time and part-time permanent employees with an appropriate amount of annual leave.

Purpose/Definitions:

Purpose

The purpose of this policy is to define annual leave and outline the process for how employees take annual leave.

Definitions

Full-Time Staff Employee—a noninstructional employee contracted annually on a 12-month basis regardless of the academic year. Any staff member less than 12 months will accrue on a prorated scale.

Full-Time 12-Month Faculty Employee – an instructional employee contracted annually on a 12-month basis regardless of the academic year.

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.

Part-Time Permanent Employee—an employee who receives a prorated share of annual and sick leave.

Total State Service—a full month of credit which is given to a full-time employee who is in pay status (working, exhausting annual or sick leave, or drawing workers' compensation not to exceed 12 months) or is on authorized military leave for one-half or more of the regularly scheduled workdays in a month. A part-time employee is credited with total state service on a prorated basis—it is counted as a percentage of the total amount credited to a full-time employee.

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 and Leave Rates

- 1.1. Leave under this policy may be used for:
 - 1.1.1. vacation
 - 1.1.2. other periods of absence for personal reasons
 - 1.1.3. absences due to adverse weather conditions
 - 1.1.4. personal illness (in lieu of sick leave)
 - 1.1.5. illness in the immediate family
 - 1.1.6. donations to an employee who is an approved voluntary shared leave recipient and
 - 1.1.7. time lost for late reporting;
 - 1.1.7.1. Deductions should be made from the employee's pay where excessive tardiness or absenteeism occurs.
- 1.2. It is the responsibility of the employee to submit a leave request via Self-Service.
 - 1.2.1. The request must be submitted to the employee's supervisor for approval; once approved by the supervisor, leave will be automatically deducted from the employee's leave balance on Self-Service.
 - 1.2.2. If possible, submit the request two (2) weeks in advance or immediately upon return from any absence.
- 1.3. Annual leave credits will be provided for full-time staff, full-time 12-month faculty, and part-time permanent employees.
- 1.4. Personal Business Leave for Less than 12-Month Faculty
 - 1.4.1. Because faculty who are not on 12-month contracts do not accrue annual leave, they are allowed to take two (2) personal business leave days (16 hours) per academic year for personal business or circumstances that cannot be attended to outside the normal working day.

1.4.2. Less than 12-month faculty may use their personal business leave days anytime during the academic year, and the time can be taken consecutively.

1.4.3. A calendar will be provided yearly specifying which days less than 12-month faculty are required to be on campus and which days they are not.

1.5. Annual Leave for a 12-Month Employee

1.5.1. The rate at which annual leave is earned for 12-month employees is based on length of state service in accordance with the NC Office of State Human Resources. See **Table 1. Leave Credits** for details.

Table 1. Leave Credits

Years of Total State Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	9.34 hrs.	112.08	14
5 but less than 10 years	11.34 hrs.	136.08	17
10 but less than 15 years	13.34 hrs.	160.08	20
15 but less than 20 years	15.34 hrs.	184.08	23
20 years or more	17.34 hrs.	208.08	26

1.6. Leave for part-time permanent employees will be counted as a percentage of the total amount provided to a full-time employee.

Section 2: Other Creditable Service

2.1. Some types of prior service are eligible to be counted as total State service.

2.1.1. Credit will also be given for employment with

2.1.1.1. other governmental units which are now State agencies (e.g., county highway maintenance, War Manpower Commission, Judicial System).

2.1.1.2. the county Agricultural Extension Service, Community College System and the public school system of North Carolina, with the provision that a school year is equivalent to one full year.

- 2.1.1.3. a local Mental Health, Public Health, Social Services or Emergency Management Agency in North Carolina if such employment is covered under the State Personnel Act.
 - 2.1.1.4. the General Assembly (except for participants in the Legislative Intern Program and pages). All of the time, both permanent and temporary, of the employees will be counted; and the full legislative terms of the members.
 - 2.1.1.5. authorized military leave from any of the governmental units for which service credit is granted, provided the employee is reinstated within the time limits outlined in the State Military Leave policies.
 - 2.1.1.6. authorized worker's compensation leave from any of the governmental units for which service credit is granted.
- 2.1.2. A complete list of agencies may be obtained from the North Carolina Community College System for agencies whereby PCC may give leave credit.
- 2.2. If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, credit will be allowed for the service and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months.
- 2.2.1. Exceptions will be made if the College is at fault or fails to properly detect prior service.

Section 3: Approval of Leave

- 3.1. Annual leave may be taken only upon authorization of the President for those reporting directly to them and the appropriate vice president or designee in all other instances and at such time or times when it will least interfere with the efficient operation of the College.
- 3.2. Notwithstanding any other provision of the annual leave policy, the Board of Trustees may provide through written policies the circumstances and conditions under which instructional employees may utilize the time between semesters in preparation for the next semesters work, or in completion of records and reports concerning the previous semesters work at home or at some other approved place off campus.
 - 3.2.1. It is the intention of this provision that such employees who must engage in this kind of work be given every reasonable opportunity to do so.

3.3. Although approval of the use of annual leave is discretionary, requests by an employee to use annual leave for cultural and/or ethnic-related events should be granted if:

3.3.1. the employee has accrued vacation annual leave, and

3.3.2. the granting of the leave will not result in undue hardship on the agency or its employees.

Section 4: Accumulation of Leave

4.1. Annual leave may be accumulated without any applicable maximum until June 30 of each calendar year.

4.1.1. If the employee separates from service, payment for accumulated leave shall not exceed 240 hours.

4.2. On June 30 of each year any employee with more than 240 hours of accumulated leave will have the excess accumulation converted to sick leave so that only 240 hours are carried forward to July 1 of the next fiscal year.

4.3. A bank of 16 hours of faculty personal business leave will be credited to all faculty who are not on a 12-month contract (and do not accrue annual leave) at the start of each academic year. Unused personal business leave is not paid out and does not accumulate, roll over, or convert to sick time.

Section 5: Advancement and Exhaustion of Leave

5.1. Any employee may be advanced the amount of leave needed on an individual basis and which can be credited during the remainder of the contract year with the approval of the President.

5.1.1. If more leave is taken than can be credited during the contract year, the balance above the amount that can be advanced will be deducted from the next payroll.

5.2. When exhausting annual leave the employee

5.2.1. continues to accumulate leave

5.2.2. is entitled to holidays

5.2.3. is eligible for salary increases during that period

Section 6: Transfer of Leave

- 6.1. When an employee leaves PCC to work for another state agency, public school, community college, technical institute, local mental health, local social services, local emergency management unused leave may be transferred subject to the receiving agency's approval.

Section 7: Leave Without Pay

- 7.1. An employee going on leave without pay may exhaust annual leave or may retain part or all accumulated leave until the employee returns, the only exceptions being:
 - 7.1.1. when an employee has accumulated annual leave, all leave must be exhausted before going on leave without pay for vacation purposes, or
 - 7.1.2. if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available.
 - 7.1.2.1. If the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for future use. The President must approve exceptions to this rule.
 - 7.1.2.2. If leave without pay extends through June 30, any annual leave accumulation above 240 hours will be converted to sick leave.

Section 8: Leave Payout

- 8.1. A lump sum payment for leave is made only at the time of separation when separation is due to resignation, dismissal, or death not to exceed 240 hours (prorated for part-time employees).
- 8.2. Leave may be made in a lump sum payment or exhausted if the employee elects to do so for service retirement, early retirement or reduction in force.
 - 8.2.1. Payment for leave will be made on the monthly payroll following the resignation date.
 - 8.2.2. For example, if an employee resigns on August 24; leave payment will be made on the September monthly payroll.
- 8.3. Retirement deductions will be taken from the final payroll.
- 8.4. If an employee has more than one-half of a month of leave, the major medical insurance plan may be extended an additional month provided the employee pays the

employee/dependent required payment while the College pays the employer required payment.

- 8.5. If an employee separates and is overdrawn on leave, it will be necessary to reduce the final payroll check to balance the overdrawn leave.

Section 9: Payout for Deceased Employee

- 9.1. In the case of a deceased employee, payment for unpaid salary, leave not to exceed 240 hours, and travel reimbursement must be made, upon establishment of valid claim, to the deceased employee's administrator or executor.

- 9.1.1. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence.

Section 10: Leave Records

- 10.1. It is the responsibility of the College to maintain leave records for each employee.

- 10.1.1. The requested leave will be posted to the employee's leave record when approved by their supervisor on Self-Service

- 10.2. The College must retain leave records for all separated employees for a period of at least six years from the date of separation.

Legal Citation: N.C.G.S. 115D-5, 1C SBCCC 200.94

History: Effective June 1974; Revised March 1976, December 1981, March 1983, December 1985, December 1993, April 1994, October 2001, July 2003, January 2004, July 2016, May 2021, May 2024

5.4.6 Sick Leave

Last Revised: March 2023

Policy: Piedmont Community College (PCC) provides eligible employees with a reasonable amount of sick leave for personal or family illnesses and for medical related appointments.

Purpose/Definitions:

Purpose

This policy outlines the procedures by which sick leave is accumulated, used, and recorded.

Definitions

Immediate Family—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

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: Accrual of Sick Leave

- 1.1. For all full-time 12-month employees, sick leave is credited at the rate of eight hours per month or 96 hours per year.
 - 1.1.1. Sick leave will be prorated for permanent employees working less than full-time.
- 1.2. Sick leave accumulates indefinitely.
- 1.3. A supervisor may advance sick leave, not to exceed the amount an employee can accumulate during the current contract year.

- 1.4. Creditable service for unused sick leave is accrued monthly, during employment under a duly adopted sick leave policy, and for which the member would be paid a full salary, without restriction, in the event of illness.
 - 1.4.1. Sick leave that was converted from excess annual leave in accordance with State law is also creditable.
- 1.5. One month of retirement credit is allowed for each 20 days of sick leave or portion thereof when a member retires.

Section 2: Use of Sick Leave

- 2.1. Sick leave may be used for illness or injury that prevents an employee from performing usual duties.
- 2.2. Sick leave may be used for the actual period of temporary disability connected with childbearing or recovery there from.
 - 2.2.1. For the birth of a child, or to care for the child and/or spouse after birth; for the placement of a child, for adoption of a child, limited to a maximum of 12 weeks for each parent.
 - 2.2.2. In accordance with the State's policy on Equal Employment Opportunity, female employees will not be penalized in their condition of employment because they require time away from work caused by or contributed to pregnancy, miscarriage, abortion, childbirth and recovery.
 - 2.2.3. Disabilities resulting from pregnancy will, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee.
 - 2.2.4. Accumulated sick leave may be used for the period of actual disability as a result of childbearing or recovery there from.
 - 2.2.5. Since there is no certainty as to when such disability actually begins and ends, a doctor's certificate will be required verifying the employee's period of temporary disability.
- 2.3. To avoid the abuse of sick leave privileges, a supervisor may require a verification statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness, or death in the family.
- 2.4. Sick leave may also be requested for:

2.4.1. medical appointments

2.4.2. illness of a member of the employee's immediate family

2.4.3. death of a member of the employee's immediate family

2.4.3.1. Sick leave is to be used when Funeral Leave is exhausted (refer to PCC Policy 5.4.12 Funeral Leave).

2.5. Sick leave can be used to increase a member's creditable service to complete:

2.5.1. 30 years of service, regardless of age

2.5.2. 25 years of service, after age 60

2.5.3. 20 years of service, after age 50

2.6. Regarding sick leave without pay:

2.6.1. Sick Leave will be exhausted before going on leave without pay for extended illness.

2.6.1.1. The employee may also exhaust annual leave or may retain part or all of accumulated annual leave.

2.6.1.2. While exhausting leave, all benefits for which the employee is entitled are credited.

2.6.2. Sick leave without pay up to one year may be granted by the President for the remaining period of disability after sick leave has been exhausted.

2.6.2.1. Extension of sick leave without pay beyond one year will be managed by and documented by the Office of Human Resources and Organizational Development.

2.6.3. An employee's longevity payment date will be delayed one month for each month the employee is on leave without pay for over half the workdays in that month.

Section 3: Recording of Sick Leave

3.1. Sick leave will be charged in 15-minute increments if less than 1 hour.

3.2. Unused sick leave will be transferred when an employee transfers between State agencies.

- 3.2.1. Sick leave may also be transferred to or from a participating county organization, public school, community college, or technical college.
- 3.3. An employee who separates from the College does not receive payment for any remaining sick leave.
 - 3.3.1. When an employee retires from the College, their sick leave counts towards state service.
 - 3.3.2. When an employee separates from the College and is not retiring, the employee's sick leave balance is forfeited unless employment is maintained with another State agency that participates in the NC Retirement System or the employee retires within five (5) years of separation.
 - 3.3.3. Sick leave may be exhausted prior to disability retirement.
 - 3.3.4. If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.
 - 3.3.5. An employee may elect to donate all or part of remaining sick leave to other employees that fall under PCC Policy 5.31 Voluntary Shared Leave at the time of dismissal.
- 3.4. Upon reinstatement into service of an employee:
 - 3.4.1. Sick leave will be reinstated when an employee returns from authorized leave without pay or when reinstated within five years from any type of separation.
 - 3.4.2. Sick leave may be reinstated when an employee returns to State employment within five years after separation from local government, public school, community college, or technical college.
- 3.5. The employee's supervisor is required to report to the Office of Human Resources and Organizational Development (HROD) when an employee is out 5 business days or more and continue to report every 5 business days until the employee returns to work. This is to keep track of the mandatory 60 day waiting period to apply for Short Term Disability.
- 3.6. It is the responsibility of the employee to submit a Leave Request Form within the first week of their return to work.
 - 3.6.1. It is the responsibility of the College to maintain annual records for sick leave for each employee.

3.6.2. The College notifies employees of leave balances via Self Service.

3.7. The College will retain sick leave records for all separated employees for a period of at least six years from the date of separation.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective June 1974; Revised February 1976, March 1983, October 1988, April 1992, April 1994, October 2001, April 2013, October 2021, March 2023

Cross-references PCC Policy 5.4.12 Funeral Leave

5.4.7 Civil Leave

Last Revised: March 2023

Policy: Piedmont Community College (PCC) provides employees with civil leave in the event that an employee is called for a covered court attendance.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline applying for civil leave.

Definitions

Civil Leave—leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

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

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: Application

- 1.1. When a Full-Time Permanent employee requires the use of civil leave, an Application for Leave Form must be submitted.
 - 1.1.1. Documentation supporting the requirement to need civil leave must accompany the leave request.
- 1.2. The employee should check the appropriate section on the Application for Leave Request form and specify the role in the legal proceedings (e.g., juror, witness, subpoenaed).
- 1.3. It is the responsibility of the employee to inform their supervisor when the duty is scheduled and the expected duration.

Section 2: Eligibility

- 2.1. Full-Time Permanent and Part-Time Permanent employees are eligible for civil leave.
- 2.2. Full-Time Temporary and Part-Time Temporary employees are not eligible for civil leave.

Section 3: Jury Duty

- 3.1. A Full-Time Permanent or Part-Time Permanent employee who is called for jury duty is entitled to leave with pay for the period of absence required and is entitled to regular compensation plus fees received for jury duty.
- 3.2. The employee should report back to work as soon as jury duty is completed each day unless the workday is over and must report back to work the day following completion of the duty.
- 3.3. If jury duty occurs on a day that is normally a non-working day, the employee is not entitled to additional time off.
 - 3.3.1. Time for jury duty is not included in total hours worked for that week.
- 3.4. A Full-Time Temporary or Part-Time Temporary employee who is called for jury duty is excused for the period of absence without pay.

Section 4: Other Types of Court Attendance

- 4.1. The process regarding court attendance other than jury duty is:
 - 4.1.1. When an employee attends court in connection with official duties, no leave is charged.
 - 4.1.1.1. When an employee is required to attend court on a day that would normally be a non-working day, the time is to be considered as working time and included in the total hours worked per week.
 - 4.1.2. When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay will be granted.
 - 4.1.3. An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, annual leave or leave without pay must be used for purpose of attending court.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective February 1976; Revised October 1988, October 2001, July 2016, April 2021, May 2022—updated definitions, March 2023

Cross-references PCC Policy 5.36 Definition of Employment Categories

5.4.8 Workers Compensation and Leave

Last Revised: October 2021

Policy: Piedmont Community College (PCC) adheres to the Workers Compensation Act and provides medical benefits and disability compensation including weekly compensation benefits for time lost.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure that if a PCC employee is injured on the job or contracts an occupational disease, they are provided compensation in accordance with the Workers Compensation Act. This policy also provides both a remedy to an injured employee and ensures a limited and determinate liability for the employer.

Definitions

North Carolina Industrial Commission (NCIC)—an agency of the State of North Carolina created by the General Assembly in 1929 to administer the North Carolina Workers' Compensation Act to ensure that the provisions of the Act are fairly applied.

Occupational Disease—an event or exposure caused by your work environment or activities related to your work causing or contributing to a medical condition.

The State Workers Compensation Act—under the NC Workers Compensation Act, an injury to any full-time, part-time, or temporary employee is covered under workers compensation if it was caused by an accident or incident that arose out of and in the course of employment.

Third Party Administrator (TPA)—an organization that processes insurance claims or certain aspects of employee benefit plans for a separate entity and in this case processes workers compensation claims/benefits for the North Carolina Community Colleges.

Approval Authority/Monitoring Authority: The President, as designated by the PCC Board of Trustees, has approval authority, and the Vice President, Administrative Services/CFO has monitoring authority.

Procedure:

Section 1: Employee Responsibility

- 1.1. The injured employee is responsible for claiming compensation. The employee or the employee's representative must immediately give written notice of an accident to the appropriate supervisor and to the Office of Human Resources and Organizational Development (HROD).
 - 1.1.1. In any event that notification has not been made within 30 days, the employer may refuse compensation unless a reasonable excuse is made to the satisfaction of the North Carolina Industrial Commission (NCIC).
- 1.2. The written notice must include:
 - 1.2.1. the date and time of injury,
 - 1.2.2. information concerning what they were doing at the time of the accident/incident,
 - 1.2.3. location of employee at time of injury, and
 - 1.2.4. which part of their body was injured (right/left, upper/lower).
- 1.3. An employee with an occupational disease must give notice to the College when a licensed medical authority first informs the employee of the nature and work-related cause of the illness.
- 1.4. The injured employee must file Form 18, Notice of Accident to Employer and Claim of Employee, Representative, or Dependent. (See Exhibit 5.4.8A Form 18.)
 - 1.4.1. The form is provided to the injured employee by the TPA.
 - 1.4.2. The use of Form 18 is required under the provisions of the Workers Compensation Act.
 - 1.4.3. It is the employee's responsibility to file Form 18.

Section 2: Compensation

- 2.1. Per N.C.G.S. 97-28, a seven (7) day waiting period after the employee's last day on the payroll is required before the employee is eligible for weekly benefits.
 - 2.1.1. If the employee remains unable to earn wages after the first seven (7) days of disability, the employee is entitled to a weekly benefit.

- 2.1.2. If disability continues more than twenty-one (21) days, the employee is entitled to receive compensation for the first seven days of disability.
- 2.2. The weekly benefit is equal to 66 2/3% of the employee's average weekly earnings up to a maximum established by the NCIC each year.
 - 2.2.1. When an employee is injured, the employee must go on workers' compensation leave and receive workers compensation weekly benefits after the waiting period required by N.C.G.S. 97-29.

Section 3: Employer Responsibility

- 3.1. The College's Office of HROD is responsible for notifying the North Carolina Community Colleges' TPA, by creating Form 19. (See Exhibit 5.4.8B Form 19.)
 - 3.1.1. The employer will provide, to the employee, the WC Authorization/Physician's Report/Pharmacy Guide form (Exhibit 5.4.8C WC Authorization/Physician's Report/Pharmacy Guide form) for the employee to present when receiving medical treatment for the workers compensation injury/incident.
 - 3.1.1.1. This form has the TPA contact information.
 - 3.1.2. The appropriate supervisor(s) must complete the Supervisor's Accident/Injury Report form (Exhibit 5.4.8D Supervisor's Accident/Injury Report) and submit it to the Office of HROD immediately (within 48 hours or less).
 - 3.1.3. The Office of HROD is required by law to report the injury/incident to the TPA within five (5) days of the injury/incident.
 - 3.1.4. The TPA will submit Form 19, Employer's Report of Employee's Injury or Occupational Disease to the Industrial Commission, within 5 days from notification of any claim that results in more than one day's absence from work, or if medical expenses exceed the reportable amount which is established by the [North Carolina Industrial Commission](#).
 - 3.1.5. The Office of HROD will work with the TPA and the employee to ensure that benefits and medical expenses are paid accordingly.
 - 3.1.6. The medical provider for necessary medical treatment for any work-related injury will be selected by the Office of HROD in conjunction with the TPA.

3.1.6.1. Every effort will be made to find the best possible medical care for the injured employee to help them achieve maximum medical improvement and return to work as soon as possible.

3.1.7. Any workers' compensation circumstances not addressed in this policy will be managed in accordance with [Article 1 of Chapter 97 of the N.C. General Statutes \(Workers' Compensation Act\)](#)

Section 4: Use of Leave

4.1. No leave is charged on the day of the injury if the treating physician instructs the employee not to return to work in either permanent or restricted duty.

4.2. In order to reach maximum medical improvement, employees injured on the job in a compensable accident who require medical or therapy visits during regularly scheduled working hours will not be charged leave for time lost from work for required treatment.

4.2.1. Paid time should be limited to reasonable time for treatment and travel; any excess time will be charged as annual/bonus or sick leave or leave without pay.

4.3. The employee will:

4.3.1. obtain a written statement from the physician indicating that the employee's fit-for-duty status, which should include a return-to-work date, and

4.3.2. submit the statement along with an Application for Leave Request form if applicable to the Office of HROD and the employee's immediate supervisor.

4.4. When an employee goes on workers' compensation leave, the weekly benefit may be supplemented by the use of partial sick or annual/bonus leave, earned prior to the injury.

4.4.1. This will provide an income approximately equal to the take-home (net) pay. Partial pay is subject to state and federal withholding taxes and Social Security, but not subject to retirement withdrawal.

4.4.2. The employee is responsible for filing the Application for Leave Request form documenting appropriate leave with the physician's note attached.

Section 5: Continuation of Benefits

- 5.1. While on Workers compensation leave, the employee will continue to accumulate annual and sick leave to be credited to the employee's account for use upon return to permanent duty.
- 5.2. If the employee does not return to permanent duty from workers compensation leave, they shall be paid a lump sum for unused annual and bonus leave eligible for payout already earned as of the date of injury, unused annual and sick leave accumulated only during the first 12 months of workers' compensation leave, and any bonus leave granted on or after the date of injury that is eligible for payout.
- 5.3. While on workers compensation leave, an employee will continue to be covered under the State's health insurance plan. The monthly employer premium for the employee will be paid by the College.
 - 5.3.1. Coverage where employee pays a portion and any dependent coverage must be paid by the employee.
- 5.4. While on workers compensation leave, an employee does not receive retirement credit.
 - 5.4.1. As a member of the State Retirement System, the employee may purchase credits for the period of time the employee is on an approved leave of absence. Upon request by the employee, the State Retirement System will provide a statement of the cost and a date by which purchase must be made. If purchase is not made by that date, the cost will be recalculated.
- 5.5. While on workers compensation leave, an employee will continue to receive total state service credit if eligible.
- 5.6. While on workers compensation leave, an employee will continue to receive longevity credit if eligible.
 - 5.6.1. Employees who are eligible for longevity pay will receive their annual payments.
- 5.7. Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increase to which the employee is entitled.
 - 5.7.1. Any performance increase which would have been given had the employee been at work may also be included in the reinstatement salary, or the increase may be given on any payment date following reinstatement.

Legal Citation: [Article 1 of Chapter 97 of the N.C. General Statutes \(Workers' Compensation Act\)](#); [NC Industrial Commission](#); [1C SBCCC 400.8\(b\)\(1\)\(C\)](#)

History: Effective October 12, 1988; Revised October 2011, October 2016, October 2021; Exhibit C replaced, March 2022

Exhibit 5.4.8A Form 18

North Carolina Industrial Commission

NOTICE OF ACCIDENT TO EMPLOYER AND CLAIM OF EMPLOYEE, REPRESENTATIVE, OR DEPENDENT

IC File # _____

Emp. Code # _____

Carrier Code # _____

The I.C. File # is the unique identifier for this injury. It will be provided by return letter and is to be referenced in all future correspondence.

The Use of This Form Is Required Under the Provisions of the Workers' Compensation Act

Employee's Name _____			Employer's Name _____			Telephone Number () - _____		
Address _____			Employer's Address _____			City State Zip _____		
City State Zip _____			Insurance Carrier _____			Policy Number _____		
Home Telephone () - _____			Work Telephone () - _____			Carrier's Address _____		
Social Security Number - - _____			Sex <input type="checkbox"/> M <input type="checkbox"/> F			Date of Birth / / _____		
Carrier's Telephone Number () - _____			Carrier's Fax Number () - _____					

EMPLOYEE – This form must be filed with the Industrial Commission within two years of the date of injury or occupational disease or your claim may be barred. Notice shall be given to the employer immediately after the accident or as soon as practicable and within 30 days. (This form should also be used for occupational disease claims; however, for asbestosis, silicosis and byssinosis, Form 18B is to be used.)

Notice is hereby given, as required by law, that the above-named employee sustained an injury or contracted an occupational disease, described as follows: _____ on _____ / / _____ at _____ Describe the injury or occupational disease, including the specific body part involved (e.g., right hand, left hand) _____
 Describe how the injury or occupational disease occurred: _____

Occupation when injured: _____ Nature of employer's business: _____
 Number of days out of work due to injury: _____
 Medical treatment received? Yes No
 Weekly wage: \$ _____ Number of hours worked per day: _____ Days worked per week: _____

NOTE: If employee is unable to sign this form, another may sign for him. This form should be typed or printed by hand in black ink, if possible. Employee should retain one signed copy of this notice, mail one signed copy to the Industrial Commission at the address below, and provide one signed copy to employer.

Signature of (Check One) <input type="checkbox"/> Employee, <input type="checkbox"/> Attorney, <input type="checkbox"/> Representative, or <input type="checkbox"/> Dependent		Printed Name of Signer _____		E-mail Address _____		Telephone Number () - _____	
Address _____		City _____		State _____		Zip Code _____	
						Date Completed / / _____	

EMPLOYER: This notice is being sent to you in compliance with requirements of the North Carolina Workers' Compensation Act, in order that the medical services prescribed by the Act may be obtained; and, if disability extends beyond 7 days duration, or if death ensues, compensation may be paid according to law.

FORM 18
12/2020
PAGE 1 OF 2

FOR IC USE ONLY

RESEARCHER: _____

CC: _____

EC: _____

DATA ENTRY: _____

FORM 18

ATTORNEYS: FILE WITH AN IC FILE NUMBER VIA EDFP
[HTTP://WWW.IC.NC.GOV/DOCFILING.HTML](http://www.ic.nc.gov/docfiling.html) OR
 IF NO IC FILE NUMBER, FOLLOW EMPLOYEE FILING OPTIONS.
EMPLOYEES: E-MAIL TO: FORMS@IC.NC.GOV
 OR MAIL TO: **NCIC - CLAIMS SECTION**
1235 MAIL SERVICE CENTER
RALEIGH, NC 27699-1235
 MAIN TELEPHONE: (919) 807-2500 HELPLINE: (800) 688-8349
 WEBSITE: [HTTP://WWW.IC.NC.GOV/](http://www.ic.nc.gov/)

GENERAL INFORMATION ON THE FORM 18

1. What does a Form 18 do?

A Form 18 establishes a legal claim of injury on your behalf if filed within two years of the date of injury or occupational disease, and gives the required written notice to the employer if a copy is submitted to the employer within 30 days of the injury. The employer is required by law to file a Form 19 if the employee misses more than one day of work due to the injury or if the medical bills exceed \$4,000.00. However, the employer's filing of a Form 19 does not satisfy the employee's obligation to file a claim. In order to ensure the employee's rights are protected, the employee must file a Form 18 even though the employer may be paying compensation or the Industrial Commission may have opened a file for the injury.

2. To whom should the Form 18 be sent?

The original Form 18 should be submitted to the Industrial Commission. The injured worker should keep one copy for his or her records and one copy should be submitted to the employer at the time of the injury.

3. What numbers do I write in the upper right corner?

You do not need to fill in the spaces on the upper right corner of the Form 18. If you know that your employer has already filed a report of injury, (Form 19) and you know what your I.C. (Industrial Commission), File Number is, you may write the number in the "I.C. File No." space. If you do not already have an I.C. File Number, the Industrial Commission will assign one upon receipt of the Form 18. The other two spaces "Emp. Code No." and "Carrier Code No." are for internal use only.

4. What if I do not know who my employer's insurance carrier is?

If you do not know who the employer's insurance carrier is you may either ask your employer for the information, call the Industrial Commission's Claims Administration Section at (800) 688-8349 then press "1" after the prompt, or simply leave the line blank.

5. When listing the number of days out of work, do I count partial days?

Yes, you include partial as well as whole calendar days not worked. However, the days do not need to be consecutive.

6. What happens after I file the Form 18?

The Industrial Commission will mail an acknowledgement letter to you after your Form 18 is processed. Processing time varies according to current workload. The Industrial Commission will mail a copy of the acknowledgement letter to the employer or its workers' compensation insurance carrier asking them to contact you and inform you if compensation will be paid to you voluntarily.

Exhibit 5.4.8B Form 19

North Carolina Industrial Commission

EMPLOYER'S REPORT OF EMPLOYEE'S INJURY OR OCCUPATIONAL DISEASE TO THE INDUSTRIAL COMMISSION

IC File # _____

Emp. FEIN _____

Carrier FEIN _____

Carrier File # _____

To the Employer:

A copy of this Form 19 accompanied by a blank Form 18 must be given to the employee. It does not satisfy the employee's obligation to file a claim. The filing of this report is required by law. This form MUST be transmitted to the Industrial Commission through your Insurance Carrier.

To the Employee:

This Form 19 is not your claim for workers' compensation benefits. To make a claim, you must complete and sign the enclosed Form 18 and mail it to Claims Administration, N.C. Industrial Commission, 1235 Mail Service Center, Raleigh, NC 27699-1235 within two years of the date of your injury or last payment of medical compensation. For occupational diseases, the claim must be filed within two years of the date of disability or the date your doctor told you that you have a work-related disease, whichever is later.

The I.C. File # is the unique identifier for this injury. It will be provided by return letter and is to be referenced in all future correspondence.

The Use of This Form Is Required Under the Provisions of the Workers' Compensation Act

Employee's Name		Employer's Name		Telephone Number	
Address		Employer's Address		City	State Zip
City	State	Zip	Insurance Carrier	Policy Number	
Home Telephone		Work Telephone		Carrier's Address	
Social Security Number		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Carrier's Telephone Number	Fax Number

Employer	1. Give nature of employer's business
Time And Place	2. Location of plant where injury occurred County _____ Department _____ State if employer's premises _____
	3. Date of injury / / 4. Day of week _____ Hour of day : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	5. Was employee paid for entire day _____ 6. Date disability began / /
	7. Date you or the supervisor first knew of injury / / 8. Name of supervisor _____
Person Injured	9. Occupation when injured _____
	10. (a) Time employed by you _____ (b) Wages per hour \$ _____
	11. (a) No. hours worked per day _____ (b) Wages per day \$ _____ (c) No. of days worked per week _____
	(d) Avg. weekly wages w/ overtime \$ _____ (e) If board, lodging, fuel or other advantages were furnished in addition to wages, estimated value per day, week or month. \$ _____ per _____
Cause And Nature Of Injury	12. Describe fully how injury occurred and what employee was doing when injured: (Statement made without prejudice and without vouching for correctness of information)
	13. List all injuries and specify body part involved (e.g. right hand or left hand):
	14. Date & hour returned to work / / at : .M. 15. If so, at what wages \$ _____ per _____
	16. At what occupation _____ 17. Employee's salary continued in full? _____
	18. Was employee treated by a physician _____
Fatal Cases	19. Has injured employee died _____ 20. If so, give date of death (Submit Form 29) / /
Employer name	Date Completed / /
Signed by _____	Official Title _____

OSHA 301 Information:

Case Number from Log: _____	Date Hired: / /	Time Employee began work on date of incident: _____ : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	If off-site medical treatment provided, answer entire next line.
Name of facility: _____	Address: Street/City/Zip/Telephone _____		ER visit? <input type="checkbox"/> Yes <input type="checkbox"/> No Overnight stay? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.			

FOR IC USE ONLY
RESEARCHER: _____
CC: _____
EC: _____
DATA ENTRY: _____

FORM 19

SELF-INSURED EMPLOYER OR CARRIER, FILE AS FROI VIA EDI:
HTTP://WWW.IC.NC.GOV/EDIFORM19.HTML

UNINSURED EMPLOYERS OR LUNG DISEASE CLAIMS:
E-MAIL TO: FORMS@IC.NC.GOV OR MAIL TO: NCIC - CLAIMS SECTION,
1235 MAIL SERVICE CENTER, RALEIGH, NC 27699-1235
MAIN TELEPHONE: (919) 807-2500 HELPLINE: (800) 688-8349
WEBSITE: HTTP://WWW.IC.NC.GOV/

IMPORTANT INFORMATION FOR EMPLOYER

Employer must furnish a copy of this form, as completed, to the employee or the employee's representative when submitted to the Insurance Carrier or Claims Administrator for transmission to the Commission. Every question must be answered. This Form 19 must be transmitted to the Commission through your insurance carrier/claims administrator, and is required by law to be filed within 5 days after knowledge of accident. Employer must also give employee a blank Form 18.

IMPORTANT INFORMATION FOR EMPLOYEE

Reporting an Injury

If you do not agree with the description or time of the accident given on this form, you should make a written report of injury to the employer within thirty (30) days of the injury.

Making A Claim

To be sure you have filed a claim, complete a Form 18, Notice of Accident, within two years of the date of the injury and send a copy to the Industrial Commission and to your employer. The employer is required by law to file this Form 19, but the filing of the Form 19 does not satisfy the employee's obligation to file a claim. The employee must file a Form 18 even though the employer may be paying compensation without an agreement, or the Commission may have opened a file on this claim. A claim may also be made by a letter describing the date and nature of the injury or occupational disease. This letter must be signed and sent to the Industrial Commission and to your employer.

FOR ASSISTANCE OR TO OBTAIN A FORM 18 FROM THE INDUSTRIAL COMMISSION, YOU MAY CALL (800) 688-8349

USE YOUR I.C. FILE NUMBER (IF KNOWN) OR SOCIAL SECURITY NUMBER ON
ALL FUTURE CORRESPONDENCE WITH THE COMMISSION

[SPANISH TRANSLATION]

INFORMACIÓN IMPORTANTE PARA LOS EMPLEADOS

Reporte de una Lesión (Reporting an Injury)

Si usted no está de acuerdo con la descripción o la hora del accidente que aparece en el formulario, debe hacer un reporte de la lesión por escrito y dárselo a su empleador dentro de un período de treinta (30) días a partir de la fecha de la lesión.

Cómo Presentar una Reclamación (Making a Claim)

Para certiorarse de que ha presentado una reclamación, complete el Formulario 18 Notificación de Accidente dentro de un período de dos años a partir de la fecha de la lesión y envíe una copia a la Comisión Industrial y una copia a su empleador. Por ley, el empleador debe presentar el Formulario 19, sin embargo, el presentar el Formulario 19 no cumple con la obligación que tiene el empleado de presentar una reclamación. El empleado debe presentar el Formulario 18 aunque el empleador esté pagando compensación sin tener un acuerdo o si la Comisión ha creado un expediente con respecto a esta reclamación. También se puede presentar una reclamación por medio de una carta explicando la fecha y la naturaleza de la lesión o la enfermedad ocupacional. Esta carta se debe firmar y enviar a la Comisión Industrial así como al empleador.

PARA RECIBIR ASISTENCIA O PARA OBTENER EL FORMULARIO 18 DE LA COMISIÓN INDUSTRIAL, USTED PUEDE HABLAR AL (800) 688-8349

EN TODA LA CORRESPONDENCIA QUE ENVÍE A LA COMISIÓN INDUSTRIAL POR FAVOR ESCRIBA
EL NÚMERO DE CASO DESIGNADO POR LA COMISIÓN [I.C. FILE NUMBER] (SI LO SABE)
O SU NÚMERO DE SEGURO SOCIAL.

FORM 19
1/2020
PAGE 2 OF 2

FORM 19

SELF-INSURED EMPLOYER OR CARRIER, FILE AS FROI VIA EDI:
[HTTP://WWW.IC.NC.GOV/EDIFORM19.HTML](http://www.ic.nc.gov/EDIFORM19.HTML)

UNINSURED EMPLOYERS OR LUNG DISEASE CLAIMS:
E-MAIL TO: FORMS@IC.NC.GOV OR MAIL TO: NCIC - CLAIMS SECTION,
1235 MAIL SERVICE CENTER, RALEIGH, NC 27699-1235
MAIN TELEPHONE: (919) 807-2500 HELPLINE: (800) 688-8349
WEBSITE: [HTTP://WWW.IC.NC.GOV/](http://www.ic.nc.gov/)

Exhibit 5.4.8C WC Authorization/Physician's Report/Pharmacy Guide form



www.ccmsi.com SONC@CCMSI.COM
 PO Box 669527 CHARLOTTE NC 28266
 Phone: 888-596-8771 Fax: 217-477-6631

**State of North Carolina Workers' Compensation Program
 Supervisor's Initial Medical Treatment Authorization | Medical Provider's Report**

Supervisor: Please complete Section A and give to injured employee to take with them to the authorized treating medical provider. **This form authorizes their initial care.** The remainder of the form is to be completed by the medical provider and should be returned to the employee's supervisor or agency workers' compensation administrator within 24 hours after treatment.

Section A: Patient Information	
Employing Agency/University:	Today's Date:
Employee First/Last Name:	Employee Phone:
Supervisor/Manager Name:	Supervisor/Manager Phone:
Date of Injury: ___/___/___ Time of Injury: ___:___ am pm	Location of Injury (if known):
Initial Treating Provider/Facility Name, Address, Phone Number:	

Authorized Treatment Facilities: Supervisor/Manager please direct your employee to a local network provider based on location. For a complete list of network providers, visit <https://www.talispoint.com/login/>. Username: strata Password: SONC99
Hospital Emergency Rooms should only be used for extreme injuries or after-hours treatment that cannot wait.

Treating Medical Provider: PLEASE COMPLETE SECTIONS B through E.

Section B: Diagnosis, Treatment, and Medication Information																	
Diagnosis(es) for treated body parts:																	
Treatment Provided:	List medication(s)/prescription(s)/sample(s) given (include dose):																
Section C: Work Status Information																	
<input type="checkbox"/> Patient may return to work without restrictions on ___/___/___ (date). Skip to Section E. <input type="checkbox"/> Patient may return to work with restriction(s) shown in Section D. on ___/___/___ (date) <input type="checkbox"/> Patient may not return to work as of ___/___/___ (date) until a follow-up appointment described in Section E.																	
Section D: Work Restrictions Information																	
Posture Restrictions (if any) <input type="checkbox"/> NO restrictions (a/t=as tolerated)																	
<table border="0"> <tr> <td>Max hrs. allowed per day a/t</td> <td>Max hrs. allowed per day a/t</td> </tr> <tr> <td>Standing _____ <input type="checkbox"/></td> <td>Squatting/Kneeling _____ <input type="checkbox"/></td> </tr> <tr> <td>Sitting _____ <input type="checkbox"/></td> <td>Stooping/Bending _____ <input type="checkbox"/></td> </tr> <tr> <td>Twisting _____ <input type="checkbox"/></td> <td></td> </tr> </table>	Max hrs. allowed per day a/t	Max hrs. allowed per day a/t	Standing _____ <input type="checkbox"/>	Squatting/Kneeling _____ <input type="checkbox"/>	Sitting _____ <input type="checkbox"/>	Stooping/Bending _____ <input type="checkbox"/>	Twisting _____ <input type="checkbox"/>		<table border="0"> <tr> <td>Max hrs allowed per day a/t</td> <td>Max hrs allowed per day a/t</td> </tr> <tr> <td>Walking _____ <input type="checkbox"/></td> <td>Grasping/squeezing _____ <input type="checkbox"/></td> </tr> <tr> <td>Climbing _____ <input type="checkbox"/></td> <td>Wrist Flex/Extension _____ <input type="checkbox"/></td> </tr> <tr> <td>Reaching _____ <input type="checkbox"/></td> <td>Overhead Reaching _____ <input type="checkbox"/></td> </tr> </table>	Max hrs allowed per day a/t	Max hrs allowed per day a/t	Walking _____ <input type="checkbox"/>	Grasping/squeezing _____ <input type="checkbox"/>	Climbing _____ <input type="checkbox"/>	Wrist Flex/Extension _____ <input type="checkbox"/>	Reaching _____ <input type="checkbox"/>	Overhead Reaching _____ <input type="checkbox"/>
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Other: _____																	
Lift or Carry Restrictions (if any) <input type="checkbox"/> NO Restrictions <input type="checkbox"/> May not lift or carry objects more than _____ lbs for more than _____ hours/day <input type="checkbox"/> No lifting or carrying Other: _____																	
Push or Pull Restrictions (if any) <input type="checkbox"/> NO Restrictions <input type="checkbox"/> May not push or pull objects more than _____ lbs for more than _____ hours/day <input type="checkbox"/> No pushing or pulling Other: _____																	
Additional Restrictions:																	
Section E: Follow up appointments																	
<input type="checkbox"/> Patient has return appointment on ___/___/___ (date) at ___:___ <input type="checkbox"/> AM <input type="checkbox"/> PM																	
Medical Provider – You must contact CCMSI at 888-596-8771 for referral authorization.																	

Medical Provider's Signature

Date

Medical Provider's Name (print)

See separate "State of North Carolina First Fill Prescription Card Form" for first prescription drug fill details and participating pharmacies.

Exhibit 5.4.8D Supervisor's Accident/Injury Report form

PIEDMONT COMMUNITY COLLEGE - SUPERVISOR'S ACCIDENT/INJURY REPORT

This form is to be completed by the supervisor and forwarded to the Office of HR/OD within 48 hours of the accident.		
Name of Employee		
Address and Phone Number		
Department	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date and Time of Injury
Injured Employee Position Title	Time Day Begins and Ends	
Nature of Injury	Part of Body Injured	
Cause of Injury	Location of Injury	
Occupation and Activity of Person at Time of Injury	Status of Job Activity - (Circle One) Halted Continuing Completed	
Name and Phone Number of Witness		
Name and Phone Number of Supervisor		
Brief Description of the Injury		
Property Damage <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Vehicle <input type="checkbox"/> Equipment <input type="checkbox"/> Private Property		
Immediate Cause(s) <input type="checkbox"/> Equipment <input type="checkbox"/> Personnel <input type="checkbox"/> Environment <input type="checkbox"/> Management <input type="checkbox"/> Unsafe Act <input type="checkbox"/> Hazardous Conditions	Explain	
Basic Cause & Contributing Factor <input type="checkbox"/> Personnel <input type="checkbox"/> Environment Conditions <input type="checkbox"/> Management <input type="checkbox"/> Hazardous Conditions <input type="checkbox"/> Lack of safety instruction & training	Explain	
Corrective Action I have taken the following <input type="checkbox"/> Temporary / <input type="checkbox"/> Permanent immediate actions to reduce recurrence	Explain	
I recommend the following action(s) to prevent recurrence; and anticipate completion by: / / (date)		
Supervisor's Comments: (Appropriateness of Cause & Corrective Action)		
TREATMENT DATA		
Employee Required <input type="checkbox"/> First-Aid Only <input type="checkbox"/> Urgent Care <input type="checkbox"/> ER-Hospital <input type="checkbox"/> Fatality ____ / ____ / ____ (date of death) month / day / year		
Diagnosis and Treatment, if known		
Employee Disposition Status <input type="checkbox"/> Returned to Work <input type="checkbox"/> Sent Home <input type="checkbox"/> To Hospital	Other Explain	
Estimated Lost Workdays (excluding day of injury)	Date of Report ____ / ____ / ____ month / day / year	
Report Prepared by Print Name: _____ Signature _____		

5.4.9 Institutional Holidays

Last Revised: March 2023

Policy: The Piedmont Community College (PCC) Board of Trustees approves institutional holidays on an annual basis.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for the administration of paid holiday leave.

Definitions

N/A

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

Procedure:

Section 1: Eligibility

- 1.1. Full-time and part-time permanent employees with benefits will receive 12 institutional holidays or a pro-rated amount, if part-time, on an annual basis.
- 1.2. To be eligible for a holiday, an employee must be
 - 1.2.1. in pay status through the holiday, or,
 - 1.2.2. in pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved.
- 1.3. An employee is not eligible for a holiday when
 - 1.3.1. the holiday occurs before the beginning date of employment, or

1.3.2. after the last day of work when an employee separates or goes on extended leave without pay (over half the workdays and holidays in a month).

1.4. An employee who works a schedule that is less than 12 months shall only be eligible for the holidays that occur during the months scheduled to work.

1.5. An employee who works a schedule less than five days per week will only be eligible for the holidays that occur during the days scheduled to work.

Section 2: Exceptions

2.1. If a holiday falls at the first of a month and the employee begins work on the first available workday, the employee receives pay for the holiday.

2.2. If a holiday falls at the end of the month and the employee is in pay status through the last available workday, the employee receives pay for the holiday.

Legal Citation: [1C SBCCC 200.94\(d\)](#)

History: Effective June 24, 1974; Revised October 12, 1988, October 2011, October 2021, March 2023

5.4.10 Parental Leave

Last Revised: November 2021

Policy: Piedmont Community College (PCC) provides eligible employees with leave without pay in the event that an employee becomes disabled or otherwise unable to work as a result of pregnancy, childbirth, or becoming legal guardian(s) or parents of newly adopted children.

Purpose/Definitions:

Purpose

This policy outlines the procedures by which parental leave will be granted.

Definitions

Parental leave—leave without pay approved for the legal guardian(s) or natural parents of a newborn infant or the legal guardian(s) or parents of a newly adopted child under the age of 18.

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. The legal guardian(s) or natural parents of a newborn infant and the legal guardian(s) or parents of a newly adopted child under the age of 18 may request leave without pay under provisions of this policy.
 - 1.1.1. See PCC Policy 5.4.3 Other Types of Leave without Pay for details regarding:
 - 1.1.1.1. how leave without pay impacts other employee benefits.
 - 1.1.1.2. the process for requesting leave without pay.

Section 2: General Provisions

- 2.1. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth.
- 2.2. The President may grant leave without pay to the natural mother for all of the time of personal disability not covered by sick leave (either because the employee has exhausted all sick leave or prefers to retain it).
 - 2.2.1. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate will be required verifying, on a prescribed form, the employee's period of temporary disability.
 - 2.2.2. Based on the type and nature of work performed, each supervisor will be responsible for determining, in consultation with the employee and upon advice they have received from their physician
 - 2.2.2.1. how far into pregnancy they may continue to work before going on leave;
 - 2.2.2.2. reasonable accommodations that are needed, if requested by the employee; and
 - 2.2.2.3. the anticipated return to work date.
- 2.3. The natural mother also may desire to be on leave from work to and/or after the time of actual disability. Leave without pay may be granted for this purpose under the provisions of this policy.
- 2.4. Leave without pay for the legal guardian or parent of an adopted child can begin no earlier than one week prior to the date the legal guardian or parent receives custody of the child.

Legal Citation: N/A

History: Effective October 12, 1988, Revised April 2013; November 2021—Cross-references PCC Policy 5.4.3 Other Types of Leave without Pay

5.4.11 Petty Leave

Last Revised: April 2023

Policy: Piedmont Community College (PCC) provides non-exempt employees with 14 hours of petty leave per fiscal year.

Purpose/Definitions:

Purpose

This policy outlines to whom and the procedures by which petty leave is provided, used, and recorded.

Definitions

Exempt Employees— employees who, based on the duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Instructors/teachers/faculty are exempt if their primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if they are performing that duty as an employee of an educational establishment.

Fiscal Year—July 1 through June 30.

Full-Time Permanent and **Part-Time Permanent**—as defined in PCC Policy 5.36 Definition of Employment Categories.

Non-Exempt employees—Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act. Refer to the [Wages and Fair Labor Standards Act](#) administered by the U.S Department of Labor for more information.

Petty Leave—leave that may be used in lieu of other leave types for brief absences after all compensatory time is exhausted.

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

Procedure:

Section 1: Eligibility

- 1.1. Full-Time Permanent non-exempt employees are provided 14 hours of petty leave per fiscal year.
- 1.2. The 14 hours of petty leave are prorated for Part-Time Permanent employees who earn leave, an employee who works less than 12 months, or an employee who works less than 39 hours per week.

Section 2: Documentation of Petty Leave

- 2.1. Petty Leave/Compensatory Time records are sent to the supervisor of eligible employees by July 1 for distribution.
 - 2.1.1. Petty Leave must be used in increments not to exceed two hours each.
 - 2.1.2. Petty leave used by an employee must be approved by the immediate supervisor prior to using to avoid any disruption in the functioning of the employee's work area.
 - 2.1.3. Petty leave is documented on the employee's Petty Leave/Compensatory Time record.
 - 2.1.4. Petty Leave must be used before the end of the fiscal year in which it is given.
 - 2.1.5. Petty Leave is not allowed to carry over from one fiscal year into the next.
 - 2.1.6. Compensatory time must be exhausted before petty leave is used.
 - 2.1.7. Upon separation from the College, any unused Petty Leave is forfeited.
 - 2.1.7.1. Petty Leave has no cash value.
- 2.2. Direct supervisors are required to collect an employees' Petty Leave/Compensatory Time record at the end of the Fiscal Year and forward to the Office of Human Resources and Organizational Development to be maintained as part of the employee's personnel file.

Legal Citation: [Wages and Fair Labor Standards Act](#)

History: Effective June 1974; Revised February 1976, October 1988, October 2001, July 2016, December 2021, April 2023

Cross-references PCC Policies 5.3 Compensatory Time Off and 5.36 Definition of Employment Categories

5.4.12 Funeral Leave

Last Revised: May 2023

Policy: Piedmont Community College (PCC) provides eligible employees funeral leave with pay.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the method by which funeral leave is granted to eligible college employees.

Definitions

Eligible employees—Full-Time Permanent employees who are under a contract of employment with PCC.

Full-Time Permanent—as defined in PCC Policy 5.36 Definition of Employment Categories.

Immediate Family—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

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. Eligible employees may take three (3) days of leave with pay for a death in the employee’s immediate family.

1.1.1. Funeral leave is an excused absence and has no effect on vacation, sick, or bonus leave.

- 1.1.2. Any additional time away will have to be accounted for using vacation, sick, or bonus leave.
- 1.2. Employees may take up to two (2) hours of funeral leave to attend the funeral of other college employees and Board of Trustees members and/or the funeral of immediate family members of employees and Board of Trustees members.
 - 1.2.1. Supervisors have the right to extend the time allowed for funeral leave for services, as needed.
- 1.3. Employees not eligible for paid funeral leave may request funeral leave without pay. See PCC Policy 5.4 Leave for information regarding eligibility.

Section 2: Requesting Leave

- 2.1. The employee will submit a leave request for approval.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective October 1988; Revised April 1992, April 1999, July 2016, April 2021, May 2022—updated definitions, May 2023

Cross references PCC Policies 5.4 Leave and 5.36 Definition of Employment Categories

5.4.14 Birthday Leave

Last Revised: April 2023

Policy: Piedmont Community College (PCC) gives eligible employees a day off with pay in celebration of their birthday.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the method by which birthday leave is granted to eligible college employees.

Definitions

Full-Time Permanent—as defined in PCC Policy 5.36 Definition of Employment Categories.

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. Full-time employees are eligible for birthday leave starting on the employee's birthday after the employee's official date of hire.
- 1.2. Birthday leave is to be taken in full day (8 hours) increments, rather than applying some hours to one date and the remainder to a later date.
- 1.3. Birthday leave is to be used on or after the employee's birthdate and approved by the supervisor.
 - 1.3.1. The only time birthday leave may be used prior to the birth date is for one of the required leave days during the winter break in December.
- 1.4. Birthday leave must be used within one year of each birthday or the employee will forfeit the birthday leave.

Section 2: Requesting Leave

- 2.1. The employee will submit a leave request for birthday leave for approval by the employee's direct supervisor.

Legal Citation: N/A

History: Effective January 1984; Revised January 1992, July 2016, April 2021, May 2022— updated definitions, April 2023

Cross references PCC Policy 5.36 Definition of Employment Categories.

5.4.15 Family and Medical Leave

Last Revised: August 2023

Policy: Piedmont Community College (PCC) complies with Federal law in regards to the requirements of Family and Medical Leave as provided by the Family and Medical Leave Act (FMLA) of 1993.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide implementation procedures for the Family and Medical Leave Act of 1993 which was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

This Act provides reasonable job-protected (1) Family and Medical Leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee's own serious health condition; (2) Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave (also known as Covered Service member Leave).

Definitions

12-Month Period—a period beginning July 1 of each year and ending on the following June 30. Employees must be given 60 calendar days' notice of any change and must not lose any benefits because of a transition.

Child—a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is:

- a biological child
- an adopted child
- a foster child—a child for whom the employee performs the duties of a parent as if it were the employee's child

- a step-child—a child of the employee's spouse with no biological relationship to the employee
- a legal ward—a minor child placed by the court under the care of a guardian, or
- a child of an employee standing in loco parentis

Health Care Provider—a doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State of North Carolina or any other person determined by statute, credential or licensure to be capable of providing health care services.

Intermittent Work Schedule—a work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled medical treatment.

Parent—a biological, adoptive, step, or foster father or mother, or any other individual who stood "in loco parentis" to the employee when the employee was a son or daughter. The term parent does not include parents' in-law.

Permanent Employee—an employee who has been employed with PCC for at least 12 months and who has worked at least 1040 hours during the previous 12-month period.

Reduced Work Schedule—a work schedule involving less hours than an employee is regularly scheduled to work.

Serious Health Condition—an illness, injury, impairment or physical or mental condition that involves:

- inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility, including any period of incapacity (defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment for or recovery from, or any subsequent treatment in connection with such impairment;
- continuing treatment by a health care provider involving one or more of the following: a period of incapacity as defined above of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also involves;
- treatment two or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by a health care provider, or treat any period of incapacity requiring absence from work of more than three workdays that also involves continuing treatment by a health care provider;

- treatment on at least one occasion resulting in a regime of continuing treatment under the supervision of a health care provider (course of prescription medication or therapy requiring special equipment to alleviate the health condition);
- any period of incapacity due to pregnancy or for prenatal care, even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three calendar days (prenatal examinations, severe morning sickness);
- any period of incapacity or treatment due to a “chronic serious health condition” even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three calendar days, which is defined as requiring periodic visits or treatment by a health care provider, continuing over an extended period of time, and which may cause episodic rather than continuing periods of incapacity;
- incapacity for a permanent or long-term condition for which treatment may not be effective; or
- multiple treatments for restorative surgery or incapacity for serious conditions that would likely result in a period of incapacity of more than three consecutive days in the absence of medical intervention or treatment.

Note: For a more exhaustive list of what constitutes a serious health condition please see Section 125.113 of the Family and Medical Leave Act of 1993.

Spouse—a husband or wife recognized by the State of North Carolina.

Temporary Employee—an employee whose position is not established in the budget as a regularly recurring position and is for brief periods (usually less than nine months).

Workweek—the number of hours an employee is regularly scheduled to work each week, including holidays.

Approval Authority/Monitoring Authority: PCC’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: Eligible Employees

- 1.1. Permanent Employees are entitled to a total of 12 workweeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below.
 - 1.1.1. For the birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
 - 1.1.2. For the employee to care for a child placed with the employee for adoption or foster care provided the leave is taken within a 12-month period following placement.
 - 1.1.3. For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition; or
 - 1.1.4. Because the employee has a serious health condition that makes the employee unable to perform one or more essential functions of the employee's position.
- 1.2. Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Policy will be administered under the Other Types of Leave Without Pay Policy (5.4.3). Under these provisions, employees must pay for health benefits coverage.
- 1.3. Temporary Employees are not covered by this policy since the maximum length of temporary appointment is nine months; however, if, by exception, a temporary employee is extended beyond one year, the employee will be covered if the individual worked at least 1250 hours during the previous 12-month period.
 - 1.3.1. Any leave granted to a temporary employee will be without pay.
 - 1.3.2. This procedure also applies to any other type of appointment that is not permanent, including intermittent, if the employee worked at least 1250 hours during the previous 12-month period.

Section 2: Leave Charges

- 2.1. It is the responsibility of the College to designate leave as FMLA leave, based on information provided by the employee.
 - 2.1.1. Designation of leave as FMLA leave must be done before the leave starts.

- 2.1.2. If an employee has not provided information sufficient to determine whether leave is designated as FMLA leave, the College will, after a period of 10 workdays, request that the employee provide sufficient information to establish an FMLA-qualifying reason for the needed leave. This does not preclude the College from requesting the information sooner; at any time an extension is requested.
- 2.2. FMLA runs concurrently with all other leave, with the exception of paid parental leave per N.C.G.S. 128-8.6 and worker's compensation leave.
- 2.3. Periods of leave without pay (including leave without pay while drawing short-term disability benefits) count towards the 12 workweeks to which the employee is entitled.
- 2.4. If an employee is out on workers' compensation leave drawing temporary total disability, the time away from work is not considered as part of the FMLA 12-week entitlement.
- 2.5. The College cannot require an employee to use compensatory time for unpaid FMLA leave.
- 2.6. The employee may choose to exhaust available sick and/or annual leave, or any portion, or go on leave without pay.

Section 3: Amount of Leave and Qualifying Reasons for Leave

- 3.1. FMLA leave may be requested
 - 3.1.1. for the birth of a child and to care for the newborn child after birth, provided the leave is taken within a 12-month period following birth.
 - 3.1.1.1. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if the pregnancy condition makes the employee unable to work or requires a reduced work schedule.
 - 3.1.2. for the placement of or to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a 12-month period following placement.
 - 3.1.2.1. FMLA leave must also be granted before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

- 3.1.3. for the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition.
- 3.1.4. because the employee has a serious health condition that prevents the employee from performing one or more essential functions of the position.
- 3.1.5. because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- 3.1.6. as Military Caregiver Leave (Covered Service Member Leave)
 - 3.1.6.1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period (commencing on the on the date the employee first takes leave) to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty for which the employee is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or on the temporary disability retired list.
 - 3.1.6.2. If an eligible employee does not take all of the 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of the 26 workweeks of leave entitlement to care for the covered service member is forfeited.
 - 3.1.6.3. The 26-workweek entitlement is to be applied as a per-covered service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness.
- 3.1.7. During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under any condition listed above in items 3.1.1 through 3.1.6.

Section 4: Intermittent Leave or Reduced Work Schedule

- 4.1. The employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse or parent who has a serious health condition, or because the employee has a serious health condition.
- 4.2. There is no minimum limitation on the amount of leave taken intermittently.
- 4.3. If the leave is for childbirth and birth related child care or for adoption, the College must agree to intermittent leave or a reduced work schedule.
- 4.4. If intermittent leave is foreseeable, based on planned medical treatment, the College may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.
- 4.5. Only the time actually taken as leave may be counted toward the 12 weeks of leave to which the employee is entitled when leave is taken intermittently or on a reduced leave schedule (For example, an employee normally works 40 hours each week. The employee is on a reduced work schedule of 20 hours per week. The FMLA leave may continue for up to 24 calendar weeks.)
- 4.6. If an employee works a reduced or intermittent work schedule and does not use paid leave to make up the difference between the normal work schedule and the new temporary schedule to bring the number of hours worked up to the regular schedule, the supervisor must submit in writing the change in the number of hours the employee is scheduled to work. This will result in an employee earning pay and leave at a reduced rate.

Section 5: Employee FMLA Notification Requirements

- 5.1. When the leave is foreseeable and at least 30 calendar days' notice has been provided, the employee must contact the Office of Human Resources and Organizational Development (HROD) to complete required forms (FMLA and college leave forms).
- 5.2. When it is not possible to submit forms (FMLA and college leave forms) before the leave begins, the employee must follow-up with the Office of HROD within 15 calendar days unless it is not practicable under the circumstances.

Section 6: Employment and Benefits Protection

6.1. Reinstatement

- 6.1.1. The employee will be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits and other conditions of employment.
- 6.1.2. PCC may require the employee to report to the College at reasonable intervals on the employee's status and intention to return to work.
- 6.1.3. The College also may require that the employee provide certification that the employee is able to return to work.

6.2. Benefits

- 6.2.1. The employee will be reinstated without loss of benefits accrued when the leave began.
- 6.2.2. No benefits will be accrued during the period of leave without pay.

6.3. Health Benefits

- 6.3.1. The College will maintain coverage for the employee under the State's group health plan for the duration of leave at the level and under the conditions coverage would have been provided if the employee had continued employment.
- 6.3.2. Any share of health plan premiums that an employee had paid prior to leave must continue to be paid by the employee during the leave period.
- 6.3.3. The obligation to maintain health insurance coverage stops if an employee's premium payment is more than 30 calendar days late.
- 6.3.4. If the employee's failure to make the premium payments leads to a lapse in coverage, the employer must still restore the employee, upon return to work, to the health coverage equivalent to that the employee would have had if leave had not been taken and the premium payments had not been missed without any waiting period or pre-existing conditions.
- 6.3.5. The College may recover the premiums if the employee fails to return after the period of leave to which the employee is entitled has expired for a reason

other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control.

Section 7: Interference with Rights

- 7.1. Actions prohibited—It is unlawful to interfere with, restrain or deny any right provided by this policy or to discharge or in any other manner discriminate against an employee for opposing any practice made unlawful by this policy.
- 7.2. Protected Activity—It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:
 - 7.2.1. Files any civil action or institutes or causes to be instituted any civil proceeding under or related to this policy.
 - 7.2.2. Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy.
 - 7.2.3. Testifies, or is about to testify, in any inquiry or proceeding relating to any provided under this policy.

Section 8: Enforcement

- 8.1. A violation of or denial of leave requested pursuant to the Family and Medical Leave Act of 1993 is not a contested case and creates no right of grievance or appeal under the State Personnel Act.
- 8.2. Violations can result in any of the following and are enforced by the U.S. Secretary of Labor:
 - 8.2.1. U.S. Department of Labor investigation, or
 - 8.2.2. Civil liability with the imposition of court cost and attorney's fees, or
 - 8.2.3. Administrative action by the U.S. Department of Labor.

Section 9: Posting and Recordkeeping Requirements

- 9.1. Posting
 - 9.1.1. Agencies are required to post and keep posted, in a conspicuous place, a notice explaining the FMLA provisions and providing information concerning the procedures for filing complaints of violations of the Act with the U.S. Department of Labor, Wage and Hour Division.

- 9.1.2. When an employee provides notice of the need for FMLA leave, the College will provide the employee with notice detailing the specific expectations and obligations of the employee and explaining the consequences of a failure to meet these obligations.
- 9.1.3. Copies of these required notices may be obtained from local offices of the Wage and Hour Division.

9.2. Records

- 9.2.1. The College is required to keep FMLA records for no less than 3 years and make them available to the Department of Labor upon request.
- 9.2.2. In addition to the records required by the Fair Labor Standards Act, the agency must keep records of:
 - 9.2.2.1. dates FMLA leave is taken
 - 9.2.2.2. hours of leave if less than a full day
 - 9.2.2.3. copies of employee notices
 - 9.2.2.4. documents describing employee benefits
 - 9.2.2.5. premium payments of employee benefits
 - 9.2.2.6. records of any disputes
- 9.2.3. Records and documents relating to medical certifications, recertification or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files, and if the Americans with Disabilities Act (ADA) is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements, except that:
 - 9.2.3.1. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.
 - 9.2.3.2. First aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment.

- 9.2.3.3. Government officials investigating compliance with FMLA (or other pertinent law) shall be provided relevant information upon request.

Legal Citation: [Family and Medical Leave Act of 1993](#), N.C.G.S 126-8.6, [1C SBCCC 200.100](#)

History: Effective July 1994; Revised October 2001, January 2013, April 2020, June 2023, August 2023

Cross references PCC Policy 5.4.3 Other Types of Leave Without Pay Policy.

5.4.16 Community Service and Child Involvement Leave

Last Revised: May 2023

Policy: Piedmont Community College (PCC) recognizes, as evidenced by our mission, vision, and values, the diverse needs for volunteers to support schools, communities, citizens, and non-profit organizations; therefore, full-time employees are encouraged to participate in community service activities. PCC also encourages employees to be involved in school functions and activities involving the employee's children.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the method by which community service and child involvement leave is granted to eligible college employees.

Definitions

Child—a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is:

- a biological child
- an adopted child
- a foster child—a child for whom the employee performs the duties of a parent as if it were the employee's child
- a step-child—a child of the employee's spouse with no biological relationship to the employee
- a legal ward—a minor child placed by the court under the care of a guardian; or
- a child of an employee standing in loco parentis

Community College—an educational institution that is a member of the North Carolina (or adjacent state) Community College System.

Community Service—the act of supporting our communities through volunteer service.

Community Service Organization—a non-profit, non-partisan community organization which is designated as an IRS-Code 501(c)(3), or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Although religious

organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

Partisan Political Activity—the act of doing something in active support of, or opposition to, a political party, a candidate for partisan political office, or a partisan political group.

Public University—a constituent institution of the University of North Carolina (or adjacent state system).

School (public or private)—an educational institution that is authorized to operate under the laws of the State of North Carolina (or adjacent state) and is an elementary school, middle school, high school, or a licensed childcare program.

State Agency—a State governmental agency that is authorized to operate under the laws of the State of North Carolina (or adjacent state).

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

Procedure:

Section 1: Eligibility and Approval

- 1.1. Full-time employees with benefits will be credited sixteen (16) hours of paid community service/child involvement leave beginning July 1 of each fiscal year.
- 1.2. New employees will be credited with leave immediately upon employment, prorated for the remainder of the fiscal year (July 1 - June 30).
- 1.3. The employee’s supervisor must provide approval for requested leave.
 - 1.3.1. The supervisor or other college management may require that the leave be taken at a time other than the one requested based on the needs of the College.
 - 1.3.1.1. The College may require acceptable proof that leave taken is within the purpose of this policy.
- 1.4. Community service/child involvement leave
 - 1.4.1. is non-transferable

- 1.4.2. is not cumulative
- 1.4.3. cannot be carried over from one fiscal year to the next, and any leave not taken is forfeited.
- 1.5. Employees are not paid for community service/child involvement leave upon separation from the College.
- 1.6. College equipment or supplies may not be used for any community service or child involvement activity.

Section 2: Documentation of Community Service Leave

- 2.1. For community service/child involvement leave, the employee will submit a leave request for approval and document on the leave request, where appropriate:
 - 2.1.1. the school-sponsored function/activity involving the employee's child(ren), the child(ren)'s name, and the name of the school along with the scheduled date of the activity, or
 - 2.1.2. the service that will be provided to the community service organization, school, public university, community college, or state agency; the name of the organization and the activity sponsored by said organization along with the scheduled date of the activity.
 - 2.1.2.1. Written documentation from that agency, on their letterhead, may be required for volunteer services other than child(ren) involvement in the school(s).

Section 3: Use of Leave

- 3.1. Community service Leave may be granted to full-time employees within the parameters outlined below:
 - 3.1.1. Tutoring and mentoring
 - 3.1.2. Other volunteer work approved by a teacher, school administrator, or program administrator.
 - 3.1.3. Volunteering in a public university, community college, or state agency, provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

- 3.1.4. Performing a service for the community and/or a community service organization.
- 3.2. Child involvement leave may be granted to full-time employees within the parameters outlined below:
 - 3.2.1. Teacher or school administrator meetings concerning the employee's child.
 - 3.2.2. Attending any function sponsored by the school in which the employee's child is enrolled and the employee's child is a participant in the function.
 - 3.2.3. Other activities outside of a school setting in which the child is involved.

Section 4: Limitations of Community Service Leave

- 4.1. Community Service Leave does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities.
 - 4.1.1. Services would include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities.
- 4.2. Partisan Political Activity on college time is not permitted.
 - 4.2.1. Care must be taken to avoid any possible interpretation that the College is permitting time off and in so doing, supports a political candidacy or agenda.
 - 4.2.2. Political activity must be in accordance with 1C SBCCC 200.99(a) of the State Board of Community Colleges (SBCC) Code which states: "As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board encourages employees of the system to exercise their rights and obligations of citizenship."
- 4.3. Community Service Leave may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work or promoting a candidate.
 - 4.3.1. Vacation leave will be charged if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

Legal Citation: [1C SBCCC 200.99\(a\)](#)

History: Effective July 1994; Revised April 1999, October 2001; Replaces Child Involvement Leave effective July 2007; Revised July 2012, April 2021, May 2022—updated definitions, May 2023

5.4.17 State of Emergency Leave

Approved: May 2023

Policy: The Piedmont Community College Board of Trustees approves state of emergency leave in accordance with recommendations issued by the Office of State Human Resources.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow the College to apply an exception or addition to normal leave policies in times when a state of emergency has been declared. Such exceptions or additions must be authorized or recommended by the Office of State Human Resources.

Definitions

Pandemic—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

State of Emergency—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety.

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

Procedure:

Section 1: Effective Dates

- 1.1. The effective dates of any exception or addition to other leave policies will align with declarations made by entities who have the authority to issue a state of emergency.
-

Legal Citation: N/A

History: Approved April 16, 2020; May 2022—updated definitions, May 2023

5.4.18 Personal Observance Leave

New: August 2022

Policy: Piedmont Community College (PCC) provides employees with a day of personal observance leave.

Purpose/Definitions:

Purpose

In support of North Carolina's effort to attract, retain and support top talent in its workforce, PCC will give eligible employees a day of leave to observe a day of personal significance, including but not limited to days of cultural or religious importance.

Definitions

Full-Time Other—a position established in the budget as a regularly recurring position.

Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, prorated leave (e.g., sick, annual, funeral, 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 other hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Permanent—a position established in the budget as a regularly recurring position.

Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Part-time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 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, funeral, civil, military, community service) and are given no job preference for employment beyond the contractual period.

Personal Observance Day—any single work shift that falls on a day of personal significance; it is not for use across multiple shifts. This includes, but is not limited to, days of cultural or religious importance. Regardless of the employee’s religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Executive Order and this policy.

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. Full-Time Permanent or Full-Time Other employees are eligible for up to 8 hours of personal observance leave.
- 1.2. Part-time Permanent employees’ personal observance leave will be prorated based on their number of hours worked.
- 1.3. Full-Time Temporary and Part-Time Temporary employees are not eligible for personal observance leave.

Section 2: Requesting Leave

- 2.1. Personal observance leave is to be taken in full day (8 hour) increments, rather than applying some hours to one date and the remainder to a later date.
- 2.2. Personal observance leave must be used within the calendar year, or the employee will lose the leave.
- 2.3. If an employee leaves their position with the College prior to using personal observance leave, payment is not provided.
- 2.4. To request personal observance leave, the employee will complete an Application for Leave Request form (see Exhibit 5.4.18 Application for Leave Request). The employee must:
 - 2.4.1. check the Personal Observance Day box,
 - 2.4.2. enter the date the personal observance leave will be used in the “For whole day(s)” section, and
 - 2.4.3. submit the form to their supervisor for approval.

Legal Citation: [Executive Order 262](#)

History: Effective August 2022

Exhibit 5.4.18 Application for Leave Request

PIEDMONT COMMUNITY COLLEGE
Application for Leave Request

Name _____ Today's Date _____
 (Please Print)

- The Application for Leave Request must be submitted to the employee's supervisor(s) for approval. If possible, please submit the Request two (2) weeks in advance for vacation (annual) leave or immediately upon return from **ANY** absence.
- After the Request has been approved, the Personnel Office will return the canary copy to the employee. The requested leave will be posted to the employee's leave record account on a monthly basis.
- Leave requested must be within the guidelines of the appropriate PCC policy (ex. Funeral, Civil, Sick, etc.).

Please check appropriate leave:

- | | |
|---|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Vacation (Annual) Leave |
| <input type="checkbox"/> Educational Leave (Please select one) | <input type="checkbox"/> Without Pay (Memo must accompany leave form) |
| <input type="checkbox"/> With pay (Memo must accompany leave form) | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Without Pay | <input type="checkbox"/> Personal Observance Day |
| <input type="checkbox"/> Birthday Leave (___ / ___) (full-Time only) | |
| Actual birthday Month/Day | |
| <input type="checkbox"/> Civil Leave (attach court document verifying attendance) | |
| <input type="checkbox"/> Funeral Leave (state relationship of the deceased to the employee) | |
| <input type="checkbox"/> Community Service Leave (On the line below include name of school, child(ren)'s name and type of function <u>OR</u> attach signed letter from the head of the North Carolina agency requesting your services.) | |

Faculty Only: Document Class Coverage:

For Partial Day(s) Total Hours: _____

Date _____	Beginning Time _____	Ending Time _____	Daily Total _____
Date _____	Beginning Time _____	Ending Time _____	Daily Total _____
Date _____	Beginning Time _____	Ending Time _____	Daily Total _____

For Whole Day(s) Total Days: _____ **Faculty - Hours Per Day (if less than 1 week):** _____

Commencing Date _____ To and/or including Date _____

Commencing Date _____ To and/or including Date _____

I have verified that I have accrued time available to cover if applicable

Employee Signature _____

I approve the requested leave as submitted: _____

Supervisor(s) Signature

Vice President Signature

Personnel Office Use
 This is to verify that your Application for Leave Request has been received in the Personnel Office.

 Signature

5.4.19 State of North Carolina Paid Parental Leave

Last Revised: January 2024

Policy: Piedmont Community College (PCC) provides paid parental leave to eligible employees in accordance with N.C.G.S 126-8.6.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures by which the College will provide State of North Carolina paid parental leave to eligible employees.

Definitions

Break in Service—occurs when an employee is not in pay status for more than 31 calendar days. Educational Leave without pay (PCC Policy 5.4.1) and Other Types of Leave without Pay (PCC Policy 5.4.3) do not constitute a break in service.

Child—a newborn biological child or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose parent is an eligible employee.

Parent—the mother or father of a child through birth or legal adoption, or an individual who cares for a child through foster or other legal placement under the direction of a government authority.

Pay status—in accordance with 25 NCAC 01D .0105,

- an employee shall be deemed to be in pay status when working, when on paid leave, when exhausting vacation or sick leave, or when on workers' compensation leave. Lump sum payment of vacation leave upon separation shall not constitute paid leave status.
- an employee shall not be deemed to be in pay status after the last day of work if separated because of resignation, dismissal, death, retirement, reduction in force, or in accordance with any rule.

Paid parental leave—a leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child.

Public safety concern—a significant impairment to the College’s ability to conduct its operations in a manner that protects the health and safety of North Carolinians.

Qualifying event—when an employee becomes a parent to a child.

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 for Paid Parental Leave

1.1. Employees who become parents via childbirth, adoption, foster care, or another legal placement are eligible for paid parental leave if:

1.1.1. The employee is in a permanent, time-limited, or probationary appointment.

1.1.1.1. Temporary employees are not eligible for paid parental leave.

1.1.2. At the time of the qualifying event, the employee meets each of the following conditions:

1.1.2.1. For the immediate 12 preceding months, the employee has been employed without a break in service by the State of North Carolina in a permanent, time-limited, or probationary appointment.

1.1.2.1.1. Employment does not need to be with the same state agency.

1.1.2.1.2. Periods of worker’s compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for paid parental leave.

1.1.2.1.3. Periods of leave without pay as defined in 25 NCAC 01E .1100, shall not constitute a break in service.

1.1.2.2. The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.

1.1.2.2.1. Exhaustion of Family and Medical Leave does not affect eligibility for paid parental leave.

Section 2: Leave Available to Full-Time Employees

- 2.1. Full-time employees eligible for paid parental leave may take, in their discretion, up to the following amounts of leave:
 - 2.1.1. Eight weeks of paid leave after a parent gives birth to a child.
 - 2.1.2. Four weeks of paid leave after any other qualifying event.
- 2.2. Each week of paid parental leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

Section 3: Leave Available to Permanent Part-Time Employees

- 3.1. Part-time employees (regardless of whether they work half-time or more) shall receive paid parental leave if the employee meets all other requirements for eligibility.
- 3.2. Part-time employees eligible for paid parental leave may take, in their discretion, a prorated leave amount to be determined at the time of request.
 - 3.2.1. For example, an employee who works 30 hours per week would receive 6 weeks for birth and 3 weeks for other qualifying event (75% of full-time employment amount).
- 3.3. Each week of paid parental leave shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

Section 4: Use of Other Leave

- 4.1. Paid parental leave shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave.
 - 4.1.1. Paid parental leave is in addition to any other leave authorized by law, section, or policy.
 - 4.1.2. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for paid parental leave.

Section 5: Requesting Use of Paid Parental Leave

- 5.1. Eligible employees may take paid parental leave in one continuous period or may take intermittent use of paid parental leave.

- 5.1.1. Requests for intermittent use of paid parental leave are subject to approval as stated in items 5.4 and 5.5.
- 5.2. Whenever possible, eligible employees shall notify their supervisor at least 10 weeks in advance of their intention to use paid parental leave.
 - 5.2.1. Employees may withdraw their request for paid parental leave at any time.
- 5.3. Absent unusual circumstances, the employee shall be required to comply with the College's leave request procedures.
- 5.4. The College shall not deny, delay, or require intermittent use of paid parental leave to employees who gave birth and seek to use paid parental leave in one continuous period.
- 5.5. For all other employees, the College may delay providing paid parental leave or may provide paid parental leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of paid parental leave to an eligible employee who did not give birth may constitute a public safety concern if:
 - 5.5.1. Providing the paid parental leave would result in staffing levels below what is required by federal or state law to maintain operational safety; or
 - 5.5.2. Providing the paid parental leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the College is required by law to protect; and
 - 5.5.3. The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- 5.6. If the College determines that it must delay paid parental leave, or make paid parental leave intermittent, because of a public safety concern per item 5.5, College shall provide paid parental leave as soon as practical following the qualifying event.
- 5.7. If both parents are eligible employees, each may receive paid parental leave.
 - 5.7.1. Both parents may take their leave simultaneously or at different times, pending no public safety concern.

Section 6: Leave Usage

- 6.1. Paid parental leave may be used only once for a qualifying event within a 12-month period.

- 6.1.1. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event.
- 6.2. Unused paid parental leave is forfeited 12 months from the date of the qualifying event.
- 6.3. Paid parental leave shall not accrue or be donated to another employee.
- 6.4. Employees shall not be paid for the leave provided by this policy upon separation from the College.
 - 6.4.1. The leave provided by this policy shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
- 6.5. To request paid parental leave, the employee will submit a leave request for approval.
- 6.6. If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College's leave policies. See PCC Policies 5.3 Compensatory Time Off, 5.4 Leave, 5.4.3 Other Types of Leave Without Pay, 5.4.5 Annual Leave, 5.4.6 Sick Leave, 5.4.11 Petty Leave, 5.4.14 Birthday Leave, 5.4.15 Family and Medical Leave, and 5.4.18 Personal Observance Leave.
 - 6.6.1. Paid parental leave shall not be used prior to the qualifying event.

Legal Citation: N.C.G.S 126-8.6 (effective date of this law on paid parental leave was 1 July 2023), [25 NCAC 01D .0105](#), [25 NCAC 01D .0114](#), [25 NCAC 01E .1100](#), [25 NCAC 01E .1901-1908](#), [1C SBCCC 200.100](#)

History: Effective November 2023, revised January 2024

Cross-references PCC Policies 5.3 Compensatory Time Off, 5.4 Leave, 5.4.1 Educational Leave, 5.4.3 Other Types of Leave Without Pay, 5.4.5 Annual Leave, 5.4.6 Sick Leave, 5.4.11 Petty Leave, 5.4.14 Birthday Leave, 5.4.15 Family and Medical Leave, and 5.4.18 Personal Observance Leave.

5.5 Other Benefits

Last Revised: August 2021

Policy: Piedmont Community College (PCC) provides other benefits to employees as allowed and provided by Federal or State law, the State Board of Community Colleges, and College policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow PCC employees to benefit from opportunities provided through a variety of local, state, and federal organizations.

Definitions

Deferred Compensation program—an investment plan that sets aside a portion of the employee’s salary to be paid at a later date and that defers the payment of taxes until a withdrawal is made from the plan (e.g., retirement plan, 401k, 457b).

Open Enrollment—a set period of time when employees may enroll, decline, or make changes to their supplemental benefit plans. This typically happens each year during the fall semester. Changes outside of Open Enrollment require a qualifying life event such as a birth, marriage, death, etc.

Qualifying Life Event (QLE)—certain changes in a personal situation that makes the employee eligible to enroll in or make changes to benefit plans outside the normal yearly enrollment period.

Tax-sheltered Annuity—an investment plan restricted to employees of tax-exempt organizations that allows contributions to be made on a pre-tax basis. Such contributions are not taxable until withdrawn from the plan (e.g., 403(b)).

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: Voluntary Benefit Options

- 1.1. Other group insurance plans including but not limited to accident, cancer, critical illness, dental, educator disability income protection, flex spending, individual medical bridge, term life, vision, and whole life have been approved and are available to all full-time employees at their own expense.
 - 1.1.1. New employees who are current members of a plan may be eligible for continuation of the plan.
 - 1.1.1.1. Each request will be given individual consideration.
- 1.2. For additional information, contact the Office of Human Resources and Organizational Development.

Section 2: Annuities and Deferred Compensation

- 2.1. The opportunity to participate in tax-sheltered annuity and deferred compensation programs are available to all full-time employees.
- 2.2. The Office of Human Resources and Organizational Development will provide access to the third-party vendors who advise participants and administer these plans.
 - 2.2.1. Access is provided on an annual basis to all employees during open enrollment periods.
 - 2.2.1.1. Employees will be notified when the open enrollment period begins and ends.
 - 2.2.1.2. Employees will be provided with details for how to access and enroll in benefits during open enrollment.
 - 2.2.2. Access is provided to newly hired employees during the onboarding process.

Section 3: Additional Cost-Saving Opportunities

- 3.1. When the College, or state or federal law, awards benefits to the College's employees, they will be administered in accordance with the rules governing the use of said benefits to eligible employees.
 - 3.1.1. Examples include, but are not limited to:
 - 3.1.1.1. Special Bonus leave

- 3.1.1.2. Educational assistance through the PCC Foundation
- 3.1.1.3. Discounted rates for employees for select program services
- 3.1.1.4. Priority enrollment for the PCC Child Development Center
- 3.1.1.5. Loading Microsoft Office on personal computers
- 3.1.1.6. Bookstore discount
- 3.1.1.7. Assistance from the Division of Vocational Rehabilitation Services (DVRS).
 - 3.1.1.7.1. [DVRS](#) connects employees with disabilities to services and resources to help meet their goals for employment and independence.

Section 4: Organizational Memberships

4.1. State Employees' Credit Union

- 4.1.1. Full-time employees may apply for membership in the [State Employees' Credit Union](#), a cooperative savings and loan association operated for and by state employees.
- 4.1.2. The Credit Union offers a wide variety of services, such as savings accounts, draft accounts, personal loans, automobile loans, and home mortgage loans.

4.2. State Employees Association of North Carolina (SEANC)

- 4.2.1. [SEANC](#) is a united body of active and retired state employees working to achieve common goals through group action.
- 4.2.2. SEANC speaks for its members before the board of the State Health Plan, the Retirement System Board of Trustees, and with Government leaders.
- 4.2.3. Membership fees apply.

Legal Citation: [1C SBCCC 200.94](#); [Vocational Rehabilitation Act Amendments of 1954 \(Public Law 565\)](#)

History: Effective October 1988; Revised October 2001, April 2021, August 2021—incorporated then deleted PCC Policy 5.5.7 Other Group Insurance Plans, 5.5.8 Supplemental Retirement Plans, and 5.5.9 Other Employee Benefit Options

5.5.1 Retirement

Last Revised: May 2021

Policy: All full-time staff and faculty members of Piedmont Community College (PCC) are automatically enrolled in the Teachers' and State Employees' Retirement System.

Purpose/Definitions: This policy outlines the requirements and provisions of the Teachers' and State Employees' Retirement System (TSERS) plan.

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: Membership

- 1.1. Membership in the Retirement System is not optional for individual employees of PCC.
- 1.2. Information relative to provisions of the State Retirement System may be obtained from the Personnel Office or from the State Treasurer web site.

Section 2: Required Documentation

- 2.1. To be considered officially retired from PCC, an employee must submit a formal letter stating his/her intention to retire from PCC and meet one of the criteria established by the Teachers' and State Employees' Retirement System of North Carolina as outlined in Section 3.
- 2.2. Submission of required documentation to the Department of the State Treasurer Retirement Systems Division may be accomplished online via [ORBIT](#), the North Carolina Total Retirement Plans portal.
 - 2.2.1. Documents may be submitted via paper copies/fax/U.S. Mail as well, but once a paper process is started, the remainder of the process must be accomplished via paper-based documents.

2.3. The documents which must be completed and/or sent to the Retirement System include but are not limited to:

2.3.1. Form 6—Claiming Your Monthly Retirement Benefit

2.3.1.1. Employees are encouraged to meet with the Director, Human Resources and Organizational Development to complete this form as specific employee data is required.

2.3.2. Form 6C – Reporting Employee’s Work Record for Retirement

2.3.3. a copy of the employees North Carolina driver’s license

2.3.4. other documents as required

Section 3: Criteria for Retirement

3.1. Service Retirement (Unreduced Benefits):

3.1.1. You may retire with an unreduced service retirement benefit after:

3.1.1.1. you reach age 65 and complete 5 years of creditable service, or

3.1.1.2. you reach age 60 and complete 25 years of creditable service, or

3.1.1.3. you complete 30 years of creditable service, at any age

3.1.2. Early Service Retirement (Reduced Benefits):

3.1.2.1. You may retire early with a reduced retirement benefit after:

3.1.2.1.1. you reach age 50 and complete 20 years of creditable service, or

3.1.2.1.2. you reach age 60 and complete 5 years of creditable service

Legal Citation: [Member Handbook, Teachers’ and State Employees’ Retirement System, ORBIT](#)

History: Effective October 1988; Revised January 1991, October 2001, July 2012, May 2021

5.5.2 Social Security

Last Revised: May 2021

Policy: All employees of Piedmont Community College (PCC) are covered under the Social Security Act and are required to contribute into the plan.

Purpose/Definitions: This policy outlines the requirements as an employee to participate in Social Security.

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: Calculation of Deductions

- 1.1. Social Security deductions are made based on the current percentage and on the current amount of salary less pre-taxed deductions as prescribed by the Social Security Act.
 - 1.1.1. These rates are subject to change. Current information may be secured by contacting the Office of Human Resources & Organizational Development.
-

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, July 2012, May 2021

5.5.4 Unemployment Insurance Coverage

Last Revised: May 2022

Policy: Full-time employees of Piedmont Community College (PCC) are covered under the Unemployment Compensation Insurance Program.

Purpose/Definitions:

Purpose

The College protects all employees by participating in the Unemployment Compensation Insurance Program through the State of North Carolina. The College-financed benefits are based on earnings prior to unemployment and the reason for leaving the College.

Definitions

Unemployment compensation insurance programs—unemployment benefits provided via the U.S. Department of Labor to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements.

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: Availability of Coverage

- 1.1. Federal legislation passed as Public Law 94-566, known as the “Unemployment Compensation Amendment of 1976,” extended unemployment compensation to all State employees.
- 1.2. Any employee who separates from employment and is qualified to receive unemployment benefits must be registered with the nearest Employment Security Commission.

1.2.1. There are specific guidelines the employee must meet in order to qualify for benefits.

1.2.1.1. It is the employee's responsibility to apply for benefits.

1.2.1.2. Contact your local Employment Security Commission for details.

Legal Citation: [Public Law 94-566](#); [Feb 1977 SSA bulletin - Unemployment Compensation Amendments of 1976](#); [N.C.G.S. Chapter 96](#); [NC Department of Commerce Employment Security](#)

History: Effective October 1988, Revised July 2012, May 2021, May 2022—updated definitions

5.5.5 Disability Income Plan

Last Revised: August 2021

Policy: All full-time Piedmont Community College (PCC) employees will be covered by the Disability Income Plan provided through the Teachers' and State Employees' Retirement System (TSERS) of North Carolina.

Purpose/Definitions:

Purpose

This policy outlines specifics of the Disability Income Plan provided to PCC employees through the North Carolina TSERS program.

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: Coverage

- 1.1. All full-time PCC employees are covered by the Disability Income Plan through TSERS.
 - 1.1.1. Participation in the TSERS plan is provided at no cost to the employee.
 - 1.1.2. The College makes all the necessary contributions on behalf of the employee.
 - 1.1.3. The employee must have at least one year of contributing membership service in the Retirement System earned within the 36 calendar months preceding their disability to be eligible for short-term disability.
 - 1.1.4. Long-term disability requires that the employee have at least five (5) years of contributing membership within the 96 calendar months prior to the end of the short-term disability period.

- 1.1.5. Additional information is available upon request in the Office of Human Resources & Organizational Development.

Section 2: Limitations

- 2.1. An employee who receives benefits from the Disability Income Plan is not eligible to participate in the shared leave program. See PCC Policy 5.31 Voluntary Shared Leave for additional information.
 - 2.1.1. Shared leave, however, may be used during the required waiting period and following the waiting period provided Disability Income Plan benefits have not begun.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective October 1988; Revised January 1991, October 2001, August 2021 – cross references PCC Policy 5.31 Voluntary Shared Leave

5.5.6 Health Insurance

Last Revised: November 2021

Policy: Piedmont Community College (PCC) provides eligible employees the option to participate in health insurance coverage.

Purpose/Definitions:

Purpose: This policy outlines the coverage provided by the NC State Health Plan for a wide range of medical expenses.

Definitions:

Full-time permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Part-time permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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.

Qualifying Life Event—A life or family change that qualifies the employee for a change in benefits outside the open enrollment period (e.g., marriage, birth, death, loss of other coverage)

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. Permanent employees working a minimum of 30 hours per week may enroll in the NC State Health Plan for Teachers and State Employees.

1.1.1. They also may enroll their eligible dependents:

1.1.1.1. Legal spouse;

1.1.1.2. Children up to age 26, including natural, legally adopted, foster children, children for which the employee has legal guardianship and stepchildren of the employee;

1.1.1.3. Children who are physically or mentally incapacitated, to the extent that they are incapable of earning a living, and such handicap developed or began to develop before the dependent's 26th birthday while they were enrolled on the Plan.

1.2. Permanent employees working 20 or more hours, but less than 30 hours per week, may enroll but must pay the full cost of coverage.

1.3. Full-time temporary employees are eligible for the Plan’s High Deductible Health Plan.

Section 2: State Health Plan Cost

2.1. The employee health care premium consists of two portions, one part paid by the College and one part paid by the employee.

2.1.1. The portion paid by the College is determined by the state and is paid monthly on the employee’s behalf.

2.1.2. The portion paid by the employee is determined during enrollment and is based on the employee's selections.

2.1.2.1. The employee portion is payroll deducted on a monthly basis.

Section 3: Coverage

3.1. Coverage begins on the first day of the month after the first paycheck is received.

3.1.1. Employees will be informed of their coverage start date during onboarding.

3.2. When adding coverage for a qualifying life event, coverage begins on the first day of the month after the request is made.

3.2.1. Payment deduction processing for the first month of coverage may vary depending on the timing of the request.

3.2.2. Request for coverage with supporting documentation for each qualifying life event must be received within 30 days to ensure coverage.

3.3. If making changes during open enrollment, coverage begins on January 1 of the following year.

3.3.1. Supporting documentation may be required to verify changes and ensure coverage.

Section 4: Additional Information about the Plan

4.1. A deductible must be met, and co-payments are generally required.

4.2. Employees may be reimbursed directly or may assign payment to the medical provider or hospital.

4.3. The employee is responsible for the difference, if any, between the Plan's benefits and the medical provider's charges.

4.4. There are no geographic restrictions on eligibility.

4.5. The employee has freedom of choice of doctors, hospitals, and other medical providers in any area of the state or country.

4.6. Cost-wise and preferred providers are highly recommended.

Legal Citation: N/A

History: Effective October 1988, October 2001, November 2021

5.6 Salary and Payroll Distribution

Last Revised: December 2022

Policy: Piedmont Community College (PCC) maintains a compensation plan which provides a salary rate structure adequate to appropriately compensate all positions of the College in accordance with provisions of the State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for employees regarding compensation for work done for the College.

Definitions

Full-Time Other—a position established in the budget as a regularly recurring position.

Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, prorated leave (e.g., sick, annual, funeral, 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 other hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Permanent—a position established in the budget as a regularly recurring position.

Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Part-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 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, funeral, civil, military, 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 Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Rate of Pay

- 1.1. The State Board shall adopt a minimum and maximum base salary amount of State funds which may be paid to any individual working in a college, including curriculum faculty.
- 1.2. The college president shall establish the rate of pay for college employees consistent with PCC's local human resources policy in accordance with provisions of 1C SBCCC 200.94 and any applicable legislation enacted by the General Assembly.
- 1.3. Upon hire and each fiscal year thereafter, the PCC Board of Trustees shall set the President's salary, consistent with the parameters set forth in 1C SBCCC 400.2.
 - 1.3.1. The PCC Board of Trustees shall pay the President a base salary from State funds consistent with the provisions outlined in 1C SBCCC 400.2.

Section 2: Salary Increases

- 2.1. Salary increases shall not be granted except on the beginning of the State's fiscal year, July 1, or upon assignment of additional duties, promotion on a temporary basis, or upon promotion to a higher position.
- 2.2. PCC does not prescribe automatic salary increases.
- 2.3. All salary increases shall be dependent upon available funding.
- 2.4. Salary increases are recommended by supervisory personnel and receive final approval by the President.
- 2.5. Salary questions by employees should be directed to their immediate supervisor.

Section 3: Temporary Personnel

- 3.1. Full-time temporary personnel are paid at a monthly rate of pay under a temporary full-time contract.
- 3.2. Part-time temporary personnel are paid on an hourly rate basis under a part-time temporary contract.

Section 4: Permanent and Full-time Other Personnel

- 4.1. Full-time permanent, full-time other, and part-time permanent personnel are paid at a monthly rate of pay under an annual contract and subsequent renewals.
 - 4.1.1. Full-time other and part-time permanent personnel earn leave on a pro-rated basis.

Section 5: Pay periods

- 5.1. Payday will be the last working day of the month.
 - 5.1.1. Any exceptions to this will be announced prior to the last working day of the month.
- 5.2. A pay period covers the period from the first day of the month to the last day of the month.
 - 5.2.1. No salary advances will be made.

Section 6: Payroll Distribution

- 6.1. All full-time employees receive salary payments via direct deposit.
 - 6.1.1. In the event of an issue with the direct deposit process, the Office of Human Resources and Organizational Development (HROD) process a paper check.
- 6.2. Part-time employees receive salary payments via direct deposit unless paper checks are approved.
 - 6.2.1. If the paper check is picked up in the Office of HROD, valid identification may be required.
 - 6.2.1.1. The payee may notify the Office of HROD that someone else with valid identification may receive the paper check on their behalf.
- 6.3. Pay advices are posted in the employee portal.

Section 7: Reporting requirements

- 7.1. Colleges shall certify and report annually to the System Office information about college employee pay as of the prescribed reporting date and in the format prescribed by the System Office.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-54](#); [1C SBCCC 400.2](#); [1C SBCCC 400.3](#); [1C SBCCC 400.4](#)

History: Effective October 1988; Revised October 2001; November 2021—incorporated then deleted PCC Policy 5.6.1 Payroll Distribution, December 2022

5.6.2 Payroll Deductions

Last Revised: May 2023

Policy: Piedmont Community College (PCC) allows eligible employees to have taxes and certain benefits deducted from their monthly payroll payment.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow eligible employees to withhold taxes and deduct benefit premiums from their monthly payroll payment to ensure prompt payment of those benefits and taxes and to receive the pre-taxed option for qualified benefits allowed by IRS Section 125 Cafeteria Plan.

Definitions

Cafeteria Plan (Flexible Spending Accounts)—qualified benefit premiums that can be withheld before deduction of any taxes from the individual’s payroll, therefore reducing taxes and providing more take-home pay.

Qualified benefits permitted to be offered in the IRS Section 125—referred to as “cafeteria plans,” employees have an opportunity to receive qualified benefits on a pre-tax basis. A cafeteria plan may include, but is not limited to, the following benefits:

- Accident and health benefits (but not long-term care insurance)
- Adoption assistance
- Dependent care assistance
- Group-term life insurance coverage (including costs that can't be excluded from wages)
- FSA (health flexible spending arrangement)

For more information, see [IRS Publication 15-B, Employer’s Tax Guide to Fringe Benefits](#)

Qualifying Life Event—circumstances that may permit changes to voluntary benefits outside of open enrollment which includes, but is not limited to, adoption, birth, court order, death, divorce, reduction in force, guardianship or legal custody of a child, legal separation, changes in other coverage, marriage, military leave, new eligibility, return from Family and Medical Leave (FMLA) or other leaves of absence.

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: General Provisions

- 1.1. Retirement, social security, state, and federal taxes will be deducted in accordance with the rules and regulations governing them.
- 1.2. Garnishment of wages can only be done with a court order.
- 1.3. The following benefits may be deducted from the employee's monthly payroll payment based on benefit selections:
 - 1.3.1. State Health Plan administered by the State of NC. All eligible employees must enroll online.
 - 1.3.2. Miscellaneous group insurance plans (Plans offered are vision and dental coverage; additional plan offerings include cancer, accident and life insurance, etc. – complete listing may be obtained from the Office of HROD)
 - 1.3.3. Teachers' and State Employees' Retirement System (TSERS): Employee mandatory contribution is 6% of total salary.
 - 1.3.4. Supplemental Retirement Plans (offerings include 401(k), 403(b) and 457b)
 - 1.3.5. State Employees' Credit Union (Enrollment will be done at the SECU's office)
 - 1.3.6. State Employees Association of North Carolina (SEANC)
 - 1.3.7. Piedmont Community College Foundation
 - 1.3.8. United Way
 - 1.3.9. Flexible Spending Arrangement: Requires annual enrollment each year. Guidelines may be obtained in the Office of HROD (Non-reimbursable Health and Dependent Care)
 - 1.3.10. Other allowable agencies upon request by employees.

- 1.4. Qualified benefits may be cancelled or changed at annual enrollment or when a qualifying life event occurs which includes marital status or employment change, birth or adoption and dependent no longer eligible due to age.
- 1.5. The adoption of a new benefit plan will be reviewed and approved by the Executive Council, subject to the President's acceptance.

Legal Citation: [1C SBCCC 400.10](#)

History: Effective October 1988; Revised October 2001, October 2016, September 2021, May 2023

5.6.3 Direct Deposit of Monthly Payroll Payment

Last Revised: May 2023

Policy: Piedmont Community College (PCC) requires employees to use direct deposit for their monthly payroll payment.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures governing direct deposit of payroll payments.

Definitions

Pay advice—a statement that shows monthly payroll payment along with tax withholdings, benefit deductions, employee-elected deductions, and leave summary.

Student Employees—students who are enrolled in PCC courses/classes and as a result may be eligible to work for the College. Types of employment include, but are not limited to, Federal Work Study, Lab Assistants, and Peer Tutors.

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: General Provisions

- 1.1. Each employee is required to designate bank account(s) into which the employee’s monthly payroll payment will be directly deposited.
- 1.2. Employees will complete the provided Direct Deposit Authorization information.
- 1.3. In the event the employee’s banking account information changes, the employee is responsible for updating the banking information within the employee portal.

- 1.4. An employee may obtain the monthly pay advice statement from within the employee portal.

Legal Citation: N/A

History: Effective January 1992; Revised October 2001, October 2016, October 2021, May 2022—updated definitions, May 2023

Cross references PCC Policy 5.36 Definition of Employment Categories.

5.7 Employment Letters and Contracts

Last Revised: December 2021

Policy: Piedmont Community College (PCC) will issue each full-time employee an initial written contract and then an annual letter outlining the terms of employment. Temporary full-time and part-time employees will 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 employment via employment letters or contracts as appropriate.

Definitions

Contract—a formal agreement between a full-time temporary or part-time 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.

Employment 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 both the monthly 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.

Full-Time Other—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, prorated leave (e.g., sick, annual, funeral, 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 other hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Part-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 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, funeral, civil, military, community service) and are given no job preference for employment beyond the contractual period.

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: Full-time Employees

- 1.1. The number of months employed in a fiscal year is based on whether an employee is hired as faculty (instructional) or staff (non-instructional).
- 1.2. Upon initial employment, PCC will issue each full-time employee a written contract.
 - 1.2.1. Faculty are generally employed for a 9.5-month term and initially receive a Full-time Faculty Contract of Employment. (See Exhibit 5.7A Full-time Faculty Contract of Employment.)
 - 1.2.2. Staff are generally employed for a 12-month term and initially receive a Full-time Staff Contract of Employment. (See Exhibit 5.7B Full-time Staff Contract of Employment.)
 - 1.2.2.1. A full-time staff position may be fewer than 12 months if approved by the President.
 - 1.2.3. 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. (See Exhibit 5.7C Offer Letter Template.)
 - 1.2.3.1. Prospective employees must sign and return the offer letter to confirm their acceptance of the term of the offer.
- 1.3. 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.
 - 1.3.1. The signed letter must be returned to the Office of Human Resources and Organizational Development (HROD) within a designated time period. (See Exhibit 5.7D Change in Employment Letter Template.)

- 1.4. Employment letters are kept secure in the Office of HROD and are available upon request by the employee.

Section 2: Probationary Status

- 2.1. All new full-time (temporary, permanent, or other) faculty members and new full-time (temporary, permanent, or other) 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.
 - 2.1.1. The supervisor will meet bi-monthly with the employee to discuss job performance and complete the Probationary Status Progress Report. (See Exhibit 5.7E Probationary Status Progress Report.)
 - 2.1.2. At the end of the probationary period, the supervisor will forward the completed Probationary Status Progress Report to the Office of HROD.
 - 2.1.3. The Director, HROD will send a formal notification to the employee at the conclusion of their probationary period that they have satisfactorily completed the probation period.
 - 2.1.3.1. In the event an employee does not show satisfactory progress during the probationary period,
 - 2.1.3.1.1. the probationary period may be extended up to 90 additional days.
 - 2.1.3.1.2. the employee may be reassigned to a different job position with a new probationary period.
 - 2.1.3.1.3. employment may be terminated.
- 2.2. Employees who transfer to a new position within the College may be required to complete a probationary period.

Section 3: Non-renewals

- 3.1. Employees will be notified in writing at least 30 days prior to non-renewals or elimination of a program or position.
 - 3.1.1. 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.

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

Section 4: Full-time Temporary and Part-time Employees

- 4.1. Upon employment, each PCC full-time temporary or part-time employee will enter into a written employment contract outlining the terms of their position. (See Exhibit 5.7F Part-time/Overload/FT Temporary Contract.)
 - 4.1.1. Employment contracts are kept secure in the Office of HROD and are available upon request by the employee.
- 4.2. Contracts are offered on an as-needed basis.

Legal Citation: N/A

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

Exhibit 5.7A Full-time Faculty Contract of Employment



**PIEDMONT COMMUNITY COLLEGE
FACULTY CONTRACT OF EMPLOYMENT
(Salaried: Full-time)**

OCR Code ____

This contract commences DATE and continues through DATE, by and between the Board of Trustees of Piedmont Community College, party of the first part, and NAME, party of the second part.

WITNESSETH

That for the purpose and subject to the terms and conditions hereinafter set forth, the party of the first part hereby employs the party of the second part and said party of the second part hereby accepts such employment.

The purpose, terms and conditions of this contract are as follows:

FIRST: The party of the second part shall be employed as a full-time faculty member on the basis of a 39-hour week in the position of

TITLE

In performing the duties of his/her faculty position, the party of the second part shall:

- (a)-Design and deliver appropriate plans of competency-based instruction conforming to standard institutional format and recognizing the varied differences of the students enrolled at the College. Plans of instruction are to be detailed, are to cover appropriate departmental outlines, and upon request, must be submitted to the Supervisor(s) for approval.
- (b)-Timely meet and teach all classes that constitute the instructional schedule assigned by the Supervisor(s) and approved by the Vice President.
- (c)-Participate in all activities of the division to which he/she is assigned and cooperate with the Supervisor(s) in carrying out the activities of the section, division, department or program, especially as they relate to instructional and professional improvement, recruitment, advisement and retention of students and the fostering of good public relations in the community.
- (d)-Serve as faculty advisor to students in accordance with the duties and assignments made by the Supervisor(s).
- (e)-Devote entire time and attention to the duties and to the position to which he/she has been appointed and engage in no other activity of employment, except with the written consent of the appropriate Vice President and the President.
- (f)-Carry out all duties and assignments according to the regulations and policies of the College and North Carolina law.

SECOND: Salary and Chart of Account Code(s) shall be as follows:

Monthly Salary	Contract Amount	Chart of Account Code(s)
\$.00	\$.00 for Months	100.00% Budget Code

The salary is payable on the last working day of the month. In the event a full month's salary is not due, the salary shall be prorated on the basis of the number of working days in the month.

THIRD: Each employee is expected to devote 39 hours a week to institutional business. The specific hours and places of employment shall remain variable, to cover day, evening and weekend programs and to allow adjustments for institutional needs. The institution reserves the right to individually adjust employee work schedules. The scheduled classroom or laboratory instruction workload shall range from 18 contact hours up to 30 contact hours per week. In addition, each faculty member shall have scheduled office hours for purposes of advisement and consultation with students for up to eight (8) hours per week. The balance of time may be used for professional activities to include curriculum and professional development, committee activities, travel to research or secure materials, advisory committee consultation, recruitment, advisement, and retention of students, lesson preparation, and preparation of the classroom or laboratory for the instructional program. Individual schedules for each semester (which reflect the 39-hour commitment) will be prepared and submitted to the Supervisor(s) by the 5th workday of the semester.

FOURTH: Annual leave shall be governed by approval of prior application. Holidays shall be covered by Policy 5.4.9 Institutional Holiday. With the exception of sick leave, annual leave and such other leave approved through policy of the Board of Trustees, all other failures to report for work shall be identified as absences without pay, such absences to be cause for deductions from salary and possible disciplinary action.

FIFTH: It is expressly understood by the party of the second part that continuation of employment of the party of the second part during this contract period, by the party of the first part, is based upon the following factors:

- (a)-Availability of sufficient financial resources. Matters of financial exigency are to be determined by the President, with notification provided to the Board of Trustees.
- (b)-Necessity for continuation of courses taught by the party of the second part. Decisions as to necessity of courses and curtailment or elimination thereof shall be determined by the President, with concurrence of the Board of Trustees.
- (c)-Performance satisfactory to the party of the first part of all duties connected with the position of the party of the second part.
- (d)-Correction Education faculty must have continued access to the instructional site being authorized by the North Carolina Department of Public Safety (Prisons).
- (e)-Compliance with such other and further conditions as the administration and Trustees of the party of the first part shall see fit to implement from time to time and as are communicated to the party of the second part.

It is further expressly understood by the party of the second part that the decision by the party of the first part to tender a new contract to the party of the second part at the expiration of this contract is solely at the discretion of the party of the first part. Prior decisions to offer the party of the second part a new contract do not imply or guarantee that any such tender may be expected in the future. Tenure, either de facto or de jure, does not apply to the relationship created hereby.

SIXTH: The President of Piedmont Community College shall give to the party of the second part 30 days written notice of the termination, other than for cause, or non-renewal of this contract, in which event, at the option of the President, the party of the second part may be immediately relieved of his/her presently assigned responsibilities and assigned other duties while still receiving the normal salary during this 30-day period, or any portion of the re-assignment period remaining. This contract of employment may be terminated by the party of the second part upon 30 days written notice to the party of the first part.

SEVENTH: From time to time, the parties hereto may agree that certain SPECIAL CONDITIONS should be included to modify or amend the contract of Employment of the party of the second part. Such SPECIAL CONDITIONS shall be set out in writing, shall be dated and signed by both parties, shall refer to the number of this contract, and shall be a part hereof just as if set out herein.

The party of the second part understands and acknowledges that employment with the party of the first part requires compliance with the written policies and procedures of Piedmont Community College, the terms of which are incorporated herein by reference as an integral part of this contract.

IN TESTIMONY WHEREOF, said parties have executed this contract, the day and year first above written, one copy to be retained by each of the following: the Office of Human Resources, the Supervisor(s), the Vice President and the Employee (party of the second part).

Employee Date

Vice President Date

Supervisor(s) Date

By
Dr. Pamela G. Senegal, President Date
for the Board of Trustees, Piedmont Community College

Photocopies of this document, which bear signatures of all required parties, may be treated for all purposes as an original document.

Exhibit 5.7B Full-time Staff Contract of Employment



**PIEDMONT COMMUNITY COLLEGE
STAFF CONTRACT OF EMPLOYMENT
(Salaried: Full-time)**

OCR Code: «OCR»

This contract commences «Beg» and continues through «End», by and between the Board of Trustees of Piedmont Community College, party of the first part, and, «Fname» «Lname» party of the second part.

WITNESSETH

That for the purpose and subject to the terms and conditions hereinafter set forth, the party of the first part hereby employs the party of the second part and said party of the second part hereby accepts such employment.

The purpose, terms and conditions of this contract are as follows:

FIRST: The party of the second part shall be employed on the basis of a 39-hour week in the position of

«Title»

In performing the duties of his/her staff position, the party of the second part shall:

- (a)-Participate in all activities of the division to which he/she is assigned and cooperate with the Supervisor(s) in carrying out the activities of the section, division, department or program.
- (b)-Devote entire time and attention to the duties and to the position to which he/she has been appointed, and engage in no other activity of employment, except with the written consent of the appropriate Vice President and the President.
- (c)-Carry out all duties and assignments according to the regulations and policies of the College and North Carolina law.

SECOND: Salary and Chart of Account Code(s) shall be as follows:

Monthly Salary	Annual Salary	Chart of Account Code(s)	
«MO».00	«Annual».00	«code1» «line1» «code2» «line2» «code5» «line5» «code7» «line7»	«code3» «line3» «code4» «line4» «code6» «line6»

The salary is payable on the last working day of the month. In the event a full month's salary is not due, the salary shall be prorated on the basis of the number of working days in the month.

THIRD: Each employee is expected to devote 39-hours a week at his/her assigned workstation. The specific hours of employment shall remain variable in order to allow adjustments for institutional needs. Individual work schedules for each semester (which reflect the 39-hour commitment) will be prepared, submitted to, and approved by the immediate Supervisor, Vice President and President by the 3rd workday if hours are other than 8 a.m. – 5 p.m.

FOURTH: Annual leave shall be governed by approval of prior application. Holidays shall be covered by Policy 5.4.9 Institutional Holidays. With the exception of sick leave, annual leave and such other leave approved through policy of the Board of Trustees, all other failures to report for work shall be identified as absences without pay, such absences to be cause for deductions from salary and possible disciplinary action.

FIFTH: It is expressly understood by the party of the second part that continuation of employment of the party of the second part by the party of the first part, is based upon the following factors:

- (a)-Availability of sufficient financial resources. Matters of financial exigency are to be determined by the President, with notification provided to the Board of Trustees.
- (b)-Performance satisfactory to the party of the first part of all duties connected with the position of the party of the second part.
- (c)-Compliance with such other and further conditions as the administration and Trustees of the party of the first part shall see fit to implement from time to time and as are communicated to the party of the second part.

It is further expressly understood by the party of the second part that the decision by the party of the first part to tender a new contract to the party of the second part at the expiration of this contract is solely at the discretion of the party of the first part. Prior decisions to offer the party of the second part a new contract do not imply or guarantee that any such tender may be expected in the future.

SIXTH: The President of Piedmont Community College shall give to the party of the second part 30 days written notice of the termination, other than for cause, or non-renewal of this contract, in which event, at the option of the President, the party of the second part may be immediately relieved of his/her presently assigned responsibilities and assigned other duties while still receiving the normal salary during this 30-day period, or any portion of the re-assignment period remaining. This contract of employment may be terminated by the party of the second part upon 30 days written notice to the party of the first part.

SEVENTH: From time to time, the parties hereto may agree that certain SPECIAL CONDITIONS should be included to modify or amend the Contract of Employment of the party of the second part. Such SPECIAL CONDITIONS shall be set out in writing, shall be dated and signed by both parties, shall refer to the number of this contract, and shall be a part hereof just as if set out herein.

The party of the second part understands and acknowledges that employment with the party of the first part requires compliance with the written policies and procedures of Piedmont Community College, the terms of which are incorporated herein by reference as an integral part of this contract.

IN TESTIMONY WHEREOF, said parties have executed this contract, the day and year first above written, one copy to be retained by each of the following: the Personnel Office, the Supervisor(s), the appropriate Vice President and the Employee (party of the second part).

Employee Date

Vice President Date

Supervisor(s) Date

By _____
President Date
for the Board of Trustees, Piedmont Community College

Photocopies of this document which bear signatures of all required parties may be treated for all purposes as an original document.

Rev: 07/2015

Exhibit 5.7C Offer Letter Template



Julie A. Gilliam, Ed. D.
Director, Human Resources & Organizational Development
Office of Human Resources; A-112
P. O. Box 1197; Roxboro, NC 27573 (mailing)
1715 College Dr. Roxboro, NC 27574 (GPS)
(336) 322-2120 (office)
(336) 597-3817 (fax)

DATE

NAME

ADDRESS

ADDRESS

Dear SALUTATION NAME,

Piedmont Community College is offering you a full-time position as **POSITION**, reporting to **SUPERVISOR** on the Person County Campus (1715 Campus Dr., Roxboro, NC 27573). Expected hours of work are Monday – Thursday 8 a.m. - 5 p.m. and Friday 8 a.m. - 4 p.m., which is subject to change with the needs of the office. Your tentative start date will be **ANTICIPATED START DATE**.

In this position, Piedmont Community College is offering you to start at a pay rate of **\$ANNUAL** per year on a 12-month fiscal year contract, based on a 39-hour work week. This position has a 90-day probationary period. You will be paid on a monthly basis on the last working day of each month. As part of your compensation, we offer annual and sick leave accrual. We also offer a catalog of other leave opportunities for work-life flexibility.

As an employee of PCC, any position that requires you to visit an off-campus location having specific requirements, you will be required to adhere to the policies and regulations of the outside entity.

As an employee of Piedmont Community College, you will be eligible for the NC State Health Plan, NC Retirement Plan, dental insurance, vision insurance, and a catalog of supplemental health and retirement plans. Please indicate your agreement with these terms, accept, and return this offer by signing and dating this agreement on or before **ONE WEEK FROM TODAY**.

I look forward to hearing from you! However, if you have any questions accepting this offer, you can reach me at (336) 322-2152 or Julie.Gilliam@PiedmontCC.Edu.

Sincerely,

Dr. Julie Gilliam
Director, Human Resources & Organizational Development

I have reviewed and accept this offer.

Name

Date

Exhibit 5.7D Change in Employment Letter Template



«Company»
 «Department»
 «Business_Address_PO_Box»
 «Business_Address_Street»
 «Home_Address_City»«Business_Address_State»«Business_Address_Postal_Code»
 «Phone»
 «Email_Address»

«AddressBlock»

«GreetingLine»

Piedmont Community College and the Board of Trustees present you this letter to document a change in your employment status with the College. Your full-time position as «User_Field_1», commences on «User_Field_2», on the Person/Caswell County Campus (1715 Campus Dr., Roxboro, NC 27573) or (331 Piedmont Dr., Yanceyville, NC 27379), reporting to «User_Field_4». The salary and account codes shall be as follows for this position and any raise in pay will be dependent upon budget awarded by legislation:

Monthly Salary	Annual Salary	Chart of Account Code(s)
\$0000.00	\$0000.00	100% 00-000-00-000000-00000

This position is based on a 39-hour work week and payable on the last working day of the month. The specific hours of employment shall remain variable in order to allow adjustments for institutional needs unless a fixed schedule of 8 a.m. -5 p.m. has been established by your immediate supervisor. For changes involving a new position, a 90-day probationary period may be required.

By accepting this change of your employment, you are agreeing to carry out all designated duties and activities of the department or program as assigned and cooperate with the Supervisor(s) and other college faculty/staff.

As an employee of PCC, any position that requires you to visit an off-campus location having specific requirements, you will be required to adhere to the policies and regulations of the outside entity.

Any modifications to this change of employment agreement will be in accordance with and approved by the state of North Carolina. In the event any special conditions should be included to modify or amend this agreement, those conditions will be in writing and signed and dated by you and the appropriate Vice President and President.

Please indicate your agreement with these terms by signing, dating, and returning a copy of this agreement on or before <<**ONE WEEK FROM TODAY**>> to the Director, Human Resources & Organizational Development.

Exhibit 5.7E Probationary Status Progress Report

Probationary Status Progress Report

Employee Name

Title Position Type

Start Date Supervisor Name

As a supervisor, you are responsible for the onboarding process for your new or internal hire. Your participation and thoroughness in completing the process are essential to new hires having the necessary information and tools to be successful in their new role at Piedmont Community College.

Supervisor Initials	Date	Before the Employee Begins
<input type="text"/>	<input type="text"/>	Clean and set up office space (submit work order to the Dir., Facility Services).
<input type="text"/>	<input type="text"/>	Verify orientation date with Human Resources.
<input type="text"/>	<input type="text"/>	Submit IT forms for required devices and access (computer, phone, etc.).
<input type="text"/>	<input type="text"/>	Plan for first day/week.

Supervisor Initials	Employee Initials	Date	First Day with Employee
<input type="text"/>	<input type="text"/>	<input type="text"/>	Greet employee at time and location specified.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Verify that the employee has received their badge and keys (if applicable).
<input type="text"/>	<input type="text"/>	<input type="text"/>	Review your departmental information with the employee, including all items listed on the PCC Supervisor's Orientation Checklist.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Review job description.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Introduce the new employee to the appropriate leadership and departmental personnel.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Tour building and assigned work area (restrooms, lounges, exits, and evacuation plans).
<input type="text"/>	<input type="text"/>	<input type="text"/>	Review departmental resources/workstations, (e.g., all-in-one-copier, special equipment, etc.).
<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that the employee can login to their workstation, access email, appropriate databases/software, and telephone system.

Supervisor Initials	Employee Initials	Date	First Week
			Review academic calendar, holidays, and the leave system.
			Introduce employee to Piedmont Community College systems, (e.g., Self-Service, Training Workshops, SafeColleges, employee web page) Employee Code of Conduct and College's policies and procedures.
			Discuss performance expectations and outcomes and the process for evaluation them during their Probationary Performance Review and Evaluation.

Supervisor Initials	Employee Initials	Date	15 Days
			Supervisor and probationary employee meet to discuss performance expectations and progress and address any concerns.
Meeting date: <input type="text"/>			

Supervisor Initials	Employee Initials	Date	30 Days
			Complete the monthly Probationary Performance Evaluation Form with the employee. <u>Make adjustments to the expected outcomes as appropriate.</u>
Meeting date: <input type="text"/>			

Supervisor Initials	Employee Initials	Date	45 Days
			Supervisor and probationary employee meet to discuss performance expectations and progress and address any concerns.
Meeting date: <input type="text"/>			

Supervisor Initials	Employee Initials	Date	60 Days
			Verify that required credentials have been received by Human Resources.
			Complete the monthly Probationary Performance Evaluation Form with your new employee. <u>Make adjustments to the expected outcomes as appropriate.</u>
			Check with Human Resources to see if employee has completed all mandated trainings.
Meeting date: <input type="text"/>			

Supervisor Initials	Employee Initials	Date	75 Days
			Supervisor and probationary employee meet to discuss performance expectations and progress and address any concerns.
Meeting date: <input type="text"/>			

Supervisor Initials	Employee Initials	Date	90 Days for Staff Or End of Semester for Faculty
			Follow up with HR prior to making your final recommendation to ensure all required credentials have been received.
			For faculty, continue to complete the monthly Probationary Performance Evaluation Form with the employee until the end of the semester.
			Begin the Planning Phase of the Performance Review and Evaluation process with the employee. Discuss goals, objectives, and timelines for the academic year (e.g., professional development, job-related conferences, college-related trainings, etc.).
			If the probationary period needs to be extended, send a recommendation letter to Human Resources.
			Submit this form and all completed monthly Probationary Performance Evaluation Forms to the Department of Human Resources and Organizational Development.

Please sign below. The employee’s supervisor is required to submit this [form](#) and all completed monthly Probationary Performance Evaluation Forms to the Department of Human Resources and Organizational Development.

For faculty, the probationary period is one semester. For staff, the probationary period is 90 days. The initial employee’s permanent employment period is from the start date until the end of the fiscal year. The 90-day probationary period is included in the initial permanent employment period.

If the probationary period needs to be extended, the recommendation and evaluation packet (including all supportive documentation) must be sent to Human Resources.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

Probationary Performance Evaluation

(To be used at the 30-60-90 Day Checkpoints)

EMPLOYEE INFORMATION

Employee Name: _____
Title: _____
Department: _____
Hire Date (mm/dd/yyyy) _____ Date of Evaluation (mm/dd/yyyy) _____

INSTRUCTIONS TO SUPERVISORS

These ratings represent your evaluation of the employee's actual job performance during the probationary period. To help you make an objective evaluation, please consider the following:

1. Review the employee's written job description and base your ratings on the requirements of the job as described.
2. Evaluate the employee's proven and observable on-the-job performance.
3. Consider one rating factor at a time so that your rating of one trait will not influence your rating of another. If any factor is not appropriate for the employee's job, mark it N/A (not applicable) and do not rate the employee on this factor.

Upon completion, check your ratings and comments. Discuss your ratings with the employee and encourage him or her to make verbal and written comments. The completed form should then be reviewed and signed by the person to whom you report and maintained in the employee's file within the department. Send a copy to Human Resources.

RATINGS

- **EE (3):** Exceeds expectations; often performs beyond normal job requirements.
- **ME (2):** Meets expectations; fulfills normal job requirements.
- **NI (1):** Needs improvement; generally performs below job requirements, but with anticipated improvements, could meet the requirements.

RATE THE FACTORS BELOW

Check the appropriate boxes and provide supporting information.

1. **Job-related skills:** Consider the level of any skills needed to perform the job. EE ME NI

Supporting information: _____

2. **Quality of work:** Consider the accuracy, thoroughness, and effectiveness of the work performed as it relates to the job description. EE ME NI

Supporting information: _____

3. **Quantity and timeliness of work:** Consider the volume produced and how promptly assignments were completed. EE ME NI

Supporting information:

4. **Relationship with others:** Consider employee's tact, cooperation, and communication with coworkers, supervisors, visitors, and students. EE ME NI

Supporting information:

5. **Work initiative and responsibility:** Consider the extent to which employee organizes own work and time, follows through with assignments, and suggests or implements improved methods. EE ME NI

Supporting information:

6. **Attendance and punctuality:** How many days absent? How many days late?
Explain circumstances (e.g., illness, travel problems, unverified, etc):

7. **Overall evaluation:** Rate the employee's total performance, taking into consideration the most important factors on the job. EE ME NI

Supporting information:

8. **Additional comments:**

Has the employee successfully completed the probationary period? Yes No*
If not, do you recommend an extension of the probationary period? Yes No*
For how long?

*If the supervisor requires an extended probationary period for the employee or the employee has failed to successfully complete the probationary period and separation from the college is recommended, a memo will need to be sent to the president for approval.

SIGNATURES

Supervisor's signature

Employee: I have read the appraisal and discussed it with my supervisor.

Employee's signature

Date (mm/dd/yyyy)

Employee's comments (optional):

Exhibit 5.7F Part-time/Overload/FT Temporary Contract



Contract Number: _____

**Piedmont Community College
Employment Contract**

Check One:

- Part Time (not to exceed 26 hours per week)
- Overload
- Full Time Temporary (requires prior approval from Vice President/President)

Date: _____

Check One: Curriculum Continuing Education Non-Instructional

Employee Name: _____ Datatel ID No: _____
(First, Middle and Last (official name as it appears on Social Security Card))

Mailing Address _____ City _____ State _____ ZIP Code _____
Telephone Number: _____ Worksite Location/Room: _____

May list more than one curriculum course on the same contract only if all courses are paid from the same budget code

Course Prefix-Section Number	Course/Position Title	Beginning Date	Ending Date	Days and Time

Special Conditions/Comments (breaks/holidays) _____

Total Contract _____ Hourly _____ = Total: \$ _____
Curriculum: Pay by Course: \$ _____ Total Hours Per Semester: _____

Total Work Hours Per Week Required: _____ hours per week
 (class, prep, virtual, office) _____

 Verified that this employee is not working more than 26 hours per week with Piedmont Community College.

Budget Code(s) _____ Percent: _____ Percent: _____
(if more than one code, list percent)

Pay for the month of

Hrs.	January	=	\$	Hrs.	May	=	\$	Hrs.	September	=	\$
Hrs.	February	=	\$	Hrs.	June	=	\$	Hrs.	October	=	\$
Hrs.	March	=	\$	Hrs.	July	=	\$	Hrs.	November	=	\$
Hrs.	April	=	\$	Hrs.	August	=	\$	Hrs.	December	=	\$

This is to confirm that you have agreed to perform the assigned duties as described above in keeping with the policies and procedures of PCC. The following conditions are agreed upon by this contract. The commitment on the part of PCC is based on sufficient enrollment of a course, availability of funds and/or administrative reasons for cancellation. Personnel employed under this contract do not have an expectancy of re-employment at PCC. Final payment for instructional services cannot be processed until all records are complete and returned. Any changes or exceptions to this contract must be approved by the appropriate Vice President and President.

Employee Signature _____ Date _____ Vice President Signature _____ Date _____
 Supervisor Signature _____ Date _____ President Signature _____ Date _____

Photocopies of this document which bear signatures of all required parties may be treated for all purposes as an original document.

5.7.1 Employee Personnel File

Last Revised: May 2023

Policy: Piedmont Community College (PCC) maintains employee personnel files in accordance with [Article 2A of Chapter 115D of the General Statutes of North Carolina](#).

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure compliance with the General Statutes of North Carolina regarding the content and maintenance of personnel records of current and former college employees.

Definitions

Personnel File—consists of any information gathered by PCC relating to a current or previous employee’s application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form ([N.C.G.S. 115D-27](#)).

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: Personnel Files Maintenance

- 1.1. An employee personnel file is maintained on all employees by the Office of Human Resources and Organizational Development (HROD).
- 1.2. Personnel files will contain only information that is necessary and relevant to accomplishing legitimate personnel administration needs.
- 1.3. Any inappropriate use of information contained in a personnel file by anyone at the College may provide the basis for disciplinary action.

Section 2: Information Open to the Public

2.1. PCC maintains employee personnel files in accordance with the following North Carolina General Statutes:

2.1.1. Information Open to the Public: [N.C.G.S. 115D-28](#)

2.1.2. Access to Personnel Files: [N.C.G.S. 115D-28](#)

2.1.3. Confidential Information: [N.C.G.S. 115D-29](#)

2.1.4. Remedy of Employee Objecting to Material in File: [N.C.G.S. 115D-30](#)

2.2. Access to personnel information allowed by statute is requested in accordance with PCC Policy 8.13 Public Information Requests.

Section 3: Destruction of Records

3.1. PCC follows North Carolina General Statutes:

3.1.1. Public Records and Archives: [N.C.G.S. 121-5\(b\)](#) except as provided in [N.C.G.S. 130A-99](#).

3.2. The [North Carolina Community College System Records Retention and Disposition Schedule](#), a tool for the employees of the community colleges across North Carolina, should be used when managing the records in their respective offices.

Legal Citation: [N.C.G.S. 115D-27](#), [N.C.G.S. 115D-28](#), [N.C.G.S. 115D-29](#), [N.C.G.S. 115D-30](#), [N.C.G.S. 121-5\(b\)](#), [N.C.G.S. 130A-99](#), [1C SBCCC 200.94](#)

History: Approved October 12, 1988; revised January 2012; February 2021, May 2023

Cross references PCC Policy 8.13 Public Information Requests.

5.8 Resignation or Contract Release

Last Revised: November 2021

Policy: Piedmont Community College's (PCC) Board of Trustees accepts the voluntary resignation of any employee and will release them from their contractual commitment according to the provisions of this policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the process that should be followed when an employee voluntarily resigns or is released from their position.

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: Resignation Notification

- 1.1. The Board of Trustees, upon recommendation from the President, may release any employee from his contractual commitment if a written request is made at least two-weeks before the desired termination date.
 - 1.1.1. The written resignation should include the employee's proposed last working day and the employee's reason for leaving.
- 1.2. The resigning employee's supervisor will recommend acceptance of the resignation and forward the notice through the appropriate vice president to the President.
- 1.3. Employees giving less than two weeks' notice should include reason(s) in the letter of resignation.

- 1.3.1. Employees under contract who do not request a proper release are subject to civil proceedings for enforcement of the contract at the discretion of the Board.
- 1.3.2. The President may select an earlier release date upon recommendation of the appropriate vice president.

Section 2: Benefit Continuation

- 2.1. Continuation of health and other soft benefits differs depending on the type of benefit. Employees should contact the Office of Human Resources and Organizational Development for more information.

Section 3: Exiting Procedures

- 3.1. Prior to the last working day of the resigning employee, the employee shall meet with the Office of Human Resources and Organizational Development to discuss such matters as retirement, hospitalization, insurance, and accumulated annual and sick leave.
- 3.2. The Office of Human Resources and Organizational Development will provide the resigning employee with a Personnel Exiting Procedures form (Exhibit 5.8)
 - 3.2.1. The resigning employee will collect signatures from applicable representatives listed on the Personnel Exiting Procedures form, including Immediate Supervisor, Learning Resources Center, Information Technology Services (ITS) Department, Business Office, Key Administrator, and HR/Payroll.
- 3.3. On the employee's last working day, the employee must turn in, to the appropriate personnel, their keys, textbooks, and any other equipment or material belonging to the College.
 - 3.3.1. The depreciated value of any materials not returned to the Learning Commons or ITS will be deducted from the employee's last paycheck.
- 3.4. Supervisors are responsible for assuring that part-time employees have returned all College-owned property (i.e., keys, LRC materials, textbooks, etc.) and terminating computer access rights with ITS.

Legal Citation: N/A

History: Effective October 1975; Revised October 1988, October 2001, October 2002, November 2021—incorporated then deleted PCC Policy 5.9 Release from Contract

Exhibit 5.8: Personnel Exiting Procedures form

Revised 12/2021

PIEDMONT COMMUNITY COLLEGE PERSONNEL EXITING PROCEDURES

Employee Name _____ **Last Date Employed** _____

The Personnel Exiting Procedures form should be processed on the employee's last date of employment. This form will be filed in the employee's personnel file.

CHECK OUT WITH IMMEDIATE SUPERVISOR

- Completed inventory of assigned program/work station equipment used by employee.
- Completed and turned in all attendance rosters and grades. (Faculty only)
- Turned in all textbooks owned by Piedmont Community College. (Faculty only)

Immediate Supervisor Signature _____ **Date** _____

CHECK OUT WITH LEARNING RESOURCES CENTER (Replacement cost for any missing item(s) will be deducted from your last paycheck.)

- Turned in all printed materials checked out by the employee who is listed above.

LRC Representative Signature _____ **Date** _____

CHECK OUT WITH INFORMATION TECHNOLOGY DEPARTMENT LOCATED IN BUILDING G

(Replacement cost for any missing item(s) will be deducted from your last paycheck.)

- Turned in all College-owned computer hardware, AV equipment and software checked out by employee who is listed above.

IT Representative Signature _____ **Date** _____

CHECK OUT WITH BUSINESS OFFICE

- Turned in P-Card ___ Y/N ___ N/A
- Travel Completed/Closed Out ___ Y/N ___ N/A

Business Office Representative Signature _____ **Date** _____

CHECK OUT WITH KEY ADMINISTRATOR

- Turned in all College-owned keys. ___ Y/N ___ N/A

Key Administrator Signature _____ **Date** _____

CHECK OUT WITH ADVANCEMENT & COMMUNICATONS

- Editing privileges reassigned. ___ Y/N ___ N/A

Adv & Comm Representative Signature _____ **Date** _____

CHECK OUT WITH HUMAN RESOURCES/ORGANIZATIONAL DEVELOPMENT

- Email Address:** _____
- Notation of forwarding address**, if different from current address on file with personnel:

 (Street Address) (City) (State) (Zip Code) (Telephone Number)
- Annual/Vacation Leave:** Pay accumulated leave (*not to exceed 240 hours*) _____ Y/N
 Transfer leave _____ Y/N (Where?) _____
- Bonus Leave** (if applicable): Pay ___ Y/N Transfer leave _____ Y/N (Where?) _____
- Sick Leave:** Use toward retirement _____ Y/N Transfer leave _____ Y/N (Include copy of LEVS screen)
- Retirement:** Retire _____ Y/N Discuss information (*transfer, withdrawal, etc.*) _____ Y/N (Include copy of ORBIT information)
- Major Medical Insurance:** Discuss information about continuation, End Date: _____ (include copy of SHP Confirm statement)
- AFLAC/Colonial** Discuss information about continuation. End Date: _____
- Dental/Vision:** Discuss information about continuation. End Date: _____
- Final Payroll:** Date of last paycheck _____
- IT Notification:** Send form to delete IT access rights (computer and email) _____ Y/N; Date _____
- Website Master Notification:** Send email to delete website access _____ Y/N; Date _____
- ID Badge** returned _____ Y/N If no, Why? _____
- COBRA**-if already enrolled-wish to continue: Dental _____ Y/N Vision _____ Y/N (letter to follow)
- Exit Interview Completed** ___ Y/N

 Employee Signature Date

 Director, HR/OD Date

 Vice President Date

 President Date

5.10 Academic Freedom

Last Revised: August 2022

Policy: Piedmont Community College (PCC) is committed to the principle, practice, and protection of academic freedom for faculty and as such respects the faculty member's right to teach, investigate, and publish freely in accordance with the provisions and clarifications provided in this policy.

Purpose/Definitions:

Purpose

This policy provides faculty with academic freedom and protection from institutional censure or discipline with respect to the development and delivery of academic information to the College community. The major premise of academic freedom is the open inquiry and expression by faculty that is essential to the College's mission. Under the concept of academic freedom, discussion and expression of views relevant to the subject matter are recognized as necessary to the educational process.

Definitions

Academic Freedom—an individual's right to engage in intellectual debate, research, speech, or written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. Academic freedom encompasses both the individual's and College's right to maintain academic standards and gives faculty members latitude in deciding how to teach the courses to which they are assigned; encourage intellectual integrity; sustain pedagogical approaches consistent with the discipline taught; and evaluate student work.

Faculty—the instructor of record for one or more of the College's courses; any other PCC employee who is responsible for the transfer of knowledge to individuals on behalf of the College, e.g., lab facilitators, workshop leaders, seminar presenters, club advisors.

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

Procedures:

Section 1: College Responsibilities

- 1.1. The College will sustain an environment that allows for and protects the greatest possible freedom of expression, encourages openness and discourse, and supports rigorous inquiry within a civil and respectful environment.
- 1.2. The support of academic freedom is not intended to supersede performance issues, college policies or procedures, or municipal, state, or federal laws.
 - 1.2.1. The College will continue to evaluate the work of each faculty member on a regular basis.
- 1.3. The College provides due process for any faculty member or student who feels their academic freedom has been infringed upon.
 - 1.3.1. Faculty with a grievance should follow the process outlined in Policy 5.20 Employee Grievance.
 - 1.3.2. Students with a grievance should follow the process outlined in Policy 7.12 Student Grievance Process.

Section 2: Faculty Responsibilities

- 2.1. Faculty members are responsible for supporting the mission of the College.
- 2.2. Material presented or discussed should be related to the course's subject matter.
 - 2.2.1. Faculty are expected to present and discuss assignments and material relevant to the course outcomes.
 - 2.2.2. Faculty members should avoid expressing personal views on non-academic matters as this could negatively affect the student learning environment.
- 2.3. Faculty will carefully consider the rights and freedoms of others and ensure a safe and non-threatening environment in the classroom.
 - 2.3.1. Faculty have a responsibility to ensure students understand the rules of classroom conduct in accordance with PCC Policy 7.5 Code of Conduct.

Legal Citation: N/A

History: Effective October 1988, Revised October 2001, October 2011, January 2012, May 2021, August 2022

Cross-references PCC Policies 5.20 Employee Grievance, 7.5 Code of Conduct, and 7.12 Student Grievance Process.

5.11 Professional Organizations

Last Revised: November 2021

Policy: Piedmont Community College (PCC) encourages individual and professional growth through affiliations with professional organizations related to their field.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline expectations regarding participation in professional organizations.

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: General Provisions

- 1.1. The Board of Trustees strongly recommends that faculty and staff be members of professional organizations that relate to their particular area of instruction or expertise.
- 1.2. Organizations established and endorsed by the North Carolina Community College System in various professional areas are also encouraged.
- 1.3. The College may cover the cost of some membership dues for the College to join professional organizations.
 - 1.3.1. It is in violation of State regulations for institutions to use state funds to pay for professional dues of individuals.

Section 2: Professional Development

- 2.1. Participation in activities through professional organizations may contribute to required professional development hours. (See PCC Policy 5.25 Professional Development for more information).

Legal Citation: N/A

History: Effective October 1988; revised November 2021—Cross-references PCC Policy 5.25 Professional Development

5.12 Secondary Employment

Last Revised: May 2022

Policy: Piedmont Community College (PCC) permits employees to engage in secondary employment subject to certain restrictions based upon reasonable concerns.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for employees of PCC to engage in secondary employment to ensure there is neither a conflict with the College's interest nor any adverse effect on job performance and the ability to fulfill their responsibilities at PCC.

Definitions

Secondary employment—any external employment or work activity, with a public or private entity, or self-employment that is in addition to an employee's position with the College, even while on leave.

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: Approval Process

- 1.1. An employee must have approval from PCC before engaging in secondary employment. The purpose of this approval is twofold:
 - 1.1.1. to determine that the secondary employment does not have an adverse effect on PCC; and
 - 1.1.2. to determine that the secondary employment does not create a conflict of interest with PCC.

- 1.2. It is the responsibility of the employee to request approval to engage in secondary employment by using the Request for Secondary Employment Information form (Exhibit 5.12) which is available in the Office of Human Resources and Organizational Development.
- 1.3. Approval for an employee to engage in secondary employment shall be granted by their immediate supervisor, the appropriate vice president and the President.
 - 1.3.1. Approval for the President to engage in secondary employment shall be granted by Piedmont Community College's Board of Trustees.
- 1.4. The employee must annually notify PCC of their secondary employment.
- 1.5. Secondary employment is in no way to be practiced by the employee during their working hours at this institution.

Section 2: Evaluation Regarding Secondary Employment

- 2.1. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours as required.
- 2.2. Any performance issues that arise from secondary employment will be addressed during the annual performance appraisal process.
- 2.3. If outside work activity causes or contributes to job related problems at PCC the employee may be asked to discontinue the secondary employment.
- 2.4. The provisions of PCC Policy 5.19, Employee Disciplinary Policy apply to any abuse of secondary employment that results in the neglect of assigned duties and responsibilities.

Section 3: Limitations of Secondary Employment

- 3.1. An employee may not use PCC paid sick leave to perform work for another employer.
- 3.2. Tools and equipment that belong to PCC may not be used to perform any work for a secondary employer.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective August 2005 (Replaced PCC Policy 5.12 Dual Employment); Revised August 2021—Cross-references PCC Policy 5.19 Employee Disciplinary Policy; May 2022—updated definitions

Exhibit 5.12

PIEDMONT COMMUNITY COLLEGE
REQUEST FOR SECONDARY EMPLOYMENT

I, _____, request permission to work as
Employee Name

_____ with
Title of Position

_____ for _____ hours per week.
Name of Business

Secondary Employment working hours:

Days of Week (circle): Mon Tues Wed Thur Fri Sat Sun

Hours: _____ a.m./p.m. to _____ a.m./p.m.

Regular working hours for PCC: _____ a.m./p.m. to _____ a.m./p.m.

I understand and agree to the following terms:

- Permission to engage in secondary employment may be withdrawn at any time if such employment hampers my job performance at Piedmont Community College.
- I must notify my supervisor if there is any change in my secondary employment.
- I may not use paid sick leave to work at my secondary job.
- I may not use any PCC tools or equipment (including college-issued laptops) to perform duties of my secondary employment.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND AGREE TO THE TERMS ABOVE.

Required Signatures:

Employee Date

Supervisor(s) Date

Vice President Date

President or Board of Trustees Date

Once approved, please forward to the Office of Human Resources & Organizational Development.

Revised May 2021

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

5.14 Political Activities of Employees

Last Revised: October 2023

Policy: The Piedmont Community College (PCC) Board of Trustees encourages its employees to exercise their rights and obligations of citizenship through participation in political activities.

Purpose/Definitions:

Purpose

The purpose of this policy is to encourage employees to exercise their rights and obligations of citizenship provided in the Constitutions and laws of the United States and the State of North Carolina.

Definitions

Hatch Act—a federal law passed in 1939 that limits certain political activities of employees who work in connection with federally funded programs, to ensure that federal programs are administered in a nonpartisan fashion (<https://osc.gov/Services/Pages/HatchAct.aspx>).

Public office—any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.

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: Political Activities of College Employees (Except the College President)

- 1.1. Any employee who decides to run for a public office must notify the President, who in turn will notify the Board of Trustees, of their intention to run and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve the College in their political activities.

- 1.2. Any employee who is elected to a part-time public office must certify to the President, who will notify the Board of Trustees that the office will not interfere with their carrying out the duties of their position with the College.
 - 1.2.1. If the duties will interfere with their normal College duties, they must request leave.
- 1.3. Any employee who is elected or appointed to a full-time public office or the General Assembly must take a leave of absence without pay upon assuming that office.
 - 1.3.1. The President, in collaboration with the Board of Trustees, will determine the length of the leave of absence.
- 1.4. Any employee who becomes a candidate for public office will be prohibited from soliciting support during their regular work hours.
 - 1.4.1. The employee in question is prohibited from soliciting support on college property unless otherwise authorized by the PCC Board of Trustees.

Section 2: Political Activities of the College President

- 2.1. If the President decides to run for public office, the President must notify the board of trustees of the intention to run and certify that no campaigning or political activities will be engaged in during regular work hours and that the College will not be involved in the President's political activities.
- 2.2. If the President is elected to a part-time public office, the President must certify to the PCC Board of Trustees that the office will not interfere with carrying out the duties of the College presidency.
 - 2.2.1. If the duties will interfere with their normal College duties, they must request leave.
- 2.3. If the President is elected or appointed to a full-time public office or to the General Assembly, the President must be required to take a leave of absence without pay upon assuming that office.
 - 2.3.1. The length of the leave of absence shall be determined by the PCC Board of Trustees.
- 2.4. If the President is a candidate for public office, the President is prohibited from soliciting support during regular work hours.

2.4.1. The President is prohibited from soliciting support on college property unless otherwise authorized by the PCC Board of Trustees.

2.4.1.1. Each activity must be authorized on a case-by-case basis .

2.5. The PCC Board of Trustees must notify the North Carolina State Board of Community Colleges if the President should become a candidate for public office or if the President is elected or appointed to a public office.

Section 3: Hatch Act

3.1. Any employee whose position is partly or fully funded by Federal funds will, in addition to the above rules, be restricted by the Hatch Act.

3.1.1. All employees in this category will be provided with those restrictions at the time of employment.

Legal Citation: [Hatch Act](#); [1C SBCCC 200.99](#)

History: Effective April 1974; Revised October 1988, April 1992, October 2001, April 2014, November 2021, October 2023

5.15 Recruitment and Appointment

Last Revised: April 2023

Policy: Piedmont Community College (PCC) will strive to recruit and appoint qualified applicants for vacant positions through a systematic recruitment/appointment process.

The College is committed to the principle of equal employment opportunity/affirmative action and will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability with regards to its applicants.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the recruitment and appointment process to be used when hiring for vacant positions.

Definitions

Candidate Review—anyone who has access to applicant information, especially in the recruitment process as a hiring supervisor or search committee chair/member.

Criminal Background Check—a multi-jurisdictional database review based upon the employment position which may include records of arrests, detentions, indictments, criminal charges, dispositions, and fines.

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

Hiring Supervisor—the person who will be the immediate supervisor of the position.

Probationary period—an introductory period of one academic term (fall/spring) for a new faculty member or 90 days for a new 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.

Recruitment Pool—posting which solicits application packets of individuals who may qualify for a temporary position if the opportunity comes open.

Waiver of Recruitment—circumvents the normal recruitment process.

Promotion and Reassignment—transition of a PCC employee from one role to another by waiver of recruitment.

Sex—gender identity/expression, sexual orientation.

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: Vacancy

- 1.1. Any position or vacancy not included in the approved PCC Staffing Document maintained by the Office of Human Resources and Organizational Development (HROD) must be reviewed and approved by the Vice President, Administrative Services/CFO and the President to ensure business need and funding before posting.
- 1.2. For part-time positions, the supervisor must work with the appropriate vice president to verify and/or secure funding before posting.
- 1.3. All position descriptions should be created/revised in collaboration with the Office of HROD, and the most up-to-date version should be on file in the Office of HROD before posting.

Section 2: Search Committee

- 2.1. The search committee should include the following structure:
 - 2.1.1. All committee members must be approved by the Office of HROD before the initial review of candidates.
 - 2.1.2. The chair of the search committee should be the hiring supervisor or designee.
 - 2.1.3. The members of the search committee should be a diverse group of PCC employees or applicable stakeholders with at least one person outside of the position’s division:
 - 2.1.3.1. Part-time and/or Temporary: hiring supervisor alone (committee not required)

2.1.3.2. Full-time Positions: minimum committee of five (5); chair and four (4) other members

2.1.3.3. A member of the Office of HROD may sit on the search committee as a non-voting member if anyone on the committee has not completed search committee training.

2.1.4. If the area vice-president is not the hiring supervisor, the area vice president may choose to participate on the committee.

Section 3: Posting

3.1. Approvals:

3.1.1. The immediate supervisor is responsible for initiating the employment process by completing the Recruitment Requisition form which is then routed for all appropriate approvals.

3.1.2. Upon approval, the requisition is routed to the Office of HROD for posting to the college website and used in processing advertisements in specified newspapers and/or appropriate publications as per item 3.2.

3.2. Advertising:

3.2.1. All PCC vacancies are advertised in the most effective means available.

3.2.2. The immediate supervisor may recommend additional newspapers or other publications where the position vacancy needs to be advertised.

3.2.3. All position announcements and advertisements for positions state that Piedmont Community College is an Equal Opportunity/Affirmative Action Employer.

3.3. Minimum Posting Schedule:

3.3.1. All vacancies must be posted for recruitment unless a waiver of recruitment is approved by the President.

3.3.1.1. Part-time or temporary positions must be posted for a minimum of three (3) calendar days.

3.3.1.2. Staff positions must be posted for a minimum of seven (7) calendar days.

- 3.3.1.3. Professional and faculty positions that require a bachelor's or less must be posted for a minimum of 14 calendar days.
- 3.3.1.4. Professional and faculty positions that require a master's or higher must be posted for a minimum of 30 calendar days.
- 3.3.1.5. Positions may be reposted in minimum posting increments (or longer); however, postings must be reevaluated after 60 days from the original posting date if no qualified applicant pool has been identified.

Section 4: Receiving and Processing Applications

4.1. Applicant Materials:

- 4.1.1. Each applicant must submit all requested materials in accordance with the instructions included in the position announcement no later than the posted deadline.
- 4.1.2. The minimum documents include:
 - 4.1.2.1. Explanatory cover letter
 - 4.1.2.2. Completed Piedmont Community College application
 - 4.1.2.3. Applicant's resume
 - 4.1.2.4. Unofficial transcripts for the highest degree required for the position (with degree title and date conferred)
 - 4.1.2.5. Unofficial documentation for any required certifications
- 4.1.3. The hiring supervisor may require additional documents; however, the additional documents must be requested in the original posting.

4.2. Application Review (full-time positions):

- 4.2.1. After the position is posted, the Office of HROD confirms with the search committee members that they have access to electronically review applications.
- 4.2.2. Each candidate reviewer must review all materials submitted by qualified applicants and rank their top candidates (i.e., top three (3) or top five (5)).
- 4.2.3. For full-time positions, the search committee chair will electronically submit the names of the top candidates for interview.

- 4.2.3.1. If possible, a minimum of three applicants per position should be interviewed.
 - 4.2.3.2. Applicants not selected for interview will be notified that the materials received will be retained.
 - 4.2.3.3. The Office of HROD will schedule interviews for full-time positions and inform candidates of any assessments, if applicable.
 - 4.2.4. Part-time interviews may be scheduled by the hiring supervisor or designee.
- 4.3. Interview Format
- 4.3.1. Methods
 - 4.3.1.1. Interviews may be facilitated via phone, in-person, or web conferencing as long as all candidates are offered the same option(s).
 - 4.3.1.2. Phone interviews may only be used to pre-screen or follow-up with candidates.
 - 4.3.2. Questions
 - 4.3.2.1. Interview questions must be relevant to the job duties.
 - 4.3.2.2. The Office of HROD, in collaboration with the search committee chair, will develop the interview questions for review by the committee.
 - 4.3.2.3. Hiring supervisors may work with the Office of HROD to develop and/or finalize questions.
 - 4.3.3. Assessments
 - 4.3.3.1. Assessments are required for all instructional positions of the College; applicants must prepare and present a timed teaching demonstration.
 - 4.3.3.2. Assessments may also be required of non-instructional positions.
 - 4.3.3.3. Other assessments may be given to applicants to measure suitability for the position and performance potential.
 - 4.3.3.3.1. Examples of these assessments include, but are not limited to, a written narrative, computer software knowledge, or technical skills.

Section 5: Candidate Selection and Onboarding

5.1. Candidate Selection

5.1.1. After interviews are concluded, the committee members will rank each interviewee.

5.1.1.1. The individual rankings will be compiled for total committee ranking.

5.1.2. The committee chair will forward the name of the selected candidate along with the total committee and individual rankings to the appropriate vice president or equivalent for file review and selection.

5.1.3. The vice president (or equivalent) will provide the final selection to the Office of HROD to make the offer.

5.1.4. For part-time new hires, the hiring supervisor makes the selection, makes the offer, completes the contract, and forwards the contract to the Office of HROD.

5.1.5. In accordance with Policy 5.27 Employment of Relatives, restrictions are in place to avoid nepotism.

5.1.5.1. The College will not concurrently employ two or more persons who are closely related by blood or marriage in positions if:

5.1.5.1.1. one family member would supervise another family member, or

5.1.5.1.2. one family member would have substantial influence over employment, salary or wages, or other management or personnel actions relating to another family member.

5.2. Candidate Offer

5.2.1. Offers of employment require the approval of the President if

5.2.1.1. the proposed salary is outside of the established salary range.

5.2.1.2. the final candidate selected is not the committee's recommendation.

5.2.2. Upon approval, the Office of HROD (full-time candidates) or the hiring division (part-time candidates) will:

- 5.2.2.1. Complete the reference checks (minimum of three (3)) and provide feedback to the hiring supervisor if there is a concern with the results.
- 5.2.2.2. Make the official offer to the approved candidate.
 - 5.2.2.2.1. The offer is contingent upon review of the approved candidate's criminal background check.
 - 5.2.2.2.2. The offer will include notification of the required probationary period associated with the position. See PCC Policy 5.7 Employment Letters and Contracts for more information.
 - 5.2.2.2.3. Unless otherwise stated, contingencies listed as a condition of employment in the offer letter must be cleared within 30-days of hire.
- 5.2.2.3. Notify remaining interviewees that the position has been filled and that the applicant's documents will be retained on file for two years.
- 5.2.2.4. If the candidate is not approved or the original offer is rescinded, the search committee chair may offer a previously ranked alternate or the position will be re-advertised.
- 5.2.2.5. Once the approved candidate has accepted the offer, the Office of HROD will prepare the appropriate faculty or staff employment contract.

5.3. Orientation and Onboarding

- 5.3.1. When the successful candidate joins the PCC team, the Office of HROD will provide an orientation session for new permanent faculty and staff.
- 5.3.2. The appropriate supervisor will use the Supervisor's Orientation Checklist provided by the Office of HROD to discuss job-related resources and responsibilities.
- 5.3.3. Part-time new hires will receive orientation from the appropriate division representative.

Section 6: Alternative Recruitment Methods

6.1. Part-time Recruitment Pools

- 6.1.1. Recruitment pools should only remain open for one (1) year at a time.

6.2. Waiver of Recruitment

6.2.1. The President may waive the normal recruitment process for the following reasons:

- 6.2.1.1. Timing: Immediate hire needed to mitigate organizational hardship to the College.
- 6.2.1.2. Hard to fill: Recruitment has been open for over a year.
- 6.2.1.3. Promotion and Reassignment, including Interim: Someone within the College has the knowledge, skills, and abilities to fill the position with minimal training and it would be a greater hardship on the College to recruit than to make the transfer.
- 6.2.1.4. Internal Only Posting: The hiring supervisor/vice president believes that PCC has a talent pool for the position; may post as internal only for one (1) week (PCC Website and PCC All Users) and then will post as normal if needed.
- 6.2.1.5. The President must approve all completed Waiver of Recruitment Requests before any offer is made.

Legal Citation: [Civil Rights Act of 1964](#); [N.C.G.S. 128-15](#)

History: Effective October 1988; Revised April 1999, October 2001, October 2002, January 2012, February 2012; March 2019 (item 6.2.1.3 replaced policy 5.16 Promotion and Reassignment; September 2020; October 2021, April 2023

Cross-references PCC Policies 2.32 Non-Retaliation, 5.7 Employment Letters and Contracts, 5.27 Employment of Relatives, 5.32 Veterans Preference, and 5.36 Definition of Employment Categories

5.17 Tenure not Provided

Last Revised: August 2022

Policy: Piedmont Community College is aligned with the North Carolina Community College System, State Board of Community Colleges, and local Board of Trustees in that there is not a policy, at any level of the Community College System, which provides tenure.

Purpose/Definitions:

Purpose

This policy declares the College's alignment with state and local practices regarding tenure status with respect to the College's employees.

Definitions

Tenure—the guarantee of permanent employment, especially as an instructor, after a probationary period.

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: General Provisions

- 1.1. Tenure is not provided to any employee of Piedmont Community College.
-

Legal Citation: N/A

History: Effective October 1988; Revised November 2019, August 2022

5.19 Employee Disciplinary Policy

Last Revised: December 3, 2018

Policy: Piedmont Community College's President or designee may suspend, demote, or dismiss an employee of Piedmont Community College (PCC) for cause. The President may make this decision directly or by approving the recommendation of the appropriate supervisor and/or vice president.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide a process by which employees are redirected or dismissed concerning behavior and/or work performance.

Definitions

Designee – any PCC employee, typically a team member/supervisor, to whom the initially responsible person yields the employment decision.

Suspend – the action of excusing an employee from all work activity, with or without pay, during and/or as the result of a disciplinary investigation.

Demote – the action of decreasing an employee's work pay rate and/or assigning an employee to a role with less pay during and/or as the result of a disciplinary investigation.

Dismiss – the action of terminating an employee from employment with PCC.

Cause – grounds for disciplinary action as defined in Section 1 of this Policy 5.19.

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

Procedure:

Section 1: Grounds for dismissal

- a. Grounds for immediate dismissal include, but are not limited to:
 - i. Insubordination
 - ii. Workplace violence
 - iii. Sexual or other unlawful harassment
 - iv. Gross neglect of job duties
 - v. Immoral or unethical conduct unbecoming a member of the faculty or staff, whether occurring on or off campus, that is detrimental to the College
 - vi. Conviction of a felony or a crime involving moral turpitude
 - vii. Retaliation, tampering with evidence, intimidating witnesses, and/or providing false information during disciplinary investigations
 - viii. Failure to repay money owed to the State in accordance with the provisions of Article 60, Chapter 143 of the North Carolina General Statutes
 - ix. Failure to meet the standards set in a performance improvement plan

- b. Grounds for disciplinary action (up to, and including, dismissal) include, but are not limited to:
 - i. Exhibiting a lack of morals and ethics
 - ii. Use of alcohol or the non-medically prescribed use of a controlled substance as defined in Article 5, Chapter 90 of the North Carolina General Statutes which results in physical or mental impairment which negatively affects job performance
 - iii. Failure to fulfill the duties and responsibilities imposed by the North Carolina General Statutes

Section 2: Immediate Dismissal

- a. The normal process for immediate dismissal is as follows:
 - i. The employee will be allowed to return to their workstation to gather their personal effects unless their continued presence poses a risk to the college.
 - ii. The employee will surrender his/her keys, PCC ID(s), and all PCC property to the Director, Human Resources.
 - iii. The employee will be escorted out of the building by the Director, College Safety or designee.
 - iv. The Director, Human Resources or designee will survey the appropriate campus officials to confirm closure of all accounts and receipt of applicable PCC property.
 - v. The Director, Human Resources or designee, will send the former employee the official dismissal notice and any other exit information within 10 business days of the dismissal.
 - vi. The Director, Human Resources will inform the former employee of any personal effects to be returned to the former employee or College property that needs to be returned to campus.

- b. If the continued presence of the dismissed employee poses a risk to the college, the Director, College Safety or designee will expedite the removal of the employee from campus.
 - i. The Director, Human Resources or designee, in consultation with the former employee's supervisor, will complete an inventory of items which may be the personal effects of the former employee.
 - ii. The Director, Human Resources or designee, will send the former employee the official dismissal notice, along with the office inventory, and any other exit information within 10 business days of the dismissal.
 - iii. The former employee then has five (5) business days after receipt to respond to the communication with any questions. Otherwise, the inventory, as listed, will be shipped to the last address of record and any leave payout, if applicable, will be processed as calculated.

Section 3: Preliminary Supervisor Coaching (template located on T:/Personnel Forms and Documents/PCC-Employee Coaching Notes Template)

- a. When the supervisor determines that an employee needs some coaching/support concerning performance or behavior, the supervisor will meet with the employee and may document the meeting on an Employee Coaching Notes form.
 - i. Level 1: Performance/Behavior issue is minor but needs attention.
 - ii. Level 2: Performance/Behavior issue is minor but approaching habitual.
 - iii. Level 3: Performance/Behavior issue is minor and habitual, and improvement measures need further attention.
- b. Vice President signature is optional at Levels 1 and 2; however, the VP must be notified at level 3, and they may recommend a formal write-up.
- c. Employee Coaching Notes may be used to support a Written Disciplinary Report (as noted in Section 4).

Section 4: Disciplinary Investigation

- a. Allegations of grounds for disciplinary action in Section 1 that do not result in immediate dismissal are investigated by the supervisor (or designee) of the affected employee (hereafter noted as “the investigator”) in consultation with the Director, Human Resources or designee. Certain actions may require investigation by other College officials such as the Director, College Safety; Director, Human Resources; and/or the vice president of the area to which the affected employee is assigned. The President may opt to assign an alternative investigator.
- b. The investigator will review all available information, including witness interview(s) and employee response, before recommending a disciplinary action, up to and including dismissal. The investigator will meet with and inform the employee of the purpose of the interview, outline the allegation(s), and allow the employee to respond to the allegations. If the employee has been suspended without pay or demoted without prior notice, this interview must take place within five (5) business days of the suspension or demotion.
- c. Disciplinary investigations which reveal cause must result in a Written Disciplinary Report (template located on T:/Personnel Forms and Documents/PCC-Written Disciplinary Report Template). The report will include the following sections:

- i. Job Expectations
- ii. Description of the Event(s)
- iii. Findings
- iv. Employee Response
- v. Recommendation

Once the investigator has the employee's response, the investigator has five (5) business days to route the document for the appropriate signatures.

- d. The President has ten (10) business days to approve the recommendation or provide alternative discipline. During this time the President has the option of interviewing any witness and/or the employee for further clarity. The President's decision is final.
- e. The employee's supervisor has five (5) business days to communicate the disciplinary/employment decision to the employee. This communication plan will be developed in collaboration with the Office of Human Resources.

Section 5: Performance Improvement Plan (PIP) (template located on T:/Personnel Forms and Documents/PCC-Performance Improvement Plan Template)

- a. Supervisors are encouraged to provide a reasonable level of coaching and training for employees in order to help them be successful in their roles.
- b. In the event that an employee requires redirection concerning job performance and/or behavior and is deemed coachable, the supervisor, in consultation with the Office of Human Resources, will present the employee with a PIP.
- c. The PIP must include actionable and measurable improvement areas.
- d. The PIP must include a start date, a minimum of one check-in date (e.g., a midpoint), and final check-in date.
- e. The employee has three (3) business days to review the PIP and request clarity on any improvement areas.
- f. The PIP period may not exceed 90 days without further disciplinary action.

Section 6: Suspension

- a. Suspension for cause may be effective immediately, during and/or as the result of a disciplinary investigation and can be with or without pay.
- b. If the employee is suspended (with or without pay) before or during an investigation, the investigation must be completed within 60 calendar days of the date of suspension.
- c. If the investigator finds cause, and recommends an extension of the suspension, the total suspension time will not exceed 90 calendar days.
- d. If the investigator does not find cause, the employee will be compensated for time loss, and information regarding the suspension will be removed from the employee's file.

Section 7: Demotion

- a. Demotion for cause may be effective no earlier than the conclusion of the applicable disciplinary investigation.
- b. Resignation as a result of a demotion notice may be effective immediately or up to 30 days.
- c. Demotion for cause must include a performance improvement plan (PIP).
- d. Further disciplinary actions may result from the PIP, up to and including dismissal.

Section 8: Dismissal

- a. Dismissal for cause other than immediate dismissal may, but is not required to, include up to 30 days' notice. During any such notice period, the employee may be assigned duties that do not require presence on the College campus.
- b. Upon notice of dismissal, the Director, Human Resources or designee will schedule a transition consultation for a date no later than the employee's last working day.

Section 9: Employee Rights

- a. The College's failure to discipline an employee does not exempt the same or any other employee from future disciplinary action for the same or similar conduct, up to and including dismissal.
- b. If an employee believes that s/he has been wrongfully suspended, demoted, or dismissed, s/he may follow the Employee Grievance procedures as outlined in PCC policy 5.20.

Legal Citation: Procedure supports N.C.G.S. §143-60 and N.C.G.S. §90-5.

History: Policy Effective October 1988, EC Revised December 2018--replaces policies: 5.18 and 5.19.

5.20 Employee Grievance

Last Revised: December 2022

Policy: Piedmont Community College (PCC) strives to create a positive work environment that encourages mutually respectful communication between employees, co-workers, and supervisors. In order to promote this environment, the College provides a process for addressing employee grievances.

Purpose/Definitions:

Purpose

The grievance policy establishes a process and procedures to ensure a prompt, orderly, and fair response to employee concerns.

Definitions

Confidentiality—All records and information related to grievance proceedings under this policy will be handled in a confidential manner. The College, parties to the grievance, and other relevant faculty and staff (including witnesses, presiding officers, administrators, and Employee Grievance Committee members) will respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

Days (Business)—Except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Employee—Any person who is hired for a wage or salary to perform work for PCC and receives an IRS Form W2 from PCC.

Employee Grievance Committee—Refers to a grievance committee appointed by the College President to consist of five members who are full-time employees from varying employment classifications and divisions of the College selected from a pool of trained grievance committee members. The grievance committee pool members will consist of three employees from each division of the College. The grievance committee pool members will be appointed for a staggered two-year term. Office of Human Resources and Organizational Development (HROD) staff may not serve in any capacity on a grievance committee, except as a trainer, an advisor on personnel policy, or as a resource for compliance issues. A committee member must be excused from participation in any grievance deliberation where they may be influenced by

personal relationships with the parties, by bias concerning the circumstances giving rise to the grievance, or by any other material influence which would appear to inhibit their ability to render an unbiased judgment.

Grievance—A formal written statement by an individual employee indicating that they have been adversely affected by a violation, misapplication, or misinterpretation of the NC General Statutes, College policies, rules, or regulations. A grievance must specify the statute, policy, rule, or regulation in question and the details of the alleged violation, misapplication, or misinterpretation of same.

Notice—Delivery of any written material required or allowed to be given to another under this policy may be (i) by personal delivery, (ii) by certified or registered U. S. Mail, return receipt requested, or (iii) by commercial courier service.

Personnel Committee—Refers to the Personnel Committee of the Piedmont Community College’s Board of Trustees. Per the Bylaws of the Board of Trustees of Piedmont Community College, the Board’s Executive Committee also serves as the Personnel Committee.

President—Refers to the Chief Administrative Officer/Chief Executive Officer of Piedmont Community College.

Supervisor—An employee with the authority to make recommendations to hire, transfer, suspend, promote, discipline, discharge, or reward direct reports; and assign duties and responsibilities related to their positions.

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.

Procedures:

Section 1: Assurances and Limitations

- 1.1. Every employee has the right to present a concern or grievance free from coercion, restraint, discrimination, or reprisal.
 - 1.1.1. All reasonable efforts will be taken to protect the rights of all parties named in a grievance, and all grievances will be handled in a confidential manner.
- 1.2. This policy does not apply to dismissal, reduction-in-force, non-renewal, or other matters of employment status unless there is a contention that any such action was in

violation of written College policies, procedures, regulations, or in violation of any applicable federal or state law.

- 1.3. This grievance policy does not apply to any grievance that is also the subject of a pending court action or administrative proceeding that was instituted prior to the time of filing of the grievance.

Section 2: Informal Procedure

- 2.1. Prior to filing a formal grievance, an employee is encouraged to discuss the grievance with their immediate supervisor.
- 2.2. The employee or supervisor may request the assistance of the Director, HROD and/or refer to Policy 5.35 Employee Assistance Program (EAP).
- 2.3. The purpose of this informal discussion is to provide the employee and supervisor the opportunity to address and resolve the grievance in a timely manner.

Section 3: Formal Grievance Level 1

Director, HROD and Second Level Supervisor

- 3.1. Employees who are dissatisfied with the outcome of the informal procedure and desire to seek resolution of the grievance must file a formal grievance in writing with the Director, HROD and second level supervisor within 15 calendar days of the occurrence or from the date the employee knew or should have known of its occurrence.
 - 3.1.1. This written notice must provide a specific statement of the grievance, detail the disagreement with the previously proposed resolution, and the employee's expected resolution.
 - 3.1.2. Any documents that relate to the substance of the grievance or help facilitate its understanding should be attached to the written grievance statement and submitted to the second level supervisor and the Director, HROD.
- 3.2. Within five days after receiving the grievance, the Director, HROD will arrange a meeting to include both the employee and the second level supervisor to determine whether the grievance is valid and whether remedial action is justified.
 - 3.2.1. Within five days after meeting with the employee, the Director, HROD (under the advisement of the second level supervisor) will provide a written response to the employee and the first and second level supervisors which will include the proposed resolution to the grievance.
 - 3.2.2. The written response will also include a copy of the employee's rights of appeal and the College grievance policy.

3.2.3. If conditions prevent a response within five days, the Director, HROD will notify the employee and the first and second level supervisors as to the conditions which prevent an answer and when an answer may reasonably be expected.

3.2.4. Any of the parties involved at this level may request the assistance or intervention of the EAP at any time.

3.3. Within five days after receiving the Level 1 decision on the grievance, an employee who is not satisfied with the proposed resolution may continue the grievance to Level 2.

Section 4: Formal Grievance Level 2

Request for Hearing by Employee Grievance Committee

4.1. The Employee Grievance Committee is an impartial fact-finding body representing neither side in the cases brought before it.

4.1.1. A vice president will be named to serve as Chair.

4.2. Within 10 days after receiving the request for a hearing, the Committee Chair will advise committee members of the nature and scope of the request; and schedule and notify all parties of the date, time, and place of the hearing.

4.3. The role of Committee Chair is to:

4.3.1. have full charge of the hearing and authority to direct its proceedings

4.3.2. assist in clarifying issues and determining facts

4.3.3. control the conduct of all persons present

4.3.4. provide written notification to all affected parties of the Committee hearing resolution

4.4. At the hearing, all parties named in the grievance will be given the opportunity to present information supporting the claims.

4.4.1. Both sides may present evidence or call witnesses to substantiate such claim(s).

4.4.2. Both parties will be given the opportunity to respond to the presentation of the other party.

4.4.3. Witnesses will be invited into the hearing, may be questioned by both parties, and excused by the Chair.

4.4.4. All witnesses are subject to cross-examination by the Chair and the members of the committee.

- 4.5. Since this is not a formal legal proceeding, information will be presented without the presence of legal counsel or recording devices.
 - 4.5.1. The Committee will examine the merits of the grievance and issue a statement of resolution.
- 4.6. As the grievance moves through the formal process, the employee may not add new issues or claims to the original grievance unless the issue is pertinent to the original grievance and has occurred since the formal grievance was filed.
 - 4.6.1. An employee may not institute more than one grievance procedure based on the same facts, claims, circumstances, or events.
- 4.7. At the conclusion of the hearing, the Committee will meet privately to deliberate the findings, based solely on the evidence presented at the hearing.
 - 4.7.1. The Committee will then issue a decision as to the merit of the grievance, and any action to be taken will be determined by majority vote of the Committee.
 - 4.7.2. Once deliberation concludes, the Committee Chair will notify the affected parties, in writing, of the Committee's decision.
- 4.8. The Committee Chair will provide a final report to the President with a copy to the Director, HROD within 10 days after the hearing is completed as to the details of the grievance, any dissenting opinions of the committee, and a copy of the notification that was sent to the parties involved.
- 4.9. All records, findings, and decisions will be maintained in the Office of HROD in a separate file from the employee's personnel file.
- 4.10. Unless there is a mutually agreed upon extension of time, the employee may proceed to Formal Grievance Level 3 if any Level 2 time requirement is not met by the College.
 - 4.10.1. If the employee does not meet the time requirements, the grievance proceeding is terminated, unless good and sufficient cause is shown to the satisfaction of the President.

Section 5: Formal Grievance Level 3

Interview with President

- 5.1. Within five days after receipt of the Employee Grievance Committee's written decision, any affected party may request in writing a formal interview with the President to discuss the grievance and determine whether remedial action is justified.
- 5.2. Within 15 days of receipt of the written request for interview, the President will schedule a formal interview with the affected party.

- 5.2.1. The President may include any individual they deem appropriate to attend the interview.
- 5.2.2. The President will give notice of the interview to all affected parties concerning the date, time, location, and invited attendees.
- 5.3. At the interview, the affected party and the President will discuss the facts from which the grievance arose, its nature, and the resolution sought.
 - 5.3.1. The affected party, the President and any other person at the interview will have the opportunity to explain any matter relating to the grievance.
 - 5.3.2. The President may conduct a separate interview with anyone who might have knowledge about the grievance.
 - 5.3.3. Before the President makes a decision on the grievance, the affected party will be informed of the nature of any separate testimony and will have an opportunity to respond.
- 5.4. Within five days after the interview, the President will provide written notice and justification of their decision.
 - 5.4.1. A copy of the decision and acknowledgement of the affected party's receipt of notification will be maintained in both the President's Office and the Office of HROD.
- 5.5. Unless there is a mutually agreed upon extension of time, the affected party may proceed to Formal Grievance Level 4 if any Level 3 time requirement is not met by the College.
 - 5.5.1. If the affected party does not meet the time requirements, the grievance proceeding is terminated, unless good and sufficient cause is shown to the satisfaction of the President.

Section 6: Formal Grievance Level 4

Review by Personnel Committee of the Board of Trustees

- 6.1. Within five days after receipt of the decision of the President, the affected party may request that the Personnel Committee of the Board of Trustees review the decision.
 - 6.1.1. The request will be in writing, will state the facts of the grievance, the reasons for appeal, and the resolution sought.
 - 6.1.2. The written request will be submitted to the Chair of the Board of Trustees, the Chair of the Personnel Committee of the Board of Trustees, and the President, via the President's Office.

- 6.2. Within five days after receiving a request for review by the Personnel Committee of the Board of Trustees, the President will provide all documentation relevant to the grievance.
- 6.3. The Personnel Committee of the Board of Trustees will review the request at a time and place specified by the Committee Chair.
 - 6.3.1. The review will be conducted in closed session.
 - 6.3.2. The Committee's decision will be limited to one or more of the following conclusions:
 - 6.3.2.1. the decision was appropriate
 - 6.3.2.2. the decision was arbitrary or capricious
 - 6.3.2.3. the decision is not supported by substantial evidence
 - 6.3.2.4. a fair hearing was not afforded the employee
- 6.4. Based on the review, the Personnel Committee of the Board of Trustees may affirm, modify, or reverse the decision of any preceding steps and require such remedial action as it deems necessary.
 - 6.4.1. Except as otherwise expressly provided by law, the decision of the Personnel Committee of the Board of Trustees will be final and will be communicated in writing to all affected parties within 30 days of the receipt of the request for review.
 - 6.4.2. Copies of the minutes of the meeting will be maintained in the President's Office and in the Office of HROD.

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

History: October 1988; Revised February 2012; August 2020, May 2022—updated definitions, December 2022

5.21 Health Insurance Eligibility and Affordable Care Act

Last Revised: December 2021

Policy: Piedmont Community College (PCC) will offer health insurance to all eligible employees to ensure compliance with the Health Insurance Eligibility and Affordable Care Act (ACA).

Purpose/Definitions:

Purpose

The purpose of this policy is to offer health insurance coverage to any eligible employees.

Definitions

Administrative period—the time after the standard/initial measurement period that it takes to enroll an eligible part-time employee in the health insurance plan. The administrative period will be no more than 2 months following the end of the measurement period.

Break in service—for employees not reasonably expected to meet the definition of an ACA full-time employee, a break in service is the period of time when an employee is not being paid and is not entitled to be paid for the performance of duties.

Credit-bearing courses—curriculum courses for which credit hours are earned and can be applied to degrees, diplomas, and certificates.

Curriculum faculty—categories and subcategories of positions (lab, no-lab, etc.):

- Criteria for full-time employment: between 18 and 28 instructional contact hours and up to eight office hours each week, and relevant committee work as assigned for a total of 39 hours.
- Activities that are given credit on an hour for hour basis for part-time faculty are office hours and class preparation.
- Responsibility for tracking and reporting hours will be shared by:
 - Dean
 - Vice President, Instruction
 - Director, Human Resources and Organizational Development (HROD)

Full-Time Other—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive

fringe benefits which include, but are not limited to, prorated leave (e.g., sick, annual, funeral, 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 other hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Initial measurement period—the measuring period for new employees who are not initially expected to work more than 30 hours per week. This timeframe is used to determine ACA full-time eligibility for ACA health insurance. The initial measurement period will be 12 months starting from the first of the month following the employee's hire date.

Example: The employee is hired March 10, 2021, and not reasonably expected to work 30 hours per week. The initial measurement period is April 1, 2021 – March 31, 2022.

Non-credit-bearing courses—courses that provide lifelong learning opportunities for personal enrichment and career building, such as Basic Skills (College and Career Readiness), Occupational Extension, Business Development and Workforce Training, for which curriculum academic credit is not earned. Prep-time is typically lower than that required for credit-bearing courses.

Non-curriculum Instructors—categories and subcategories of positions (Basic Skills, Occupational Extension, and Business & Industry, etc.):

- Criteria for full-time employment: between 28 and 35 instructional contact hours and up to eleven office hours each week, and relevant committee work as assigned for a total of 39 hours.
- Activities that are given credit on an hour for hour basis for part-time instructors are office hours and class preparation.

- Responsibility for tracking and reporting hours will be shared by:
 - Dean
 - Vice President, Instruction
 - Director, HROD

Part-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 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, funeral, civil, military, community service) and are given no job preference for employment beyond the contractual period.

Seasonal employee—an employee who is employed on a temporary basis for a defined season, such as registration. These employees are measured similarly to part-time employees.

Service hours—each hour for which an employee is credited for the performance of services and, if applicable, hours for which an employee is entitled to payment during which no duties are performed due to paid leave, such as vacation, holiday, disability, furlough, jury duty, military leave or leave of absence. For faculty/instructor positions, service hours include not only classroom instruction time, but also time spent on advising students, class preparation work, course development, office hours, committee work, and other duties as assigned or required by the College.

Stability (coverage) period—the period of time after the administrative period during which health coverage is provided to ACA full-time employees. The stability period after an initial measurement period is 12 months starting by the first day of the third month after the employee's initial measurement period ends. The stability period after the standard measurement period is January 1 to December 31.

Example: An employee hired on March 10, 2021, without the expectation of full-time employment has an initial measurement period of April 1, 2021 – March 31, 2022. If, after measuring, the employee is determined to be full-time, the employee is then

eligible for the ACA health insurance effective no later than June 1, 2022. The stability period runs for 12 months from when the employee's health insurance coverage begins.

Eligibility for ACA coverage for the next stability period (January 1, 2023 – December 31, 2023) will look back at the standard measurement period of November 1, 2021 – October 31, 2022. If the employee does not meet the definition of an ACA full-time employee during the standard measurement period, the employee remains entitled to continue the State Health Plan High Deductible Health Plan (SHP-HDHP) for the remainder of the initial stability period.

Standard measurement period—the measuring period for each calendar year used to determine full-time eligibility. This period is from November 1st of the previous year to October 31st of the current year.

Workload formula—a means to calculate the teaching and service contributions of part-time curriculum faculty members and non-credit instructors for the purpose of calculating eligibility for health insurance in accordance with federal ACA guidelines.

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.

Procedure:

Section 1: General Provisions

- 1.1. Coordinators, directors, deans, supervisors, and appropriate vice presidents must determine the appropriate employment category prior to contract initiation.
- 1.2. Each department is responsible for reporting the number of hours worked by each part-time temporary employee to the Office of HROD by the 7th of each subsequent month unless otherwise designated by the Office of HROD.
 - 1.2.1. For example, hours worked in July must be reported to the Office of HROD by August 7.
 - 1.2.2. It is the supervisor's responsibility to ensure that all hours are reported correctly.
 - 1.2.3. To ensure compliance with this policy and to determine who is working enough hours to be eligible for health insurance benefits, the Office of HROD will generate a monthly report based on the hours provided by each department.

- 1.2.3.1. If any part-time employee is eligible for health insurance benefits, the Office of HROD will contact any eligible part-time employee within 30 days of eligibility to ensure enrollment or "OPT OUT" documentation is completed using the online enrollment tool administered by BCBSNC.

Section 2: Break in Service

- 2.1. A break in service is calculated when it is necessary to determine whether the employee can be considered as a newly re-hired employee and a new measurement period applied or an ongoing (continuous) employee.
 - 2.1.1. In order to be considered a new employee and have a new measurement period applied, a break in service must be 26 or more weeks between recorded hours or less than 26 weeks but at least 4 weeks, and is longer than the employee's period of employment immediately preceding the period of non-employment (the rule of parity).
- 2.2. The type of break in service determines if a part-time employee is classified as "existing" or a "new hire."
 - 2.2.1. The College uses the "look-back" method and calculates average hours worked per week excluding a break period.
 - 2.2.2. Different rules apply to the "look-back" method of Safe Harbor that is used to analyze these two types of part-time employees who have had a break in service. Consider these examples:
 - 2.2.2.1. Example 1: A part-time employee has a period of time which is less than 4 weeks for which they have 0 hours worked: Because the period during which the part-time employee did not work is less than four weeks, it is not an "employment break period." Therefore, you would treat this part-time employee as an "on-going" part-time employee and record only the actual hours worked. You continue with the same measurement period and stability period that they originally started with.
 - 2.2.2.2. Example 2: A part-time employee has a period of time which is greater than 26 weeks for which they have 0 hours worked and start to work with the employer again after 26 weeks: Because the period of time for which the individual did not work is greater than 26 weeks, this is not considered an "employment break period," but rather the part-time employee is treated

as a rehire/new part-time employee, and you would start over with a new measurement period.

2.2.2.3. Example 3: A part-time employee has a break of service of between 4 and 26 weeks and the break in service is greater than their period of employment: For example, a part-time employee works for five weeks for an employer and then leaves employment. He/she comes back to work ten weeks after this. In this case, the individual is treated as a rehire/new part-time employee because the break of ten weeks is greater than four weeks and greater than the period of employment of five weeks. You would start over with a new measurement period.

2.2.2.4. Example 4: A part-time employee has a break in service of between 4 and 26 weeks and the break in service is less than the period of employment: For example, a part-time employee works for ten weeks, leaves employment, and returns five weeks later. This would be considered an "employment break," and the individual would be treated as an on-going part-time employee because the break in service of five weeks is greater than four weeks and less than the period of employment of ten weeks. The measurement and stability period that would have applied to the part-time employee had the part-time employee not had an employment break would continue to apply upon the part-time employee's resumption of service.

Section 3: Calculating the Workload of Part-Time Faculty

- 3.1. Prior to issuance of a part-time faculty contract, the supervisor or designee should calculate the employee's total workload using the designated formula in Table 1.
- 3.2. The workload formula may include any combination of the following components: contact hours, credit hours, service hours, reassign time, academic level of the course or class membership hours (number of students).
 - 3.2.1. The College's current workload formula for part-time faculty is as follows:

Table 1. Workload formula

Multiply each workload component by its designated multiplier, then sum:	
Component	Multiplier
Curriculum Lecture (safe harbor)	2.25 hours per contact hour (credit-bearing)
Curriculum Labs	1.67 hours per contact hour (credit-bearing)
Curriculum Clinicals	1.17 hours per contact hour (credit-bearing)
Occupational Extension	1.25 hours per contact hour (non-credit-bearing)
Basic Skills	1.17 hours per contact hour (non-credit-bearing)
Business & Industry	1.25 hours per contact hour (non-credit-bearing)
Skills Lab	1 hour per contact hour (non-credit-bearing)
Occupational Extension Clinicals	1.17 hours per contact hour (non-credit-bearing)

Section 4: Changes in Employee’s Position Status

- 4.1. Employee position status changes will be in accordance with all applicable local, state, and federal employment law, including criteria set forth in the ACA that establishes an employee’s eligibility for being offered health benefits by the College.

Section 5: Multiple Positions

- 5.1. Total hours for part-time employees who work in more than one employment category will be the sum of the hours calculated as defined for each category.
- 5.2. Part-time employees employed in multiple positions will not exceed 26 hours per week.

Section 6: Opting Out Procedures

- 6.1. Any part-time employee may choose not to accept coverage in the health plan.

- 6.2. Eligible part-time employees must annually complete the online enrollment tool administered by Blue Cross/Blue Shield of North Carolina which acknowledges that they were offered coverage and chose not to accept the coverage.
- 6.3. Once a part-time employee opts out for the plan year, they cannot enroll again until the next annual enrollment.

Legal Citation: [Patient Protection and Affordable Care Act](#), Internal Revenue Service, Department of Treasury: [26 C.F.R. § 54](#) and [26 C.F.R. § 602](#); Department of Labor: [29 C.F.R. § 2590](#), Department of Health and Human Services: [45 C.F.R. § 147](#)

History: Effective April 2015; Revised December 2021

5.22 Teaching Load

Last Revised: December 2023

Policy: Piedmont Community College (PCC) expects each full-time faculty devote thirty-nine (39) hours a week to combined direct and indirect instructional activities. The institution reserves the right to individually adjust faculty work schedules.

Purpose/Definitions:

Purpose

The purpose of this policy is to define the teaching load for full-time faculty.

Definitions

Class Preparation—Curriculum faculty are allowed time to prepare for class and assess learning. Curriculum faculty are expected to analyze and use the results of assessment to continuously improve assigned courses.

Institutional Service—Activities related to instructional responsibilities. Curriculum development, professional development, institutional committee work, student advising, program advisory committee consultation, travel between campuses, service to the College or community, recruiting, and retention efforts are examples of professional activities.

Negotiated Workload/Release Time—A reduction in a faculty teaching load due to a special assignment as part of the overall 39-hour weekly workload expectation.

Office Hours—Time scheduled to advise, consult with, and provide individual assistance to students.

Overload—pay authorized for faculty teaching over their assigned instructional load per semester. Overload contracts will be paid based on the established North Carolina Community College System (NCCCS) Part-Time Faculty hourly rate.

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

Procedure:

Section 1: Instructional Load

- 1.1. Faculty collaborate with the instructional deans, coordinators, directors, and/or chairs to create semester schedules that meet student needs.
- 1.2. Faculty are assigned an instructional load for the semester by their instructional dean.
 - 1.2.1. The full-time instructional load for Curriculum faculty will range from 18-28 contact hours (class + lab + clinical). See the PCC Faculty Handbook for further information.
 - 1.2.2. The full-time instructional load for Continuing Education faculty will include a maximum of thirty-nine (39) contact hours per week. See the PCC Faculty Handbook for further information.
 - 1.2.3. The instructional dean will determine the need for any overload assignments.
 - 1.2.4. Overload assignments of more than one course per instructor require the approval of the Vice President, Instruction/CAO.
- 1.3. Faculty will turn in an Instructional Schedule (See Exhibit 5.22 Blank Instructional Schedule) each semester to their instructional dean that approximates time on campus and their availability to students.
 - 1.3.1. The schedule is posted outside the faculty office door and remains up to date throughout the semester.

Section 2: Workload Components—Faculty

- 2.1. Full-time faculty workload includes a combination of instruction, office hours, class preparation, and institutional service.
- 2.2. Curriculum faculty will conduct a minimum of 28 of their contracted 39 weekly work hours on campus across at least four, preferably five, workdays.
 - 2.2.1. While 28 hours is the minimum number of required hours on campus, a realistic expectation is that additional hours, up to the contracted 39 weekly hours, may be required to meet the mission of the College.
 - 2.2.2. Hours on campus should be scheduled to best meet student needs.

- 2.2.3. Faculty will schedule one office hour per class to meet student needs. These hours may be on campus and/or virtual.
 - 2.3. Continuing Education faculty will teach courses at various locations as assigned to meet student and institutional needs.
 - 2.3.1. Continuing Education faculty teaching less than the full instructional load will be assigned administrative or other supportive duties with no additional compensation.
 - 2.4. The Vice President, Instruction/CAO has the authority to modify a faculty's workload as needed.
 - 2.4.1. Modifications may include a negotiated workload or release time for special projects.
-

Legal Citation: N/A

History: Effective November 1973; Revised June 1988, January 1992, October 2001, January 2012, November 2021 (incorporated content then deleted 5.22.1 Teaching Load–Continuing Education), December 2023

Exhibit 5.22 Blank Instructional Schedule

PIEDMONT COMMUNITY COLLEGE
INSTRUCTIONAL SCHEDULE

INSTRUCTOR: _____ SEMESTER: _____ YEAR: _____

OFFICE LOCATION: _____ TELEPHONE: _____ EXT. _____

	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					
DAILY TOTALS					

5.25 Professional Development

Last Revised: July 2022

Policy: Piedmont Community College (PCC) ensures that faculty and staff participate in professional development activities relevant to their employment which fosters an environment of educational excellence in accordance with the College's mission, vision, and values.

Purpose/Definitions:

Purpose

PCC provides opportunities for professional development for faculty and staff to ensure professional growth. Faculty and staff are responsible for taking the initiative to promote their own growth by identifying and participating in professional development activities that will enhance their knowledge and job performance.

Definitions

Community Service—the act of supporting our communities through volunteer service.

Professional Development—a means by which an employee participates in further education and events that add to their knowledge of the skills required to succeed in their position, enhance the employee's development plan for future growth, and creates a vision of success for the employee.

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

Procedure:

Section 1: General Provisions

- 1.1. Prior to enrolling in a professional development activity during normal working hours, an employee should obtain approval from their supervisor.

Section 2: Professional Development Recommendations

- 2.1. Employees are encouraged to collect a minimum of 10 professional development and/or community service points annually.
 - 2.1.1. Points values will be determined by the Professional Development Committee and the Office of Human Resources and Organizational Development (See Exhibit 5.25 Example—Professional Development and Community Service Point Values.)
 - 2.1.2. These points are documented as part of the employee evaluation process as noted in PCC Policy 5.34 Employee Evaluation.

Section 3: Incentives

- 3.1. College employees may receive incentives for completing professional development points exceeding the minimum number.
- 3.2. College employees may receive incentives for completing a degree, pending availability of approved funding, if the degree:
 - 3.2.1. enhances the employee’s effectiveness;
 - 3.2.2. is consistent with their job description;
 - 3.2.3. is from an accredited institution recognized by the Department of Education;
AND
 - 3.2.4. is higher than their current degree level.
- 3.3. Incentives may be awarded to faculty and staff, pending funding approval by the North Carolina Community College System, for educational obtainment of a degree, as follows:

Table 1. Incentive Increases for Advanced Degree Attainment

Degree	Incentive Increase
Associate	1.4%
Bachelor’s	6%
Master’s	5%
Doctoral	6.8%

- 3.3.1. To assist in the College budgeting process, the employee is responsible for notifying the Office of HROD by April of the fiscal year prior to the expected date upon which their degree will be conferred.

3.3.2. An official transcript documenting the receipt of the degree must be submitted to the Office of HROD.

3.3.2.1. The Office of HROD will notify the employee's supervisor that a salary adjustment will be made for the employee.

3.3.2.2. Faculty incentives are awarded based on the higher of the following calculations:

3.3.2.2.1. a percentage increase (see Table 1. Incentive Increases for Advanced Degree Attainment) of the current base salary, or

3.3.2.2.2. a 10% increase over the North Carolina Community College System minimum salary of the degree from which the employee is advancing. (See the State Board of Community Colleges Division of Finance and Operations State Aid Allocations and Budget Policies document for the current fiscal year for the minimum faculty salaries by education level.)

3.3.2.2.2.1. For example, suppose a full-time faculty member currently holds a bachelor's degree and has a 9.5-month contract with the College with a base salary of \$43,200. This employee completes a master's degree. Two calculations would be made, compared (see sub-items below), and the larger value would be chosen as the employee's new base salary:

3.3.2.2.2.1.1. $1.05 * \text{current base salary}$
 $= 1.05 * \$43,200$
 $= \$45,360$

3.3.2.2.2.1.2. $1.10 * \text{NCCCS minimum base bachelor's degree salary pro-rated to 9.5 months (pro-rated NCCCS FY 2020-21 minimum salaries are used in the example)}$
 $= 1.10 * \$42,614$
 $= \$46,875$

3.3.2.3. Staff incentives are awarded based on the higher of the following calculations:

- 3.3.2.3.1. a percentage increase (see Table 1. Incentive Increases for Advanced Degree Attainment) of the current base salary, or
- 3.3.2.3.2. a 10% increase over the PCC minimum salary of the employee's current (prior to the attainment of the advanced degree) paygrade classification, whichever is higher.
 - 3.3.2.3.2.1. For example, suppose a full-time staff member currently holds a bachelor's degree and a 12-month contract with the College with a base salary of \$44,500. The employee's paygrade range is \$42,066 to \$58,425. This employee completes a master's degree. Two calculations would be made, compared (see sub-items below), and the larger value would be chosen as the employee's new base salary:
 - 3.3.2.3.2.1.1. $1.05 * \text{current base salary}$
 $= 1.05 * \$44,500$
 $= \$46,725$
 - 3.3.2.3.2.1.2. $1.10 * \text{PCC minimum base salary amount from current paygrade}$
 $= 1.10 * \$42,066$
 $= \$46,273$
 - 3.3.2.4. The percentage increase will be included in the employee's base salary.
 - 3.3.2.4.1. Payment of the employee's new monthly amount will begin with the month the credential is attained, provided the Office of HROD has received the employee's official transcripts.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-20](#)

History: Effective: October 1988; Revised January 1991, October 1992, April 1993, July 2001, February 2012, October 2015, November 2021, July 2022

Cross-references PCC Policy 5.34 Employee Evaluation.

Exhibit 5.25 Example Professional Development and Community Service Point Values

Professional Development and Community Service Point Values						
All activities should be consistent with the College's mission, vision, and values. If you have any questions about an activity not listed, please confirm with Human Resources prior to requesting to attend.						
1 Point	2 Points	3 Points	4 Points	5 Points	6 Points	10 Points
Convocation (1 point per session attended)	Community Board Member	Onboarding Cohort (Attend / Participate)	Present a Training / Webinar to PCC Employees	Job Related Training Sessions (half day)	Job Related Training Sessions (full day)	Publication of a Book
Attend / participate in PCC events	Volunteer for PCC Tent / Event Under 1 hour	Volunteer for PCC Tent / Event >= 1 < 2 hours	Volunteer for PCC Tent / Event >= 2 hours			
Institutional Service under 1 hour	Institutional Service >= 1 < 2 hours	Institutional Service >= 2 hours				
Membership in Prof Org	Obtain a certificate pertaining to enhancing job skills	Present at Conference (Poster)	Present at Conference (Regional / State)	Present at Conference (National)		
Participate in Focus Group				Publication in a journal		
Webinar Under 1 hour	Webinar >= 1 < 2 hours	Webinar >= 2 hours				
Community Service Activities under 1 hour	Community Service Activities >= 1 < 2 hours	Community Service Activities >= 2 hours				
Participate in Book Study	Serve as a Mentor	Publication of an Article				
Town Hall (Attend / Participate)		Facilitate a Book Study				

5.26 Orientation for New Faculty and Staff

Last Revised: November 2021

Policy: Piedmont Community College (PCC) requires new faculty and staff to complete an employee orientation.

Purpose/Definitions:

Purpose

The employee orientation provides a new employee with information concerning the policies and procedures of PCC, along with information about PCC employee benefits.

Definitions

N/A

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

Procedure:

Section 1: General Provisions

- 1.1. Orientation for new employees involves a review of key college informational items including, but not limited to, policies, procedures, and benefits.
- 1.2. Table 1 indicates which form will be used with each individual receiving orientation and who is responsible for conducting the orientation. (See forms for the specific items covered.)

Table 1. Administration of Orientation Forms

Employee Group	Title of Form	Administered by
Full-time Faculty and Staff	Full-Time New Hire Employee Orientation Checklist* (Exhibit 5.26A)	Office of Human Resources and Organizational Development (HROD)
Full-time Faculty and Staff	Full-Time New Hire Employee Supervisor’s Orientation Checklist* for Specific Department or Program (Exhibit 5.26B)	Supervisor
Part-time Faculty and Staff	Part-Time New Hire Employee Orientation Checklist* (Exhibit 5.26C)	Supervisor/Designee

*Completed/signed forms are forwarded to the Office of HROD for distribution to the employee. Blank forms are located on the College’s shared drive.

- 1.3. As part of the employee orientation, the Office of HROD will provide all new full-time faculty and staff a packet of information and required forms to complete during the onboarding process.
- 1.4. During the first year of employment, all full-time employees will participate in a series of trainings and workshops designed to familiarize themselves with PCC staff, processes, and expectations.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, January 2012, January 2016, November 2021

Exhibit 5.26A: Full-Time New Hire Employee Orientation Checklist

PIEDMONT COMMUNITY COLLEGE FULL-TIME NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____ Hire Date: _____

Hiring Forms (must be received before the first payroll):

- Completed PCC **Application** for Employment (___App, ___Voluntary Info, ___Unofficial Transcripts, ___References, ___Original Transcripts Ordered)
- I-9 form** (Employment Eligibility Verification) - Section 1 must be completed on or before the first day of employment; ID(s) must be presented and E-verify completed by the 3rd working/business day.
 - o **Instructions for Form I-9 can be found here:** <https://secure.i9.talk.com/Popups/Documents/I-9InstructionsNew.pdf> ; form I-9 can be found here: https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf
- Foreign National** Non-US Citizens complete Foreign National Information System Data Gathering Form
 - o Please contact the Office of Human Resources (OHR) if you need this form.
- W-4 and NC-4 EZ or NC-4** applicable forms completed; **social security** will be withheld at 7.65%.
 - o **W-4 and Instructions:** <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
 - o **NC-4 and Instructions:** https://files.nc.gov/ncdor/documents/files/nc-4_web.pdf
 - o **NC-4 EZ and Instructions:** https://files.nc.gov/ncdor/documents/files/nc-4ez_web.pdf
- Payroll** is distributed on the last workday of the month; you are paid for the month you are working (ex. August 1-31 is paid the last work day in August) direct deposit authorization form completed; Pay Advice available on PCC WebAdvisor (Self-Service implementation pending).
- Payroll deductions** are to be started and stopped by employee with written authorization for agencies we have agreements--Section 125 payroll deductions may be started and stopped once a year-January 1

Leave:

- Holidays**-12 paid holidays and 1 day for your birthday.
- Leave**-accrue/earn **annual leave** hours per month based on NC total state service (starting at 9.34 hrs/month); annual leave above 240 hours will convert to sick leave at the end of the calendar year; accrue/earn 8 **sick leave** hours per month; negative annual/sick leave balances at the end of the fiscal year will be deducted from employee's next month's payroll; leave used is one month behind and leave earned is current and is available on PCC WebAdvisor; gave employee an Application for Leave form and a copy of Leave Card Record; **other leave** section, community service leave (documentation may be needed), birthday, funeral; educational, civil (need documentation) and leave with and without pay.
- Community Service Leave:** 24 hours per fiscal year
- Compensatory Time**- (for non-exempt employees) 39 hour work week with 1 administrative leave hour (staff M-Th 8-5 and F 8-4; summer may differ); Faculty are given overload contracts for time above required work schedule
- Petty Leave (for non-exempt employees)** 14 hours per fiscal year for non-exempt employees
- Workers' Compensation**-on the job injuries must be reported to the Office of Human Resources, unless life threatening, to get authorization form for treatment. Must use designated providers
- Voluntary Shared Leave** Employees are allowed to donate/receive leave per PCC Policy
- Remembrance Fund:** gave information about flowers/donation

Perks and Benefits:

Health Benefits:

- NC State Health Plan-PPQ** administered by BCBSNC - 70/30; several plans to choose from---the Traditional 70/30 Plan or Enhanced 80/20 Plan. Monthly Premium Rate table given to employee. Required documentation to verify eligibility of coverage for dependents. (emailed link ___/___/___)
- Employee Assistance Program** - (Provided by PCC) Employees receive four (4) free sessions per calendar year; call 1-800-326-3864 to schedule an appointment
- Flexible Spending Account (FSA):** Interactive Medical Systems administers the FSA; gave information to employee-unreimbursed medical and dependent care (Section 125)

Revised 07/2021

Optional Health Insurance:

- Dental Insurance Plan**-gave summary sheet with benefits and cost; enrollment/waiver form on file (Section 125)
- Vision Insurance Plan**-gave summary sheet with benefits and cost; enrollment/waiver form on file (Section 125)
- Other Insurance**-life, cancer, accident, sickness/disability and heart/stroke-Colonial Life & Accident and AFLAC; employees will be notified when the representatives come to campus (Section 125)

Perks:

- We-Save** NC employee discount program: <https://oshr.nc.gov/state-employee-resources/benefits/wesave>
- Longevity** – After 10 years of service with a NC State Agency (or state-funded agency) prior NC State employment; (if yes, send form to agency to verify service and transferable leave); after 10 years of service with NC State agency, unless general assembly changes procedures, longevity payment will be made on the payroll anniversary month; percentage based on years of service, payment based on fiscal year contract salary. Retirement System date may differ from Longevity date. Provide the Office of Human Resources with a list (may email) of your North Carolina State Agency employment (service).
- State Employees' Credit Union** (branches in Roxboro and Yanceyville) checking, savings, Christmas club, etc.

Retirement:

- State Retirement Plan:** Must have 5 years of contributing membership service to be vested in the retirement system. Employee will receive Welcome Package after 1st payroll is submitted-employee share: 6% and employer share: 18.86% -- death benefit/disability plan administered through Retirement System; booklet available online at <https://www.nctreasurer.com> (gave summary of benefits): Retire with 20 years of service-employee insurance paid 100% by state; Retire with 10 years of service-employee insurance paid 50% by state.

Optional Retirement and memberships:

- Supplemental Retirement Plans:** tax sheltered annuity/deferred compensation plans such as Horace Mann, Nationwide (NACo), VALIC, TIAA-CREF and Prudential Retirement 401(k) offered; employees will be notified when the representatives come to campus
- State Employees' Association of NC**-gave brochure to employee

Policies and Information:

- PCC Policy Manual**-Available to you at www.piedmontcc.edu under College Policies and Procedures: <http://www.piedmontcc.edu/Community/About-PCC/Research-Institutional-Effectiveness/College-Policies-Procedures>
- PCC is a **drug free** workplace; gave employee copy of policy/acknowledgement form signed
- Safety Plan** Gave safety tips, along with Safety Plan PowerPoint and the training sign-off form
- Emergency Information** form-gave employee form to complete; return to the Office of Human Resources
- Blackboard Connect Emergency Notification System** gave document to employee
- Travel Regulations** - Jan Davis-Winstead, ext. 2179 or (336) 322-2179, handles regulations and guidelines
- Purchasing Regulations** – Surkeithus Thomas, ext. 2125 or (336) 322-2125 handles regulations and guidelines
- Secondary Employment Policy**-employee must use PCC's Request form to notify their supervisor, vice president and President of dual employment. Request must be approved by supervisor, vice president and President.
- Time and Effort Verification** any changes to your employment (title, pay, supervisory chain, etc.) will be shared with you from the office of Human Resources.
- Piedmont Community College Foundation:** Employees may make donation to the foundation
- Public Information Office:** Contact Beth Townsend, Director, PIO, ext. 2104 to set up an appointment for short interview
- Computer Access** Supervisor will complete access form for computer access and send to Information Technology Dept. ext. 4000.
- Online Preventing Discrimination/Harassment, Title IX and Clery Act Course:** an email will be sent to you with website link.
- Model Release** Form given to employee with guidance, sign if consent, write do not consent, sign, give to HR
- Photo ID** Take photo Id at the next scheduled time.
- Faculty**-faculty who works less than 12-months may elect to be paid over the length of their contract or over a 12-month period.
- Supervisor's Orientation Checklist**-supervisor has an orientation with employee and completed form has been received in the Office of Human Resources (form emailed to supervisor: ___/___/___).

Revised 07/2021

Exhibit 5.26B: Full-Time New Hire Employee Supervisor’s Orientation Checklist for Specific Department or Program

PCC Supervisor’s Orientation Checklist

Employee Name: [Click or tap here to enter text.](#)

To be completed by Supervisor with new hire employee, when applicable:

- Review job description with employee and provide a copy to the employee
- Professional attire – “casual day” is Friday
- Work schedule (time off, lunch/breaks, teaching schedule/office hours)
- Database module(s) access and Outlook email request form to obtain access rights will be completed by supervisor and sent to Information Technology (IT) Department, ext. 4000
- Learning Commons (H Building); Materials/AV equipment usage and replacement cost for lost/damaged items
- Issuance of keys (Supervisor, if applicable)
- Emergency procedures (fire, accident report, hazardous materials, etc.)
- Security (ext. 2222), Maintenance/Custodian procedures (ext. 2147)
- Telephone Usage - Voicemail; college related calls and personal calls – IT handles telephone voicemail and technical difficulties. (College telephone extensions are the last 4 digits of the phone number. Person County Campus: 336-322-####, Caswell County Campus: 336-694-####)
- Review performance evaluation form(s) (PCC Policy 5.34) and Professional Development (PCC Policy 5.25) policies and procedures
- Faculty Handbooks (Instructors Only)
- PCC Foundation – (ext. 2109, for more information about donations visit D Building, Rm 117)
- Marketing – (ext. 2104, Rm D109)
- Travel – (ext. 2179, handles guidelines/procedures. Visit A Building, Business Office)
- Purchasing – (ext. 2139, handles guidelines/procedures. Visit A Building, Business Office, Rm 121)
- Payroll – (ext. 2139, A Building, Business Office, Rm 121)
- Human Resources – (ext. 2125, A Building, Human Resources, Rm 112)
- Grants & Processes – (ext. 2107, D Building, Rm D109)
- Hiring process for full and/or part-time employees (New supervisors) (ext. 2152 or ext. 2120)
- Tour of work area and campus
- Additional Information:

[Click or tap here to enter text.](#)

I have completed the departmental orientation with my supervisor.

Employee’s Signature

Date

Supervisor’s Signature

Date

Note: Supervisor, please forward this completed form to the Human Resources Director in Building A. Thank you!

Updated 11/8/2021 JKN

Exhibit 5.26C: Part-Time New Hire Employee Orientation Checklist



**OFFICE OF HUMAN RESOURCES
PART-TIME or TEMPORARY NEW EMPLOYEE
ORIENTATION CHECKLIST**

Part-time positions must be posted on the PCC Employment site for three (3) calendar days before the part-time employee can be submitted to the appropriate Vice President (VP) and the President for approval. Once the hire has been approved, the supervisor/designee must meet with the part-time new hire to review and/or complete the documents listed below. This hiring packet must be submitted to the Office of Human Resources on or before the fifth (5th) of each month for proper payroll processing.

- Recommendation to Hire form:** Approved and with all attachments
- Part-time/Temporary Contract:** Reviewed and signed
- Employment Eligibility Verification (Form I-9):**
 - Form 1-9 Instructions presented to employee for review**
 - List of Acceptable Documents presented to the employee for review**
 - Section 1 completed on or before the employee’s first day of employment:** Start Date - _____
 - ID(s) physically presented by new hire within three (3) days of employment:** Date - _____
 - Photocopy(ies) made and Section 2 completed by person who examined the ID(s):** Date - _____
 - I-9 entered in E-Verify and Authorization number recorded on I-9:** Date - _____
- Tax Forms:** Federal (W-4) and State (NC-4 OR NC-4EZ **complete only one form**) withholding
- Time Sheet:** Completion and submitting reviewed with employee (*form not required for packet*)
- Direct Deposit Authorization:** Direct deposit form is completed with all appropriate information and a voided check or bank memo is attached. Direct deposit guidelines have been reviewed and WebAdvisor information shared with the employee.
- Emergency Contact form:** Completed by employee, medical information is COMPLETELY OPTIONAL.
- Model Release:** Completed by employee with acceptance or refusal
- Drug Free Workplace/Safety Plan:** Policies/Presentation presented to employee for review and signature
- Transcript Request:** Please have your school, college or university send your official transcript, to the Office of Human Resources, documenting your highest educational degree and date degree conferred. Official transcript must be mailed directly to the Office of Human Resources, Piedmont Community College, P.O. Box 1197, Roxboro, NC 27573 OR securely emailed directly from the institution to HR@piedmontcc.edu or Shaundria.Williams@piedmontcc.edu or Rhonda.Strickland@piedmontcc.edu. **Official transcript must be received prior to processing first payroll payment.**
Date Requested by Employee: _____

The items listed above were discussed with me and I understand what is required by Piedmont Community College prior to being paid for services rendered. I also understand that my official transcript must be received in the Office of Human Resources before a payroll payment is made to me. If I have questions concerning my contract and/or payroll payments, I will contact the supervisor/designee listed below.

Employee’s Signature	Date	Supervisor/Designee	Contact Number	Date
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5.27 Employment of Relatives

Last Revised: November 2021

Policy: Piedmont Community College (PCC) adheres to the State Board of Community Colleges Code regarding hiring decisions to avoid the possibility of favoritism based on family relationships, for all employees of colleges in the North Carolina Community College System.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure that PCC evaluates potential employees on professional qualifications and experience rather than giving preferential treatment based on relationships to current or past employees at the College.

Definitions

Closely related—a parent, sibling, child, mother/father-in-law, daughter/son-in-law, sister/brother-in-law, grandparent, grandchildren, uncle, aunt, nephew, niece, spouse/partner, stepparents, stepchild, stepsiblings, guardian or ward.

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: General provisions

- 1.1. The College shall not employ two (2) or more persons concurrently who are closely related in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
- 1.2. With respect to concurrent service of closely related persons within the same academic program or other comparable college subdivision of employment, neither

relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

- 1.3. The College shall not employ on a full-time basis any individual who is closely related to a member of its Board of Trustees.
- 1.4. The provisions of this policy shall not apply to an individual employed prior to the appointment of a Board of Trustees member who is closely related by blood or marriage as defined above.
- 1.5. The provisions of this policy shall be prospective only, with reference to appointments made after the adoption date of this policy.

Legal Citation: [1C SBCCC 200.98](#)

History: Effective May 24, 1977; Revised: April 26, 1979; October 12, 1988; October 2001; November 2021

5.28 Longevity Pay Plan for College Personnel

Last Revised: November 2021

Policy: Employees of Piedmont Community College (PCC) assigned to full-time permanent or part-time permanent positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to explain the qualifying conditions for longevity pay as well as how longevity pay is calculated and distributed to employees.

Definitions

Full-time permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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.

Part-time permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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.

Temporary service—service by an employee who works in a temporary position, or who is working temporarily in the absence of a permanent employee on leave of absence.

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

Procedure:

Section 1: Qualifying Service

- 1.1. Total service for the longevity pay plan is based on a month-for-month computation of full-time permanent and part-time permanent employment with
 - 1.1.1. a college in the North Carolina Community College System or a school administrative unit regardless of the source of salary and including state, local, or other paid employment.
 - 1.1.1.1. Employment for a school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
 - 1.1.1.2. In no event will an employee earn more than a year of total service credit in a 12-month period.
 - 1.1.1.3. If an employee is in pay status (working, exhausting annual or sick leave, or when on workers' compensation leave or is on authorized military leave) for one-half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.
 - 1.1.2. departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, State Revenue Department of Revenue, University of North Carolina, North Carolina Community College System, State Department of Public Instruction).
 - 1.1.3. other governmental units that are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
 - 1.1.4. county agricultural extension service.
 - 1.1.5. local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the Office of State Human Resources Act.
 - 1.1.6. authorized military leave.

- 1.1.6.1. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in this policy who were granted leave without pay:
 - 1.1.6.1.1. for a period of involuntary service plus 90 days for a period of voluntary enlistment for up to four (4) years plus 90 days, so long as they returned to employment in a covered agency within 90 days; or
 - 1.1.6.1.2. for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.
 - 1.1.6.2. Employees who enlist for more than four (4) years or who re-enlist shall not be eligible for military leave.
 - 1.1.6.3. Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90 days or for 12 months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.
- 1.2. Total service for the longevity pay plan does not include:
 - 1.2.1. Temporary service
 - 1.2.1.1. Temporary service of employees of the General Assembly and the full legislative terms of the members will be counted.
 - 1.2.1.2. Service of legislative interns and pages will not be counted.
 - 1.2.2. Periods of out-of-state employment with other states, schools, colleges or universities.
 - 1.2.3. Periods of employment with agencies of the federal government.
 - 1.2.4. Periods of military service other than those categories described in this policy.
 - 1.2.5. Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.
 - 1.3. An employee assigned to a full-time permanent or part-time permanent position is eligible for longevity pay only after the dates the employee has completed 10 years of total service with a community college, a school administrative unit or an agency.

- 1.4. Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in this policy and a percentage of the employee's annual rate of pay on the date of eligibility.
- 1.4.1. Longevity pay amounts are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with Table 1. Longevity Pay Rates.

Table 1. Longevity Pay Rates

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.5%

- 1.4.2. Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base or contract salary.
 - 1.4.2.1. Salary increases effective on the same date as longevity eligibility date shall be incorporated into the base pay before computing longevity.
- 1.5. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.
 - 1.5.1. Eligible employees on workers' compensation leave shall receive longevity payment in the same manner as if they were working.
 - 1.5.2. If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.
 - 1.5.3. If, on the effective date of 1C SBCCC 400.8, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.
 - 1.5.4. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:

- 1.5.4.1. separation from the institution;
- 1.5.4.2. change in employment status to part-time temporary, or to a position not covered in this policy.
- 1.5.5. If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon the following conditions:
 - 1.5.5.1. completion of additional service totaling 12 months for an employee having a 12-month period of employment, or
 - 1.5.5.2. completion of a lesser term for an eligible employee on less than a 12-month period of employment.
 - 1.5.5.2.1. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.
- 1.5.6. If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate.
 - 1.5.6.1. However, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.
- 1.5.7. Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and workers' compensation leave) will delay the longevity anniversary date on a month-for-month basis.
- 1.6. Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g., state, federal, local funds).
 - 1.6.1. If the local trustees want to provide longevity payments in excess of the amounts provided for in Table1, such payments may not be supported with state funds as defined by 1H SBCCC 100.1.
- 1.7. The College's President shall:
 - 1.7.1. Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.

- 1.7.2. Furnish to the State Board, on forms prescribed by the Department, data necessary for a determination of the cost of the longevity pay plan from state funds.
- 1.8. The president of the North Carolina Community College System shall determine the total cost of the longevity pay plan from data submitted by each community college.
 - 1.8.1. If funds are not adequate to pay longevity rates established under this Rule, the President of the North Carolina Community College System shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

Legal Citation: [N.C.G.S. 115D-5](#); [1C SBCCC 400.8](#)

History: Effective October 12, 1988; Revised June 1, 1991; November 2021

5.29 Job Descriptions

Last Revised: November 2021

Policy: Piedmont Community College (PCC) shall maintain job descriptions for all positions that have been authorized by the President subject to standards established by the State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline reasonable efforts to develop and maintain job descriptions for all job classifications in accordance with provided standards.

Definitions

Job description—a tool for documenting the essential requirements of and skills needed to successfully perform on the job.

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: Job Descriptions

- 1.1. Job descriptions are prepared and approved by the supervisor and forwarded through the chain of command to the President.
- 1.2. Once the President has approved the job description, it is maintained in a separate file managed by the Office of Human Resources and Organizational Development.
 - 1.2.1. Job descriptions are provided to employees as part of the hiring process. See PCC Policy 5.15 Recruitment and Appointment.
 - 1.2.1.1. Job descriptions are also provided when employees change positions within the College.

- 1.2.2. Job descriptions are available upon request from the Office of Human Resources and Organizational Development.

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

History: Effective October 12, 1988; Revised October, 2001, November 2021—Cross-references PCC Policy 5.15 Recruitment and Appointment

5.30 Service Award Recognition

Last Revised: November 2021

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 permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, civil, military, community service, etc.), 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.

Part-time permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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 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 January 30, 1991; Revised November 2021

5.31 Voluntary Shared Leave

Last Revised: November 2021

Policy: Piedmont Community College (PCC) provides an opportunity for state employees to assist one another by allowing for the transfer or donation of leave for medical emergencies that would otherwise force the employee to be placed on leave without pay.

Purpose/Definitions:

Purpose

This policy is designed to outline procedures that allow for the transfer of leave from one state employee to another.

Definitions

Immediate family member—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, step-children, step-parent, and step-siblings.

Non-Qualifying Medical Conditions—medical conditions or illnesses that are considered to be routine, short-term, or sporadic shall not be considered for voluntary shared leave purposes. This would include such things as short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term recurring medical or therapeutic treatments that are common, expected, or anticipated as determined by the College President or their designee. This would also include recurring headaches, sinus infections, bronchitis, or similar short-term medical conditions. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this policy and must be applied consistently and equitably.

Prolonged Medical Condition—medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays.

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.

Procedure:

Section 1: General Provisions

- 1.1. An employee may donate leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.
- 1.2. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave, or if the employee has had a previous, but different, prolonged medical condition within the last twelve (12) months, an exception to the 20-day period may be made.
- 1.3. The Voluntary Shared Leave Policy is the only means by which leave may be shared or transferred among employees.
 - 1.3.1. The policy prohibits the banking of leave or the establishment of a leave "bank" for use by unnamed employees.
 - 1.3.1.1. Leave must be solicited as the need occurs and on an individual basis.
- 1.4. The Voluntary Shared Leave Policy permits the sharing of leave only in instances of a prolonged medical condition.
 - 1.4.1. Leave may be transferred from the annual leave account of another employee, from the sick leave or annual account of an immediate family member.
 - 1.4.2. A community college employee may donate up to five (5) days of sick leave to a non-immediate family member employee of a community college.
 - 1.4.2.1. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year as defined by local college policy.
 - 1.4.2.2. Donated sick leave shall not be used for retirement purposes.
 - 1.4.3. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.
 - 1.4.4. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave, or if the employee has had a previous, but different, prolonged medical

condition within the last twelve (12) months, an exception to the 20-day period may be made.

- 1.5. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using leave under this program.
 - 1.5.1. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.
- 1.6. Leave records are confidential and only individual employees may reveal their donation or receipt of leave.
 - 1.6.1. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave unless the donor gives permission to do so on the Request to Donate Voluntary Shared Leave Program form (Exhibit 5.31A).
- 1.7. The employee donating leave cannot receive remuneration for the leave donated.

Section 2: Eligibility

- 2.1. In order to donate or request voluntary shared leave, the employee must earn benefits with the College including sick and annual leave.
- 2.2. To request voluntary shared leave, the Voluntary Shared Leave Request Form (Exhibit 5.31B) must be submitted, which also authorizes the Office of Human Resources and Organizational Development (HROD) to solicit leave on the employee's behalf.
 - 2.2.1. Employees may be nominated by a colleague to participate in the program.
 - 2.2.2. A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave.
 - 2.2.2.1. Documentation from a physician must specifically state the nature of the illness and the anticipated length of disability, with a projected return to work date.
- 2.3. The employee qualifies for participating in the program after exhausting all accumulated (i.e., sick, annual, bonus and compensatory) leave from their own personal account.

- 2.4. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the voluntary shared leave program.
 - 2.4.1. Voluntary shared leave, however, may be used during the required 60-day waiting period and following the waiting period provided DIPNC benefits have not begun.
- 2.5. An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program. Voluntary shared leave may be used during the required seven (7) day waiting period.

Section 3: Application Process

- 3.1. The Office of HROD must receive official notification of a request to participate in the voluntary shared leave program via the Voluntary Shared Leave Request Form (Exhibit 5.31B).
 - 3.1.1. The form may be submitted by the employee, the employee's supervisor, or a coworker.
 - 3.1.2. The Office of HROD cannot assume responsibility for initiating the request.
- 3.2. The Office of HROD will contact the employee to verify the validity of the request and will inform employee of the application procedures.
 - 3.2.1. The employee must sign the Voluntary Shared Leave Consent Statement authorizing the Office of HROD to solicit voluntary shared leave from other employees.
- 3.3. The employee will be notified by the Office of HROD of the decision to either grant or deny the request for participating in the voluntary shared leave program.
 - 3.3.1. There is no appeal process for the decision to grant or deny voluntary shared leave.
- 3.4. When the Office of HROD solicits leave (if approved), only a statement that the recipient has a prolonged medical condition (or the family member) will be made unless the employee wishes to make the prolonged medical condition public and signs the consent statement on the Voluntary Shared Leave Request Form (Exhibit 5.31B) to allow the status to be known.
 - 3.4.1. The employee is discouraged from soliciting their own leave.

Section 4: Constraints of Shared Leave

- 4.1. Participation in this program is limited to 1,040 hours (prorated for part-time employees who receive benefits), either continuously or, if for the same condition, on a recurring basis.
 - 4.1.1. However, PCC may grant employee continuation in the program, month by month, for a maximum of 2,080 hours, if PCC would have otherwise granted leave without pay.
- 4.2. Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined annual and sick leave balance as of the beginning of the recovery or treatment period.
- 4.3. The employee must exhaust all available leave (sick, annual, bonus and compensatory) before using donated voluntary shared leave.
- 4.4. Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at calendar year end.

Section 5: Donor Guidelines

- 5.1. A non-family member donor may contribute
 - 5.1.1. annual or bonus leave to another employee in any state agency, community college, or public school.
 - 5.1.2. up to five (5) days of sick leave to an employee of a community college as long as the combined total of sick leave received from non-immediate family members does not exceed 20 days per year as defined by local college policy.
- 5.2. An immediate family member donor of any state agency, public school system, or community college may contribute annual, bonus or sick leave to another immediate family member in any state agency, public school or community college.
- 5.3. To donate leave, the Request to Donate Voluntary Shared Leave Program form (Exhibit 5.31A) must be completed and forwarded to the Office of HROD.
- 5.4. The minimum amount of sick or vacation leave to be donated is four (4) hours.
 - 5.4.1. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a

maximum of 1040 hours but may not reduce their sick leave account below 40 hours.

5.5. The maximum amount of annual leave allowed to be donated by one (1) individual is the amount of the individual's annual accrual rate.

5.5.1. The amount donated shall not reduce the donor's annual leave balance below one-half of the yearly annual leave accrual rate.

5.5.2. Bonus leave may be donated without regard to this limitation.

5.5.3. Donor eligibility is determined by their leave balance as of the end of the preceding month.

5.5.3.1. Example A: A 12-month employee with five (5) but less than ten (10) years of eligible service earns 136.08 hours annually of annual leave. Employee may contribute four (4) or more hours but may not reduce annual leave balance below 68.04 hours.

5.5.3.2. Example B: A 12-month employee with twenty (20) years or more of eligible service earns 208.08 hours annually of annual leave. Employee may contribute four (4) or more hours but may not reduce annual leave balance below 104.04 hours.

Section 6: Accounting Procedures

6.1. All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis and may be retroactive for up to sixty (60) calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay.

6.2. Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donors.

6.2.1. Employees who donate "excess" annual leave (any amount above the 240 maximum allowable carryover) at the end of June may have it returned and converted to sick leave.

6.3. Voluntary shared leave shall be solicited on a current/as needed basis.;

6.3.1. Donated leave shall be applied to advanced leave before applying it to leave without pay.

- 6.4. At the expiration of the qualifying medical condition, as determined by PCC (substantiated by a doctor's certificate), any unused leave in the recipient's donated leave account shall be treated as follows:
 - 6.4.1. Recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours (pro-rated for part-time employees)
 - 6.4.2. Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.
- 6.5. If a recipient separates due to resignation, death, or retirement from state government, participation in the program ends.
 - 6.5.1. Donated leave shall be returned to the active donor(s) on a pro rata basis.
- 6.6. Voluntary shared leave donations must be received, documented, and appropriately accounted for within thirty (30) days of the expiration of the qualifying medical condition.
- 6.7. An employee whose qualifying medical condition-ended on June 30 has until July 30 to solicit leave.
- 6.8. The Office of HROD shall ensure the appropriate debiting and crediting of leave accounts for audit purposes.
 - 6.8.1. Note: An employee who returns to work on a part-time, trial or rehabilitative basis may continue receiving voluntary shared leave until they are reinstated to their normal status (part- or full-time), provided they are still under the care of a physician.
 - 6.8.1.1. The employee must provide documentation from their attending physician that they should return to work on a part-time, trial or rehabilitative basis.
 - 6.8.2. The employee ceases to qualify for voluntary shared leave upon returning to work in their normal status (part or full-time).

Legal Citation: [1C SBCCC 200.94\(c\)](#)

History: Effective August 1, 2005; Revised November 2021

Exhibit 5.31A: Request to Donate Voluntary Shared Leave Program form



OFFICE OF HUMAN RESOURCES
Request to Donate
Voluntary Shared Leave Program
[PCC Personnel Policy 5.31](#)

Donor Name: _____ PCC (Colleague) Employee ID: _____

I hereby request to donate leave to the approved recipient identified below:

- _____ (hours) VACATION leave (minimum donation: 4 hours)
- _____ (hours) BONUS leave (minimum donation: 4 hours) **Circle one:** SBL1 SBL2
- _____ (hours) SICK leave *donated to immediate family member* (minimum donation: 4 hours)
- _____ (hours) SICK leave *donated to a non-family member* (maximum donation 40 hours)
- ___ YES ___ NO The *recipient* may be informed about my donation, *if they make a request.*

I understand that donating sick leave will deduct hours that could be used toward service

 Signature Date

Recipient:

Name: _____ Immediate Family Relationship: _____

For use by Donor or HR

A	B	C	D	E	F	G	H
Must be a family member to donate	Type of Leave	Current Balance	Accrual Rate	Balance Required after donation	Amount to Donate	Balance after Donation	Is G higher than E?
NO	Vacation			Rate x 6 =			Yes No
NO	Bonus		N/A	N/A			N/A
NO	Sick		8	Rate x 5 = 40 hours	Max 1040 hrs for family Max 40 hrs for non-family		Yes No

.....
HR Office Use Only

Recordkeeping _____ LDTS _____ XVSL - Survey (System Office)

 Human Resources Date

Exhibit 5.31B: Voluntary Shared Leave Request Form



OFFICE OF HUMAN RESOURCES
 Voluntary Shared Leave
 Request Form

Name:		Emp. ID #:	
Job Title:		Dept:	
Home Address:		Phone Number:	
Supervisor:		Supv. PCC Extension:	

REQUEST FOR: EMPLOYEE EMPLOYEE IMMEDIATE FAMILY (relationship) _____

MEDICAL DOCUMENTATION: ATTACHED ON FILE WITH FMLA DOCUMENTS

START OF LEAVE REQUEST: _____ **PROJECTED RETURN TO WORK DATE:** _____

AUTHORIZATION and CONSENT STATEMENT:

If approved for voluntary shared leave (VSL):

- I give Piedmont Community College (PCC) permission to solicit leave donations on my behalf. During VSL, the Office of Human Resources may complete and sign the appropriate leave forms on my behalf.
- I understand that leave donation(s) are strictly voluntary and I may not directly or indirectly attempt to intimidate, threaten, or coerce any employee(s) for the purpose of interfering with their right to donate leave under this policy. I also understand that this action will be grounds for disciplinary action up to and including dismissal.
- I understand that PCC will only state that the employee (or the family member) has a "prolonged medical condition" unless the employee wishes to make the condition public as documented below.

I give permission for the following details to be shared regarding my situation:

 Requestor Signature (REQUIRED) Date Nominee Signature (if applicable) Date

OFFICE OF HUMAN RESOURCES ONLY

Based on the medical evidence provided, this request is APPROVED DISAPPROVED

REASON DISAPPROVED:

 Director, Human Resources

 Date

5.32 Veterans' Preference

Last Revised: October 2021

Policy: It shall be the policy of Piedmont Community College (PCC), as mandated by the State of North Carolina in N.C.G.S. 128-15, that in appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans shall be granted preference in employment.

Purpose/Definitions:

Purpose

The purpose of this policy is to comply with the Veterans' Preference Act of 1944 which aims to restore a favorable competitive position to veterans (and qualifying spouses and/or dependents) who served the United States during periods of war and certain other military campaigns.

Definitions

Disabled veteran—either of the following:

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs.
- A person who was discharged or released from active duty because of a service-connected disability (www.lawinsider.com/dictionary/disabled-veteran).

Eligible veteran—any of the following persons:

- a veteran who served during a period of war
- a veteran who suffered a disabling injury for service-related reasons during peacetime
- the spouse of a disabled veteran
- the spouse of a veteran who suffered a disabling injury for service-related reasons during peacetime
- the surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service

- the surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

Veteran—a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

Periods of war—any of the following time periods:

- World War I: April 16, 1917, through November 11, 1918
- World War II: December 7, 1941, through December 31, 1946
- The Korean Conflict: June 27, 1950, through January 31, 1955
- January 31, 1955, through the end of the hostilities in Vietnam (May 7, 1975)
- June 6, 1983, through December 1, 1987
- December 20, 1989, through January 31, 1990
- The Gulf War (August 2, 1990), through the date approved by Congress or the President as the ending date for hostilities for the War on Terrorism.
- Any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

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: Declaring Veterans’ Preference Eligibility

- 1.1. To claim veterans’ preference, all eligible persons shall submit a DD Form 214, Certificate of Release or Discharge from Active Duty, along with a PCC Application for Employment, explanatory cover letter, and any other required documents specified with the job posting.

- 1.2. To claim veterans' preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.
- 1.3. When the qualifications and experience of the final candidates for a position are deemed equal, preference will be given to the eligible veteran.

Section 2: Statutory Guidelines

- 2.1. In all evaluations of applicants for positions with PCC, preference shall be given to all eligible veterans who served honorably in either the army, navy, marine corps, nurses' corps, air corps, air force, coast guard, or any of the armed services during a period of war.
- 2.2. This preference applies to initial employment with PCC and extends to other employment events including subsequent hirings, promotions, reassignments, and horizontal transfers.

Legal Citation: [N.C.G.S. 128-15](#); [1C SBCCC 200.94](#)

History: Effective February 1, 2009; Revised October 2021

5.33 Reduction in Force

Last Revised: October 2021

Policy: Piedmont Community College (PCC) may institute a Reduction in Force if there is a significant decline in financial resources resulting in a major curtailment or elimination of a program.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedures surrounding a reduction in force decision.

Definitions

N/A

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

Procedure:

Section 1: General Provisions

- 1.1. A Reduction in Force may be instituted to allow PCC to remain financially viable in the event of a financial exigency.
 - 1.1.1. Prior to any declaration of a state or financial exigency, PCC will take all available steps to avoid termination of personnel through a reduction of expenditures within non-salary areas of the budget.
 - 1.1.1.1. These steps should not compromise the mission of the College.
- 1.2. If a major curtailment, elimination, or reorganization of any area of the College becomes necessary and it requires the termination of a PCC employee, the President will:

- 1.2.1. review all pertinent data to determine the appropriate course of action for the future of the College.
- 1.2.2. inform the Board of Trustees of the action taken at the next Trustees' meeting.
- 1.3. If the release of an employee during a contract period is necessary because of financial exigency or program curtailment, the employee will be given a 30-day written notification.
 - 1.3.1. A State employee who has separated from State employment as the result of a Reduction in Force may be entitled to priority consideration over other applicants when applying for a different position with the State under N.C.G.S. 126-7.1(f, f1,f2).

Legal Citation: [N.C.G.S 115D-20\(2\)](#); [N.C.G.S. 126-7.1](#)

History: Effective February 2009; Revised April 2014, October 2015, October 2021

5.34 Employee Evaluation

Last Revised: November 2021

Policy: Piedmont Community College (PCC) is committed to fostering an environment of educational excellence. To assure that such an environment is created and maintained, the College requires annual performance evaluations of personnel.

Purpose/Definitions:

Purpose

The purpose of this policy is to utilize an evaluation process to increase the effectiveness of personnel in fulfilling the mission, vision, values, and goals of the College and to assist personnel in selecting professional development activities to encourage personal and professional growth.

Definitions

First-level Supervisor—immediate supervisor of the employee.

Second Level Supervisor—immediate supervisor of the first-level supervisor.

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

Procedure:

Section 1: Evaluation Timeline

- 1.1. Due dates for the employee evaluation process are listed in Table 1.
 - 1.1.1. If a due date falls on a weekend or holiday the due date is the next scheduled PCC workday.
- 1.2. Employee evaluations must be concluded in time to expedite the contract renewal decision-making process.

1.3. The evaluation period is for the current fiscal year with the exception of student evaluations.

1.3.1. Student evaluations follow a semester-based timeframe, and evaluations from the prior academic year’s spring semester and current academic year’s fall semester are included in the faculty evaluation, if available.

1.4. The employee evaluation form is located on the College’s shared drive.

Table 1. Employee Evaluation Process Due Dates

Process	Date Due
FACULTY	
Evaluation process begins	August 1
Classroom Observations	See PCC Faculty Handbook
Administration of student evaluations (Spring for prior academic year/Fall for current academic year)	Spring: March/April Fall: October/November
Evaluation form made available to the employee for completing self-evaluation	January 15
Employee submits completed self-evaluation to first-level supervisor	February 1
First-level supervisor completes evaluation of the faculty’s performance and may provide it to the faculty member	Prior to meeting with employee
First-level supervisor and faculty meet to review and discuss the evaluation	February 28
First-level supervisor sends the completed evaluation to the second level supervisor for review and approval	March 10
Second-level supervisor forwards the completed evaluation to the appropriate VP or President for final approval	March 31
Contract renewal decision-making process completed with the Vice President and President	March 31

Process	Date Due
The completed and fully executed evaluation is available to faculty	April 10
The evaluation is maintained by the Office of Human Resources and Organizational Development	
STAFF	
Evaluation process begins	July 1
Evaluation form made available to the employee for completing self-evaluation	March 1
Employee submits completed self-evaluation to first-level supervisor	March 20
First-level supervisor completes their evaluation of the employee's performance and may provide it to the employee	Prior to meeting with employee
First-level supervisor and employee meet to review and discuss the evaluation	April 30
First-level supervisor sends the evaluation to second level supervisor for review and approval	May 10
Second-level supervisor forwards the evaluation to the appropriate VP or President for final approval	May 20
Contract renewal decision-making process completed with the Vice President and President	May 20
The completed and fully executed evaluation is made available to employee	May 31
The completed evaluation is maintained by the Office of Human Resources and Organizational Development	

Section 2: Evaluation Processes

- 2.1. Employee evaluations are based on clearly defined job expectations that are mutually agreed upon by the employee and their supervisors.

- 2.1.1. These expectations may be communicated by means that include, but are not limited to, the employee's position description, Faculty Handbook, and the PCC Policies and Procedures Manual.
- 2.2. The first-level supervisor has the responsibility for evaluating the employee's job performance throughout the fiscal year and if the need arises, holds periodic coaching sessions with employee to discuss ways to improve current job expectations.
- 2.3. Annually, based on the designated date listed in Table 1, the first-level supervisor and employee will have a face-to-face meeting to discuss the evaluation, emphasizing strengths and weaknesses in job performance.
 - 2.3.1. Student evaluations are a critical element in the faculty evaluation process.
 - 2.3.2. Student evaluations should be used as a learning tool to identify areas of improvement and enhance instruction.

Section 3: Additional Documentation

- 3.1. Any area evaluated as "Unsatisfactory," "Needs Improvement," or "Outstanding" must be discussed and documented in the "Comments" section of the evaluation form, describing why performance needs improvement along with specific measures on how performance can be improved, or explain how performance exceeds expectations.
- 3.2. The first-level supervisor and employee will set mutual goals to be reached prior to the employee's next evaluation.
 - 3.2.1. The goals will be documented in the designated section of the evaluation form.
- 3.3. Recommendations should specifically state expected action steps to be taken to correct weaknesses and/or prepare the employee for future advancements.
- 3.4. The employee may make any written comments on the evaluation form prior to signing it.
 - 3.4.1. If needed, the first-level supervisor will arrange a meeting with the second level supervisor to resolve differences of opinions that arose during the face-to-face first-level supervisor/employee evaluation.

Section 4: Review and Maintenance of Records

- 4.1. The second-level supervisor will review the employee evaluation for accuracy, objectivity, and completeness; assist in resolving any disagreement between the first-

level supervisor and the employee; and ensure that any conflicts identified have been resolved in a fair and equitable manner.

4.1.1. The results of the meeting are documented and maintained with the evaluation.

4.2. All evaluations will be maintained by the Office of Human Resources and Organizational Development.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective February 1, 2009; Revised February 2012, November 2021

5.35 Employee Assistance Program

Last Revised: November 2021

Policy: Piedmont Community College (PCC) recognizes that a wide range of behavioral/health problems can affect an employee’s job performance and quality of life. The College provides an Employee Assistance Program (EAP) to all employees and immediate family members through the Employee Assistance Network to assist in resolving issues.

Purpose/Definitions:

Purpose

The purpose of this policy is to offer confidential assistance to employees and their family members in resolving behavioral/health problems and accelerating referrals for diagnosis and treatment, including, but not limited to, family problems, marital difficulties, financial trouble, stress, substance abuse or addiction, depression, legal, financial, and other problems.

Definitions

Business Health Services (BHS)—the company name of the College’s employee assistance program.

Employee Assistance Program (EAP)—a program designed to help the employee overcome a problem, and in cases where job performance is impacted, to improve performance to an acceptable level. By identifying the problem at the earliest possible stage, the program is designed to motivate the employee to seek help, and to direct the employee to an appropriate assistance provider.

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: Referral Process

1.1. Self-Referral

1.1.1. Employees are encouraged to seek the assistance of the EAP voluntarily when they need professional help or guidance.

1.1.1.1. The EAP is also available to employees' immediate family members.

1.1.2. Employees may contact BHS by calling (800) 326-3864 or (800) 327-2251 to speak to a counselor or set an appointment to meet with a counselor.

1.1.2.1. Services are also available online at www.bhsonline.com. The Username is PCC and no password is required.

1.1.2.2. Strict confidentiality is essential and will be maintained.

1.1.3. Information and records of behavioral/health problems will be preserved by BHS in the same manner as all other medical records.

1.1.4. There is no cost to PCC employees and dependent family members for the initial evaluation, counseling and referral services offered by the EAP.

1.2. Supervisor Recommendation

1.2.1. A supervisor may recommend participation in the EAP in cases where the employee is dealing with a personal or job-related issue that has the potential to negatively impact performance.

1.2.2. It is recognized that, in some cases, the efforts of the supervisor may not have the desired effect on resolving the employee's problems, and unsatisfactory performance may persist over a period of time.

1.2.2.1. In such cases, a mandatory referral may be made (if the employee has not already been working with the EAP) and/or the disciplinary process may be followed, depending upon the severity of the performance/behavioral issue.

1.3. Mandatory Referral

1.3.1. When a director/supervisor, in consultation with the Office of Human Resources and Organizational Development (HROD), identifies a significant performance or behavioral problem or a policy violation, a mandatory referral may be made.

1.3.1.1. In such a situation, improvement of performance or behavior is required regardless of participation in the follow-up session(s) recommended by the EAP.

1.3.2. In the case of a mandatory referral, the Director, HROD will call and make an appointment during the employee's work hours for the employee to attend a session(s) with the EAP.

1.3.3. The Director, HROD, in consultation with the supervisor, will supply the EAP with a list of the problem behaviors and goals to be addressed during the session(s) with the EAP.

1.3.3.1. It is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan.

1.3.4. The EAP will report to the Director, HROD when a mandatorily referred employee attends their session.

1.3.5. After a reasonable opportunity for progress, discipline (up to and including job dismissal) may occur in the absence of noticeable improvement. (See PCC Policy 5.19 Employee Disciplinary Policy.)

1.4. Employee Discipline

1.4.1. Depending upon the severity of the performance/behavioral issue and its effect on the PCC workplace, the disciplinary process may be followed at any point.

1.4.2. Implementation of this policy will not require, or result in, any special regulations, privileges, or exemptions from the standard administrative practices applicable to job performance.

Legal Citation: N/A

History: Effective February 2012; Revised November 2021—Cross-references PCC Policy 5.19 Employee Disciplinary Policy

5.36 Definition of Employment Categories and Benefits

Last Revised: November 2022

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

This policy establishes definitions for each employment category and associated benefits.

Definitions

Full-Time Other—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, prorated leave (e.g., sick, annual, funeral, 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 other hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, funeral, 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates 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, funeral, civil, military, community service), except for holidays that fall within the month.

Part-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. 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—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 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, funeral, civil, military, 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

5.37 Furlough

Last Revised: October 2021

Policy: The Piedmont Community College (PCC) Board of Trustees designates the President to institute a furlough(s) in their sole discretion based on financial resources of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedures surrounding a furlough decision.

Definitions

Furlough—the placing of an employee in a temporary non-duty, non-pay status due to lack of funds or work, or other non-disciplinary reasons.

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

Procedure:

Section 1: General Provisions

- 1.1. If a major curtailment of, an elimination of, or a reorganization of any area of the College appears to be necessary and involves the furloughing of PCC employees the President will:
 - 1.1.1. gather all pertinent data to determine the appropriate course of action,
 - 1.1.2. declare the occurrence of a significant decline in financial resources, and
 - 1.1.3. notify the Board of Trustees of the action taken at the next Trustees’ meeting.
- 1.2. In the event of insufficient funds or the non-appropriation of funds, the President will have the sole discretion to furlough college employees.

- 1.2.1. A furlough may be implemented in lieu of, or in addition to, a declaration of financial exigency.
- 1.2.2. In the event that a furlough is necessary, the employee will be given a 30-day written notification that includes the expected date when the furlough will begin and the expected date when the employee will be separated from the College.
 - 1.2.2.1. The expected date of separation will not exceed the end date of the employee's employment contract.
- 1.3. Employees who are furloughed are entitled to participate in the State Health Plan.
 - 1.3.1. The College will pay the employer contribution.
 - 1.3.2. The College may also pay the employee contribution for the month following the furlough, with the provision that the employee repay the State for any contribution made on their behalf.
 - 1.3.3. The employee remains responsible for their share of the premium. For example, the employee remains responsible for their portion of the family plan.
 - 1.3.3.1. The Office of Human Resources and Organizational Development will assist the employee with the submission of payments.
- 1.4. An employee will continue to receive total State service while on furlough.
- 1.5. An employee will receive their longevity pay when the employee returns to full service or is separated.
- 1.6. An employee continues to accrue annual and sick leave during the furlough period to be credited to the employee's account upon return from the furlough.

Legal Citation: [N.C.G.S 115D-20\(2\)](#); [OSHR](#)

History: Effective February 2009; Revised October 2015, October 2021

5.38 Telework

Last Revised: April 2022

Policy: Piedmont Community College (PCC) allows employees to telework in situations in which it is mutually beneficial for both the College and its employees.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the provisions governing telework arrangements.

Definitions

Alternate Work Location—an off-campus site other than the normally assigned place of work where official routine College business is performed on a temporary basis. Employees who are assigned work at an alternate non-campus location for a limited time on a non-routine basis are not considered to be teleworking.

Telework/Teleworking—flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their assigned place of work in accordance with the same performance expectations. It does not include work performed at a temporary workplace for limited duration (no more than 10 consecutive business days).

Work Schedule—the employee's hours of work completed at their normally assigned place of work or alternate work location.

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: Determining the Telework Option

- 1.1. Telework is an option that may be available for some job positions.
- 1.2. There are two ways in which the telework option may be available to employees:

1.2.1. As part of the offer of employment.

1.2.1.1. Information regarding positions determined to be 100% telework will be included in the job posting.

1.2.2. As an employee request made to their immediate supervisor. (See Exhibit 5.38A Telework Request Form.)

1.2.2.1. For a telework arrangement, a schedule of telework and non-telework time shall be mutually agreed upon by the employee and supervisor and documented as part of Exhibit 5.38B Telework Agreement.

1.2.2.2. Upon approval, the immediate supervisor will forward the original signed Telework Request and Telework Agreement to the Office of Human Resources and Organizational Development to be included in the employee's personnel file with the employee's job description.

1.3. The agreed upon telework schedule is based on the extent to which the position requires:

1.3.1. independent work

1.3.2. face-to-face interaction with staff, students, or the community

1.3.3. concentration

1.3.4. specific, measurable work products

Section 2: Determining Employee Suitability for Telework

2.1. All supervisors will complete training related to teleworking employees to include information about assessing work qualities of employees requesting telework.

2.1.1. In making decisions about which employees are approved for telework, supervisors will consider the needs of the College and review the work qualities of employees.

Section 3: Telework Status

3.1. Once granted, telework status will continue as long as it remains mutually beneficial for both the College and the employee.

3.1.1. The supervisor and employee will review the Telework Agreement bi-annually. (See Exhibit 5.38C Telework Evaluation Form.)

- 3.2. If an employee or supervisor wishes to modify the work schedule noted on the current Telework Agreement, a new Telework Request Form must be completed. (See Exhibit 5.38A Telework Request Form.)

- 3.2.1. Upon approval, the Telework Agreement will be modified accordingly.

Section 4: Telework Expectations

- 4.1. Teleworking employees are expected to furnish their own office space and supplies except as noted below:

- 4.1.1. Basic office supplies such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders may be obtained from the employee's office area.

- 4.1.2. College-issued laptops are available for use while teleworking.

- 4.1.3. PCC will not assume responsibility for

- 4.1.3.1. the purchase of office supplies outside basic supplies

- 4.1.3.2. the purchase cost, repair, or maintenance of personal equipment that is used for teleworking

- 4.1.3.3. operating costs, home maintenance, or other costs incurred by employees for the use of their homes as teleworking locations

- 4.2. Any issues with an employee's productivity or work performance while teleworking will be addressed in accordance with PCC Policy 5.19 Employee Disciplinary Policy.

- 4.2.1. The employee's immediate supervisor must submit a request in writing to modify or eliminate the employee's telework option to the Office of Human Resources and Organizational Development. (See Exhibit 5.38A Telework Request Form.)

- 4.2.1.1. The supervisor may consult with the Office of Human Resources and Organizational Development to determine the disposition of the request.

- 4.2.2. Whenever possible, the employee will be given two-week's notice if a decision is made to modify or terminate the telework status.

Section 5: Telework Limitations

- 5.1. Teleworking is not intended to be used in place of sick or annual leave.

- 5.2. Teleworking is not intended to serve as a substitute or replacement for child or adult care. If children or adults in need of primary care are in the telework location during employees' work hours, some other individual must be present to provide the care.
- 5.3. Teleworking assignments do not change the conditions of employment or required compliance with policies.
- 5.4. Teleworking employees must adhere to acceptable use procedures outlined in PCC Policy 2.23 Technology Resources Acceptable Use.
- 5.5. No employee may remove confidential files from any PCC campus location.

Section 6: Telework Regulations

- 6.1. Federal OSHA regulations have a limited scope when applied to telework sites.
 - 6.1.1. The teleworking employee is responsible for maintaining a safe working environment in their home.
 - 6.1.1.1. PCC recommends that employees follow guidelines related to workstation setup and safety measures, setting fixed work hours, and rest periods.
 - 6.1.2. PCC neither requires nor allows employees to use hazardous materials, equipment, or work processes in the course of their employment at any telework site.
- 6.2. Employees are covered by the provisions of PCC Workers Compensation Program if injured while performing official duties whether they are on campus, or at an alternate or telework location. (See PCC Policy 5.4.8 Workers' Compensation and Leave for more information.)
- 6.3. For deliveries of items purchased with College or PCC Foundation funds refer to PCC Policy 3.11 Purchasing and PCC Policy 3.15 Employee Use of Credit Cards.
- 6.4. Employees are required to complete a PCC Incident Report (available on the Campus Safety page on the College's website) in the event of an accident or injury incurred while teleworking.

Section 7: Additional Considerations

- 7.1. Many homeowners' policies exclude claims arising from the commercial use of their home.

- 7.1.1. If an employee chooses to use their home for commercial purposes, such as a home office, the employee's homeowner's insurance may be jeopardized as a result of this commercial exposure.
- 7.1.2. PCC encourages teleworking employees to notify their homeowners insurance carrier of their teleworking arrangements and have the carrier issue an endorsement allowing for limited use of the home for commercial purposes.
- 7.1.3. Any additional cost incurred for the insurance rider or endorsement will be at the expense of the employee.

Legal Citation: [U.S. Department of Labor OSHA Directive CPL 2-0. 125 \(Home-Based Worksites\)](#)

History: Effective November 2021; Revised April 2022

Cross-references PCC Policy 2.23 Technology Resources Acceptable Use, Policy 3.11 Purchasing, Policy 3.15 Employee Use of Credit Cards, Policy 5.19 Employee Disciplinary Policy, and Policy 5.4.8 Workers' Compensation and Leave.

Exhibit 5.38A Telework Request Form (form pathway is T:\Personnel Forms and Documents\4) PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Request Form**

Section A

Date of Request _____

Employee Name _____ ID # _____

Position Title _____ Department _____

Supervisor _____ Dept. VP _____

This is an

Initial Request

Modification of an existing request

Termination of Telework Option (skip to Section C)

Section B

Please list the physical address of your remote work location(s) below.

Address _____

Describe your remote workspace, including furniture and equipment to be used. Please also note any challenges that you believe may be encountered based on limitations of your designated workspace (e.g. size, lack of internet connection, safety hazards, etc.):

Other than basic office supplies and your PCC-issued laptop, describe any other PCC equipment and software that will be used in your remote work location:

Identify any confidential information or data that may be accessed during teleworking and describe the plan to address security and confidentiality of the information or data while working at the remote location (e.g. use of headphones, privacy, password protected files when needed).

Describe any additional telework job duties and/or expectations (e.g. on-site/off-site meetings, trainings, etc.):

Describe the arrangement. Include whether the request is for full-time or hybrid (part telework/part on-campus). Indicate if there is a change in hours or availability and any additional relevant information that should be considered.

Please share your proposed telework schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am						
8:00 am						
9:00 am						
10:00 am						
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						
8:00 pm						
9:00 pm						

Section C

Telework Option Approved as requested

Approved with the following Modifications:

Modifications: _____

Not Approved

Comments: _____

Termination of Telework Approved

Reason: _____

Supervisor Signature _____ **Date** _____

Employee Signature _____ **Date** _____

Please submit this original, signed agreement to the Office of Human Resources and Organizational Development. The supervisor should provide a copy of this signed agreement to the employee and retain a copy for their records.

Exhibit 5.38B Telework Agreement (form pathway is T:\Personnel Forms and Documents\4)
PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Agreement**

This Agreement is between Piedmont Community College (PCC) and _____ and (“you”) and must be approved by your supervisor and division vice-president with notification to the Office of Human Resources.

This Agreement supersedes any prior Telework Agreement in place between you and PCC.

Employee Name _____ ID# _____
Position Title _____ Department _____
Supervisor _____ Dept. VP _____

Employee to initial each item below.

- A. We (PCC and you) agree that you will telework in accordance with your normal work schedule unless modified by your supervisor. PCC, at its discretion, may alter this schedule or end the telework agreement at any time, with two-weeks-notice given whenever possible.
- B. You agree to maintain a presence with your Division/Section while teleworking. Presence may be maintained using the technology available such as by computer, mobile phone, email, messaging application, videoconferencing, instant messaging, and/or text messaging during the agreed-upon work schedule. You are expected to maintain the same response times as if you were at your regular work location. You will make yourself available to physically and/or electronically attend scheduled work meetings as requested or required by PCC.
- C. While teleworking, you will work just as if you were in your regular work location and maintain productivity, performance, communication, and responsiveness standards as if you were not teleworking. This Agreement does not change the basic terms and conditions of your employment at PCC. You will perform all your duties as set forth in your job description, and/or different duties that PCC may assign from time to time. Further, you remain obligated to comply with all federal, state, and PCC policies and procedures.
- D. You agree to maintain your expected work hours () as noted below or () attached as a separate document.
- E. If you are a non-exempt employee, you are not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while teleworking.
- F. You will be solely responsible for the configuration of, and all the expenses associated with your teleworking workspace and all services outside of the college unless PCC expressly agrees otherwise. This includes ensuring and maintaining an ergonomically appropriate and safe teleworking worksite. PCC is not responsible for costs/repairs of personal equipment, operating costs, and/or home maintenance to accommodate teleworking space. Basic office supplies such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders may be obtained from the employee’s office area.

Exhibit 5.38C Telework Evaluation Form (form pathway is T:\Personnel Forms and Documents\4) PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Evaluation**

Employees who are approved by the college to telework will be required to undergo periodic evaluation to ensure that the teleworking environment is beneficial to both the employee and the college. This evaluation should be completed by the supervisor and reviewed with the teleworking employee.

Employee Name	<input type="text"/>	ID#	<input type="text"/>
Position Title	<input type="text"/>	Department	<input type="text"/>
Supervisor	<input type="text"/>	Dept. VP	<input type="text"/>

Telework Expectations:

- Maintains their normal work schedule unless modified by your supervisor.
- Maintains contact with your Division/Section using the technology available during the agreed upon work schedule. (Computer, mobile phone, email, messaging application, videoconferencing, instant messaging, and/or text messaging)
- Maintains the same response times as expected at regular work location.
- Physically and/or electronically attends scheduled work meetings as requested or required by PCC.
- Maintains productivity, performance, communication, and responsiveness standards and performs duties as set forth in your job description, and/or different duties that PCC may assign from time to time.
- Maintains expected work hours as noted in the signed Telework Agreement.
- Maintains an ergonomically appropriate and safe teleworking worksite.
- (Non-exempt employees) Does not work overtime without prior approval from supervisor and takes rest and meal breaks while teleworking.

Supervisor Comments:

Employee Comments:

Signatures:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Signature	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Signature	Print Name	Date

Please submit this original, signed evaluation to the Office of Human Resources and Organizational Development. The supervisor should provide a copy of this signed evaluation to the employee and retain a copy for their records.

Section 6

Programs & Instruction

6.1 Program Classification

Last Revised: January 2024

Policy: Piedmont Community College (PCC) offers comprehensive educational opportunities to citizens of Person and Caswell Counties by offering a variety of programs classified according to the North Carolina State Board of Community Colleges (SBCC).

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the types of educational opportunities offered at the College to meet the diverse needs of the region.

Definitions

Continuing Education—consistent with 1D SBCCC 300.1(a), programs that provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

College and Career Readiness (CCR)

Adult Basic Education (ABE)—a program designed for adults who are functioning at or below the eighth-grade educational level. The major objectives of the program are to enable adults to acquire the basic educational skills necessary to be a fully competent in our society, to improve their ability to benefit from occupational training and to have greater opportunities for more productive and profitable employment, and to meet their own objectives for enrolling in the program. Classes are offered and focus on fundamental skills such as reading, writing, speaking, computing, critical thinking, and problem solving.

Compensatory Education (CED)—a program designed for adults with mental retardation. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. Instruction is offered in math, language, social science, health, community living, consumer education and vocational education.

English as a Second Language (ESL)—a program that offers classes that accommodate the varied needs of the immigrant and refugee populations. Attention is given to both

cultural and linguistic needs as instruction is focused upon the formation of accurate, appropriate communication skills and upon the student's ability to function in the adult American community. Classes are offered at the beginning through the advanced levels of ESL. The curriculum is designed to develop the basic language skills of reading, writing, speaking, and listening. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

General Educational Development (GED®)/HiSet testing programs—consist of classroom instruction or learning laboratory courses, or a combination of both designed to qualify a student to demonstrate competency on the GED® or HiSet test and to receive a High School Diploma equivalency from the State Board. The State Board is responsible for the administration of the GED®/HiSet testing program in cooperation with the Office on educational Credit of the American Council on Education. The HiSet is administered by Educational Testing Services (ETS).

High School Equivalency programs—with the understanding that the State Board and the community college system shall encourage persons to complete high school rather than seek testing for the High School Diploma Equivalency, high school equivalency programs consist of classroom instruction, learning laboratory courses, or a combination of activities designed to qualify a student for an adult high school diploma. An Agreement of Affiliation with a local public school system is required for minors sixteen or seventeen years old. No agreement is required for adults eighteen years old and older.

Community Service Courses

Community Service courses—single courses, each complete in itself; that focus on an individual's personal or leisure needs rather than an occupational or professional employment.

The cultural and civic, and visiting artist component of this program meets community needs through lecture and concert series, art shows, the use of college facilities by community groups, providing speakers to community organizations, and providing visiting artist activities for college communities. Visiting artists may be provided an opportunity to work as artist in residence to enhance local arts resources and promote the various visual, performing and literary arts in communities throughout North Carolina.

Customized Training Programs

Customized Training—addresses company-specific training customized for job growth, technology investment, or productivity enhancement. Based on needs specified in N.C.G.S. 115D-5.1, Customized Training Programs shall address job-specific training.

Small Business Center—provides training, counseling and referral services especially designed in content and delivery modes for small businesses, both existing and prospective.

Human Resources Development (HRD)—provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses shall address six core components as follows:

- assessment of an individual's assets and limitations
- development of a positive self-concept
- development of employability skills
- development of communications skills
- development of problem-solving skills
- awareness of the impact of information technology in the workplace.

Learning Laboratory—programs that consist of self-instruction using programmed text, audiovisual equipment, tutoring, and other self-instructed materials. A learning laboratory coordinator has the function of bringing the available instructional media and the student together on the basis of objective and subjective evaluation; counsel, supervise, and encourage students in the lab.

Occupational Extension courses—consist of single courses, each complete in itself, designed for the specific purpose of training an individual for full- or part-time employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

Self-Supporting Programs

Recreational programs—self-supporting courses which the college may provide at the request of the community but for which the college receives no budgetary credit. Funds

appropriated as operating expenses for allocation to the college shall not be used to support recreation courses. The financing of these courses by a college shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students for use in budget-funding formulas at the state level.

Self-supporting class—a class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE.

Curriculum Program—consistent with 1D SBCCC 400.3(a), an organized sequence of courses leading to an associate degree, diploma, or certificate. All curriculum programs are designed to provide education, training, or retraining for the work force or to prepare students for transfer to institutions offering baccalaureate degrees.

Associate degree programs—planned programs of study culminating in an associate in applied science, associate in arts, associate in fine arts, associate in science, or associate in general education degree.

Associate in applied science degree programs—are designed to prepare individuals for employment. These programs involve the application of scientific principles in research, design, development, production, distribution, or service.

Associate in arts, associate in fine arts, and associate in science degree programs—are designed to prepare students for transfer to institutions offering baccalaureate degrees.

Associate in general education degree programs—are designed for the academic enrichment of students who desire to broaden their education with emphasis on personal interest, growth, and development.

Certificate programs—designed to lead to employment or to provide skills upgrading or retraining for individuals already in the workforce. A certificate program may be a stand-alone curriculum title or a certificate under an approved degree or diploma curriculum program containing a series of courses taken from the approved program of study and structured so that a student may complete additional non-duplicative coursework to receive a diploma or an associate degree.

Developmental Education programs—consist of courses and support services, which include diagnostic assessment and placement, tutoring, advising, and writing assistance. Developmental education consists of transition and co-requisite classes that prepare students for the gateway English and math classes. These programs are designed to address

academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate.

Diploma programs—designed to provide entry-level employment training. A diploma program may be a stand-alone curriculum program title or a diploma under an approved associate degree curriculum program. A diploma under an associate degree is a series of courses taken from an approved program of study and structured so that a student may complete additional non-duplicative coursework to receive an associate degree.

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

Procedure: N/A

Legal Citation: [1D SBCCC 200.3](#), [1D SBCCC 300.1](#), [1D SBCCC 500.1](#)

History: Effective October 2010; Revised January 2014, March 2021, May 2022—updated definitions, January 2024

6.2 Programs of Study

Last Revised: November 2022

Policy: Subject to on-going evaluation and continuous improvement processes, Piedmont Community College (PCC) offers a variety of programs and disciplines designed to fulfill the College's mission.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure PCC offers a variety of programs to meet the educational and workforce needs of its service area in accordance with its mission and in alignment with SACSCOC standards.

Definitions

N/A

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

Procedures:

Section 1: Available Programs

- 1.1. A current listing of available programs of study is maintained on the [College website](#).

Section 2: Annual Program Review

- 2.1. Program outcomes, supported by student learning outcomes, are reviewed annually as part of the College's Institutional Effectiveness Plan and are tracked using WEAVE assessment management software. (See PCC Policy 2.30 Institutional Effectiveness for more information.)

Section 3: 5-year Program Area Review (PAR) Process

- 3.1. All programs are reviewed on a five-year rotating cycle utilizing the PAR process.

- 3.1.1. The PAR process is a multi-layer, in-depth review with tasks distributed across the academic year. (See **Exhibit 6.2**—Program Area Review (PAR) Guidelines.)
- 3.1.2. Instructional deans, in conjunction with program faculty and advisory committee input, use the results of the PAR to complete a PAR Action Plan which documents areas of improvement for the program.
 - 3.1.2.1. The PAR Action Plan is updated one year after the completion of the PAR to document improvements and any continuing needs as identified on the plan. (See **Exhibit 6.2**—Program Area Review (PAR) Guidelines.)

Section 4: Program Changes

- 4.1. The addition or termination of curriculum programs requires the approval of the College’s local Curriculum Committee, Board of Trustees, the North Carolina State Board of Community Colleges (SBCC), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- 4.2. If a program change is determined to be substantive, SACSCOC notification or approval is required. (See PCC Policy 2.28 Substantive Change)

Legal Citation: [N.C.G.S. 115D-1](#); [N.C.G.S. 115D-2](#); [N.C.G.S. 115D-3](#); [N.C.G.S. 115D-5](#); [1D SBCCC](#)

History: Effective October 12, 1988; Revised October 2001, May 2021, November 2022

Cross-references PCC Policy 2.28 Substantive Change and Policy 2.30 Institutional Effectiveness

Exhibit 6.2: Program Area Review (PAR) Guidelines

(Contact the Office of Research and Institutional Effectiveness for an editable copy of this document.)

Program Area Review (PAR) Guidelines

Piedmont Community College

To ensure that programs are effective and consistent with the mission, PCC performs an in-depth assessment of curriculum programs every five years, on a staggered cycle. This process is called a Program Area Review (PAR). These descriptions and suggestions of a typical PAR process are provided as informal guidelines to increase the likelihood of an effective, productive review.

The Program Area Review should focus on the interpretation of general information and operating data illustrating program health. The PAR concentrates particularly on summative direct and indirect measures of program operating effectiveness in addition to the formative results of program area outcomes (PAO) assessment. The purposes and objectives of PARs are best served via participation by full and part-time faculty who teach the program courses together with program students, graduates, and Advisory Committee members (including employers), working with the Instructional Dean responsible for the program or their designee.

PAR Committee and Division of Labor

The Instructional Dean or their designee will direct the PAR process and will chair the PAR Committee. The chair of the PAR Committee collaborates with the full-time and part-time faculty who teach program required courses to identify and distribute explicit roles and responsibilities in the PAR process.

Recommended PAR Committee Membership (typically 5 or more members):

- Instructional Dean responsible for the program
- One or more faculty members who teach required program courses
- One faculty member who does not teach any required program courses
- One staff member from an administrative or educational support service area
- ORIE representative

PAR Timeline Example

Each program conducts a PAR every five years, on a staggered cycle. *(As a consequence, postponed PARs do not alter this staggered schedule: If a PAR completion is delayed one year, the succeeding PAR will be scheduled four years later, according to the original schedule.)* The suggested PAR timeline presented below describes tasks distributed across the academic year from August to May, specifically to avoid excessive competition with regular faculty teaching and advising responsibilities. Fall semester activities focus on information gathering and program description. Spring semester activities focus on interpretation and evaluation of program information to identify specific strategies and recommendations.

- | | |
|-------------------------|--|
| August-September | PAR Committee and Program Area Dean: Meet to decide how to divide up subsequent PAR Committee tasks (below). |
| Early December | Conduct preliminary review of program outcome data from Office of Research and Institutional Effectiveness (ORIE), including results of surveys of program students and graduates since the previous PAR. Assemble and review reported observations, recommendations, and survey results from annual Program Advisory Committee participants. |
| December | PAR Committee: Compose drafts of Section I: <i>Program Profile</i> and Section II: <i>Program Content</i> |
| January-February | PAR Committee: <ul style="list-style-type: none"> • Interpret survey results (above) and ORIE data in a written synopsis with program implications • Summarize the most recent three years of PAO assessments • Compose draft of Section III: <i>Program Area Outcomes (PAO) Assessment</i>. |
| Early March | Program Advisory Committee: During the year in which a PAR is conducted, the Program Advisory Committee meeting should be scheduled early enough in the spring semester for the meeting results to be included in the PAR SWOT analysis. |
| Late March-April | PAR Committee: <ul style="list-style-type: none"> • Conduct PAR Meeting to do the SWOT analysis and identify program recommendations • Compose drafts of Section IV: <i>SWOT Analysis</i> and Section V: <i>Recommendations to Improve the Program</i> • Review, revise, and “approve” the final copy for Sections I-V • Compose a one-page Executive Summary highlighting the most important findings of the PAR |

- May 1** **Instructional Dean or Designee:** Forward Final PAR and Executive Summary to the Vice President, Instruction with a copy to ORIE.

- Following May** **ORIE** sends out an action plan update form for Instructional Dean or Designee to complete and return by August 1.

Suggested Content of the PAR Report

I. Program Profile

- A. For what careers or for what transfer programs does this program prepare students?
- B. What courses required for this program are also required by other programs?
- C. What courses required for this program are also General Education Courses?
- D. What other General Education Courses are taught by program faculty?
- E. Qualifications of faculty who teach courses required for this program
 - 1. Credentials
You may use the "abbreviated" degree-only credential format from the College Catalog, rather than the extended detail format employed for SACSCOC.
 - 2. Faculty Accomplishments
You may simply insert the list of faculty professional development activities.

Name	Credentials (PCC website listing)	Accomplishments (Professional Development)

F. Students

- 1. Review of recent course activity data, e.g., headcounts, FTE, retention, successful completers
You are responsible to review and interpret the course activity data provided by ORIE, but you may refer to other data. Do not simply copy the data into your document. Instead, reflect on the data and report your interpretation of implications for the program.

2. Program student demographics

You are also responsible to review student demographic data provided by ORIE. Do not simply copy them into the PAR document. You should comment on significant implications for the program.

3. Admissions

- i. What are the admissions criteria for the program, if any?
- ii. What do the enrollment and/or demographic numbers suggest about future enrollment prospects? Are any special recruitment/admission initiatives desirable?

II. Program Content

A. What credentials does this program offer? (degrees, diplomas, certificates, etc.)

B. Does this program achieve any external accreditation (aside from SACSCOC)?

C. LRC Program Holdings

Do not merely attach the list. Instead, review the list and comment on the adequacy and currency of the holdings (print or electronic) for support of the program. Any unnecessary items? Any important items missing?

D. Consortial Relationships and Contractual Agreements

Identify formal arrangements with other educational institutions for program delivery.

III. Program Area Outcomes (PAO) Assessment

A. ORIE will provide a pdf Weave document of the past three years of PAO Assessment reports (this report will be attached to your PAR by the ORIE office when your final report is submitted).

B. Curriculum Map

C. Briefly summarize the most important PAO assessment results from the past three years.

IV. Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

⊕ Think of the SWOT analysis this way:

	HELPFUL Attributes	HARMFUL Attributes
INTERNAL to the College	STRENGTHS Examples: High quality instruction Skilled staff and faculty Strong attractiveness to prospective students Healthy financial condition and prospects	WEAKNESSES Examples: Outdated program Outdated equipment or facilities Obsolete technologies Weak administrative management Inadequate planning
EXTERNAL to the College	OPPORTUNITIES Examples: Potential new student sources Strong (or weak) area economy Limited or weak competition New technologies Chance to expand student prospect pool or attract a larger percentage of current pool	THREATS Examples: Competing institutions Resource constraints (financial aid) Changing student/workforce needs Competing educational modes (e.g., online for-profits, MOOCs, etc.)

Include SWOT input from the Program Advisory Committee meeting, in addition to the SWOT discussion by the PAR Committee. Also be sure to include your interpretations of program data from Sections I-III.

V. Recommendations to Improve the Program

- A. Recommendations addressing program ineffectiveness/inefficiency or knowledge/skill gaps for successful employment or transfer of program graduates (*For each recommendation, please indicate the source. For example: suggestion from the Advisory Committee, survey results, program enrollment, or completion data, etc.*)
- B. Projected/estimated resource requirements outside the current program budget (*Instead of attempting to estimate dollar amounts, simply identify the personnel, equipment, and/or other requirements.*)
- C. Action Plan with verifiable objectives and timelines for the next three years

ACTION PLAN			
Item	Plan	Responsibility	Timeline

--	--	--	--

VI. Executive Summary

A 1-2 page Executive Summary highlighting the most important findings and recommendations of the PAR.

This Executive Summary focuses on the strengths, weaknesses, recommendations, and action plan for this program at Piedmont Community College (most of this information can be found in your final report).

- A. Members of the Program Area Review Committee (name and job title)
- B. Strengths
- C. Weaknesses
- D. Recommendations
- E. Action Plan Table

Action Plan Update (DO NOT include in this report)

The “action plan update” will be sent to the Instructional Dean **twelve months after the PAR is due**. The last column of the table will be blank and should be updated with the progress made towards the action items in the plan over the last year.

ACTION PLAN UPDATE				
Item	Plan	Responsibility	Timeline	Spring 2022 Update Please state if Complete (the action taken and the impact) OR Incomplete (and why)

6.4 General Admission

Last Revised: September 2023

Policy: Piedmont Community College (PCC) subscribes to the open-door policy established by the North Carolina State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the steps required of a student who wishes to enroll in a program at the College.

Definitions

Days (business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Minor—an individual 17 years of age or younger.

Special Student—a student who has taken 16 or fewer credit hours and has not declared a program of study.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development and the Vice President, Instruction/CAO has monitoring authority for this policy.

Procedure:

Section 1: General Requirements

1.1. Applicants for admission to college and career readiness, continuing education, diploma, and certificate programs must be either:

1.1.1. a high school graduate or equivalent;

- 1.1.2. 18 years old; or
- 1.1.3. a high school leaver 16 years or older who has been granted release from a public school.
- 1.2. Admission to certain programs may be affected by special program requirements.
 - 1.2.1. Applicants are encouraged to complete admission procedures at least 30 days prior to registration.
 - 1.2.2. Early application is important since enrollment in some programs may be limited.
- 1.3. Career and financial aid counseling is available to all applicants.

Section 2: Associate Degree Programs

- 2.1. Submit a completed Application for Admission to the Office of Admissions.
- 2.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- 2.3. Complete admissions placement tests if required.
 - 2.3.1. Prospective students who have previously attended an accredited college or university and have completed college level courses in English and Math may be exempted from the admissions placement tests.
- 2.4. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.
 - 2.4.1. Students should contact the Office of Admissions for more information about these programs.

Section 3: Diploma and Certificate Programs

- 3.1. Submit a completed Application for Admission to the Office of Admissions.
- 3.2. Complete admissions placement tests if required.
- 3.3. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.

Section 4: Readmission Procedures

- 4.1. Curriculum students who have not been enrolled for two consecutive semesters, excluding summer semester, must submit an updated application form.
 - 4.1.1. Applications are to be submitted online at www.piedmontcc.edu.
 - 4.1.2. Applicants may come to the Office of Student Development for assistance.
- 4.2. Curriculum students who have been dismissed from the College for disciplinary reasons must meet with the Vice President, Student Development to confirm eligibility for readmission before resubmitting an application for admission.
- 4.3. Curriculum students who have been dismissed from the College for academic reasons must meet with an academic advisor in Student Development to confirm eligibility for readmission before resubmitting an application for admission.

Section 5: Special Students

- 5.1. Submit a completed Application for Admission to the Office of Admissions.
- 5.2. Students classified as “Special Students” may be exempted from admission placement testing but are ineligible to receive financial assistance from the College.
 - 5.2.1. If the student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement is necessary.
- 5.3. In addition, these students will not be permitted to accumulate more than 16 credit degree/diploma hours without declaring a program of study.
 - 5.3.1. When a program of study is declared, the student must complete all regular admissions procedures for the declared program.

Section 6: International Students

- 6.1. Submit a completed Application for Admission to the Office of Admissions as well as the International Application Packet. The Packet includes
 - 6.1.1. an “Affidavit of Financial Support”
 - 6.1.2. an “International Student (F-1) Medical Form” which must be signed by a practicing physician
 - 6.1.3. an “Affirmation Statement” affirming the student is the same person who submitted the application for admission

- 6.2. Submit official transcripts(s) of high school and post-high school academic record(s) to the Office of Admissions. If the records are not in English, an official translation must be included.
- 6.3. Provide evidence of proficiency in the English language
 - 6.3.1. Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student's country of origin or the score from the Test of English as a Foreign Language Examination (TOEFL).
- 6.4. Complete PCC's admissions placement tests, if necessary.
- 6.5. Complete an admissions interview with the Director, Admissions and Recruitment or designee.

Section 7: Transfer Students

- 7.1. Submit a completed Application for Admission to the Office of Admissions.
- 7.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions for evaluation.
 - 7.2.1. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- 7.3. Complete the admissions placement tests if required.
- 7.4. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.
 - 7.4.1. Students should contact the Office Admissions for more information about these programs.

Section 8: Admission of Qualified High School Students and Minors

- 8.1. Career and College Promise (CCP)
 - 8.1.1. North Carolina community colleges may offer the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
 - 8.1.1.1. Cooperative Innovative High School (CIHS)
 - 8.1.1.2. College Transfer Pathway

- 8.1.1.3. Career and Technical Education Pathway
- 8.1.1.4. Workforce Continuing Education Pathway
- 8.1.2. Specific requirements for CCP programs are outlined in the [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise.](#)
- 8.1.3. Admission to CCP programs is arranged and monitored by the Dean, Learning Commons and Educational Partnerships and the Coordinator, College High School Programs.
- 8.2. College and Career Readiness (CCR) or Continuing Education Programs
 - 8.2.1. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a CCR program or a Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a CCR or Continuing Education program is the best educational option for the student and the admission of the student to a CCR or Continuing Education program is approved by the college under one of the following conditions:
 - 8.2.1.1. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a CCR or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.
 - 8.2.1.1.1. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.
 - 8.2.1.2. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a CCR or Continuing Education program without the release form from the public or private educational agency.
 - 8.2.1.2.1. However, the minor must obtain a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.

- 8.2.1.2.2. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.
- 8.2.1.3. If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived.
 - 8.2.1.3.1. The minor must provide legal documentation of emancipation.
 - 8.2.1.3.2. Admission requirements for an emancipated minor will be the same as for an applicant 18 years old or older.
- 8.2.1.4. Admission to CCR programs is arranged and monitored by the Director, CCR.

Section 9: Denial of Admission

- 9.1. The College reserves the right to refuse admission to any applicant who
 - 9.1.1. has been suspended or expelled for disciplinary reasons from another educational institution
 - 9.1.2. has an active court order or any other legal restrictions that prohibit admission
 - 9.1.3. poses an articulable, imminent, and significant threat to others shall be evaluated by the Vice President, Student Development and Director, Campus Safety
- 9.2. Appeals Process
 - 9.2.1. Applicants who have been denied admission to the College may appeal the decision to the President. The appeal must be in writing and must be submitted within seven business days of the date of the written denial of admission.

Legal Citation: [N.C.G.S. 115D-5](#), [1D SBCCC 400.2](#), [Session Law 2011-145](#), [NCCCS Curriculum and Procedures Reference Manual](#), [Section 14: Career and College Promise](#), [N.C.G.S. 14-208.6](#), [NC Division of Community Corrections Sex Offender Control Program](#)

History: Effective October 1988; October 2001, February 2012, April 2021, September 2023

6.4.1 Senior Citizen Audit

Last Revised: July 2023

Policy: Piedmont Community College (PCC) allows any North Carolina resident who is at least 65 years old to audit a course section without payment of tuition or registration fees for course sections in accordance with State Board of Community College Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure through which a senior citizen age 65 or greater may audit a Curriculum or Continuing Education course on a space available basis for eligible courses once the enrollment requirement has been met.

Definitions

Audit—to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion. Students shall pay to audit courses consistent with the provisions of 1E SBCCC Subchapter 1000.

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Local Fees—a fee charged to a student for a good or service provided by the College other than instruction.

Non-curriculum extension courses—courses are those that provide occupational or vocational instruction that is organized, supervised, or delivered outside the regular curriculum programs offered by the College.

Occupational Extension courses—consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of a person presently employed, and retraining others for new employment in occupational fields.

Register—to complete the procedure defined by the college to sign up for a course section.

Registration Fee—uniform registration fee schedules for non-curriculum extension courses based on course length, consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a continuing education course section that earns budget FTE as described in 1G SBCCC 100.99.

Self-Supporting class—a class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE.

Self-Supporting fee—a fee charged to a student to enroll in a course section that is offered on a self-supporting basis, as provided by 1E SBCCC Subchapter 600.

Senior Citizen—for the purposes of this provision, an individual is a senior citizen if the individual is at least 65 years of age as of the first day of the applicable course section. The individual must provide proof of age through a driver’s license, State identification card, or other government-issued document.

Student Fees—fees charged to provide funds for items and services not covered by tuition and registration fees. (Refer to PCC Policy 7.13 Student Fees for more information.)

Tuition—uniform tuition rate per credit hour and a maximum tuition amount per academic term for resident and non-resident students consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a curriculum course that earns Budget FTE as described in 1G SBCCC 100.99.

Waive—to exempt a student from paying a charge that would otherwise be required and adjust the student’s account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Tuition and Registration Fee for Senior Citizen Audit

- 1.1. Proof of age is required as verified through a driver’s license, NC State Identification Card, or other government-issued document. (See Exhibit 6.4.1A Procedures, Senior Citizen Audit Request Workflow)

- 1.2. Students who receive approval to audit a course will not receive a grade, academic credit, continuing education unit, or any certification upon completion of the course.
- 1.3. The student must complete the admissions or registration process to audit the course section prior to the start date of the course.
 - 1.3.1. College personnel will notify the student if the audit is approved or if the class is cancelled, provided accurate contact information is provided by the student.
 - 1.3.2. The senior will be responsible for local fees such as insurance, materials, supplies, books, and other instructional materials.
 - 1.3.3. A senior who audits a course section may not displace students seeking degree or certification completion in a course section.
- 1.4. Students who audit courses are not eligible to receive Pell Grant or Veterans assistance awards.
- 1.5. The student will follow the College's prescribed Policy 7.5 Code of Conduct.

Section 2: Course Audit Exclusions

- 2.1. Certain classes or types of classes may be excluded from this policy at the discretion of the College.
- 2.2. The College reserves the right to deny or delay a decision for a senior audit for any class based on an analysis of course enrollment and overall viability.
- 2.3. Certain courses are not eligible for senior audits based on their status as self-support, specific courses, or other special circumstances associated with the delivery of the course.
 - 2.3.1. Specific Continuing Education course exclusions include Ed2Go, Career Step, Self-Support, courses that require specific pre-requisites, and other specialized courses as developed for specific student populations.
- 2.4. Certain courses will not be eligible for senior audit, such as those with classroom space constraints, laboratory, work-based learning or clinical courses, courses affected by strict teacher/student ratios, special populations courses (e.g. correction education and public safety), or those with safety-related concerns.
- 2.5. Deans, Directors, or Program Chairs/Coordinators will make the determination if a course is to be disallowed for senior audit.
 - 2.5.1. If the senior wishes to appeal, appeals will be made to the Vice President, Instruction, whose decision will be final.

Section 3: Reporting

- 3.1. PCC will not report senior audit hours for any state funding membership or contact hours.
- 3.2. PCC is required to report utilization rates of the senior audit.

Legal Citation: [N.C.G.S. 115D-2\(2\)](#); [1D SBCCC 700.1](#); [1E SBCCC Subchapter 1000](#)

History: Effective December 2017; Revised May 2021, May 2022—updated definitions, July 2023

Exhibit 6.4.1A

Procedures

Senior Citizen Audit Request Workflow

1. Verify student age with one of the following documents: Driver's License, State identification card, or other government-issued document.
2. Make a copy of the verification document.
3. Student completes a registration form & top portion of the Senior Citizen Audit Request Form. (See Exhibit 6.4.1B Senior Citizen Audit Request Form)
4. Registration representative completes bottom portion of the Senior Citizen Audit Request Form.
5. If student is eligible, the registration representative will register the student. When the student is registered, apply an "A" for Audit in the SCS.PASS.AUDIT field on the RGN screen in Colleague.

Please note: An Informer report has been created that will identify CE course sections with students who are registered with an "A" for Audit in the SCS.PASS.AUDIT field on the RGN screen.

This report will extract student information based upon reporting term. At the end of every term/fiscal year, this report will be filed with the completed Senior Citizen Audit Request Forms.

6. The registration representative will send a copy of the Senior Citizen Audit Request Form to the Business Office.
7. The registration representative will place the original copy of Senior Citizen Audit Request Form and a copy of the age verification documentation in the Course Audit (Compliance Review) Package.

Exhibit 6.4.1B

Senior Citizen Audit Request Form

Student Name: _____ Phone Number: _____

Course
Number/Name: _____ Email: _____

NOTE: In accordance with statute 115-B-2.2 Senior Citizens Audit

Any person who is at least 65 years old may audit courses offered at the constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the Board of Governors and the State Board of Community Colleges for their respective institutions, and there is no cost to the State. A person shall be allowed to audit a class under this section only on a space available basis. Persons auditing classes under this section shall not be counted in the computation of enrollment for funding purposes. This section does not apply to audits of courses provided on a self-supporting basis by community colleges."

North Carolina senior citizen residents age 65 or more, may audit and select the no-payment option ONLY IF: 1) Space is available and class fees have been collected from students for required fees (not registration or tuition fees), 2) space is limited to 10% of total course enrollment, unless the Vice President, Instruction gives written approval for the exception. A senior audit student will be contacted by an administrative assistant or designee if the class does not make or when the minimum seating is not met; in the latter case, senior audit students may have the option to pay for their class as long as the minimum seats are filled.

The audit request is only available for Occupational Extension Courses and Curriculum Courses. Self-Support courses are not eligible. The senior audit option does not apply to the following classes:

- Third-party vendor courses (e.g., Ed2Go, Career Step, ProTrain)
- Self-Support courses
- Classes that require specific pre-requisites
- Other specialized classes as developed for specific student populations

Student Signature

Date

(See next page for additional information)

FOR PIEDMONT COMMUNITY COLLEGE OFFICE USE ONLY:

Verify the following:

- | | |
|---|--------|
| 1) <i>Is senior citizen student requesting senior class audit:</i> | Yes/No |
| 2) <i>Is student 65 or older as of start of class? Government issued ID required:</i> | Yes/No |
| 3) <i>Is space available in course?</i> | Yes/No |
| 4) <i>Is course self-supporting?</i> | Yes/No |

STOP: If the answer is **no** for any of the questions 1 – 3, or **yes** for question 4, the student is not fee waived and must pay. See exception to space availability above (e.g. Vice President, Instruction may make exceptions to space availability requests).

CC: Business Office (to adjust the student’s account without payment of tuition and registration fees)
Accountability and Compliance Officer (for Continuing Education course registrations)
Registrar (for Curriculum course registrations)

Signature of Piedmont Community College Representative

Date

6.4.3 Readmission

Last Revised: March 2021

Policy: Piedmont Community College (PCC) requires all curriculum students who are not enrolled for two consecutive semesters (excluding summer semester) or who are dismissed for disciplinary or academic reasons to apply for readmission to the College.

Purpose/Definitions: This policy establishes a student's eligibility for readmission to the College and determines program of study requirements.

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

Procedure:

Section 1: Readmission Procedures

- 1.1. Curriculum students who have not been enrolled for two consecutive semesters must submit an updated application form.
 - 1.1.1. Applications are to be submitted online at www.piedmontcc.edu.
 - 1.1.2. Applicants may come to the Office of Student Development for assistance.
 - 1.2. Curriculum students who have been dismissed from the College for disciplinary reasons must meet with the Vice President, Student Development to confirm eligibility for readmission before resubmitting an application for admission.
 - 1.3. Curriculum students who have been dismissed from the College for academic reasons must meet with an academic counselor in Student Development to confirm eligibility for readmission before resubmitting an application for admission.
-

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, July 2012, March 2021

6.4.4 Placement Testing

Last Revised: October 2023

Policy: Piedmont Community College (PCC) requires students seeking admission to associate degree or appropriate diploma and certificate programs to demonstrate proficiency in mathematics and English.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure each student has the basic skills required for each course and that every student has an “opportunity to succeed” in their educational programs.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Placement Test Exemption

- 1.1. Students may be required to show proficiency in mathematics, and English by:
 - 1.1.1. Graduating from a U.S. high school with a 2.2 or greater unweighted valid GPA (see Exhibit 6.4.4.1);
 - 1.1.2. Demonstrating reading, writing, and mathematics proficiency on the SAT or ACT (see Exhibit 6.4.4.1);
 - 1.1.3. Taking the State Board approved placement test for mathematics, and English and scoring at College-level within the last five years; or
 - 1.1.4. Completing high school equivalency testing with appropriate scores (see Exhibit 6.4.4.1);

- 1.1.5. Having acceptable Advanced Placement (AP) or International Baccalaureate (IB) credits for required English and mathematics courses;
- 1.1.6. Providing evidence of previous attendance at an accredited college or university. Students successfully completing college level courses in English and/or mathematics may be exempted from the admissions placement tests.

Section 2: Placement Test Requirements

- 2.1. Students who do not show proficiency in one or more of the areas (mathematics and English) must successfully complete preparatory/remediation courses before enrolling in college-level courses.
 - 2.1.1. The following are reasons when a placement test would be required:
 - 2.1.1.1. No valid GPA from a US high school
 - 2.1.1.2. Completion of high school equivalency test prior to 2014 or scores below the cut-off (see Exhibit 6.4.4.1)
 - 2.1.1.3. Graduating from a foreign high school
 - 2.1.2. Placement test re-test options
 - 2.1.2.1. Students will be allowed one re-test per calendar year.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, February 2012, April 2014, May 2021, October 2023

Exhibit 6.4.4

Reinforced Instruction for Student Excellence (RISE) Placement Guide by Measure

High School Measures			
HS GPA	Placement Description	English Courses	Math Courses
< 2.2	Transition English and Math	ENG-002(CU) BSP-4002(BSP)	MAT-003(CU) BSP-4003(BSP)
2.2- 2.799	Gateway English and Math with a Co-requisite	ENG-111 + ENG-011	Gateway with Co-Req
≥ 2.8	Gateway English and Math without a Co-requisite	ENG-111	Only Gateway Only

SAT*					
Pre-December 2011		January 2012 - February 2016		March 2016 - Present	
Reading	510 or higher	Critical Reading	500 or higher	Evidence-Based Reading & Writing 480 or higher	
Writing	510 or higher	English	500 or higher		
Mathematics	510 or higher	Mathematics	500 or higher	Mathematics	530 or higher

ACT**					
Pre-December 2011		January 2012 - February 2014		March 2014 – Present	
				Scores	Course Placement
English	22 or higher	English	18 or higher	English	16-17 - ENG-111 + ENG-011 18 or higher - ENG-111 Only
Reading	22 or higher	Reading	21 or higher	Reading	20-21 - ENG-111 + ENG-011 22 or higher - ENG-111 Only
Mathematics	22 or higher	Mathematics	22 or higher	Mathematics	20-21 - Math with Co-req 22 or higher - Math Only

General Education Development (GED)		
Test	Validity Date	Passing Score
Mathematical Reasoning	1/1/2014 to Present	170 or higher on all tests
Reading Through Language Arts		
Social Studies		
Science		

High School Equivalency Test (HiSET)		
Test	Validity Date	Passing Score
Language Arts-Reading	1/1/2014 to Present	15 or higher on all subject tests, with a minimum of 4 on the Essay
Language Arts-Writing Essay		
Mathematics		
Science		
Social Studies		

RISE Placement Tests			
Test	Validity Date	Passing Score	Course Eligibility
RISE English Tier 1	10/1/2018 to Present	75 or higher	ENG-111 + ENG-011
RISE English Tier 2	10/1/2018 to Present	75 or higher	ENG-111 Only
RISE Math Tier 1	10/1/2018 to Present	75 or higher	MAT-110; MAT-143 + MAT-043; MAT-152 + MAT-052
RISE Math Tier 2	10/1/2018 to Present	75 or higher	MAT-110; MAT-143; MAT-152; MAT-171 + MAT-071; MAT-121 + MAT-021
RISE Math Tier 3	10/1/2018 to Present	75 or higher	higher Any Gateway Math without a Co-requisite

Previous Developmental Coursework			
Development Education	Multiple Measures	RISE	Course Eligibility
ENG-070 & RED-070 or ENG-075	DRE-096	--	ENG-002 or BSP-4002
ENG-080 & RED-080 or ENG-085	DRE-097	ENG-002, grade of P1	ENG-111 + ENG-011
ENG-090 & RED-090 or ENG-095	DRE-098	ENG-002, grade of P2	ENG-111 Only
MAT-060	DMA-010, 020, 030	MAT-003, grade of P1	MAT-110 Only
MAT-060 ENG-080 & RED-080 or ENG-085	DMA-010, 020, 030 DRE-097	MAT-003, grade of P1 ENG-002, grade of P1	MAT-143 + MAT-043 MAT-152 + MAT-052
MAT-070 ENG-080 & RED 080 or ENG 085***	DMA-010, 020, 030, 040, 050 DRE-097***	MAT-003, grade of P2 ENG-002, grade of P1***	MAT-110 Only MAT-143 Only MAT-152 Only MAT-121 + MAT-021 MAT-171 + MAT-071
MAT-080	DMA-010, 020, 030, 040, 050, 060, 070, 080	MAT-003, grade of P3	Gateway Math Only

*Passing scores on the SAT allows students to register for gateway English or Math courses without a Co-Requisite required.

**Passing scores for the ACT prior to March 2014 allows students to register for gateway English or Math courses without a Co-Requisite required.

***English requirements apply only to MAT-143 and MAT-152. MAT-121 and MAT-171 only have math prerequisites. For placement into MAT-271, the direct placement policy applies. See "Additional Course Information" in the NCCCS Combined Course Library (CCL).

6.4.4.1 Placement Testing for High School Equivalency

Last Revised: October 2023

Policy: Piedmont Community College (PCC) requires students seeking admission to College and Career Readiness (CCR) programs to take applicable placement tests.

Purpose/Definitions:

Purpose

PCC believes that every student has an opportunity to succeed in their educational programs and ensures through placement testing that each student has the basic skills required for each course.

Definitions

College and Career Readiness Program (CCR)—the program, formerly known as Adult Basic Skills (ABS)/High School Equivalency, that provides literacy education programs including Adult Basic Education (ABE), English as a Second Language (ESL), and Adult Secondary Education (ASE).

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

Procedure:

Section 1: Placement Test/ Orientation

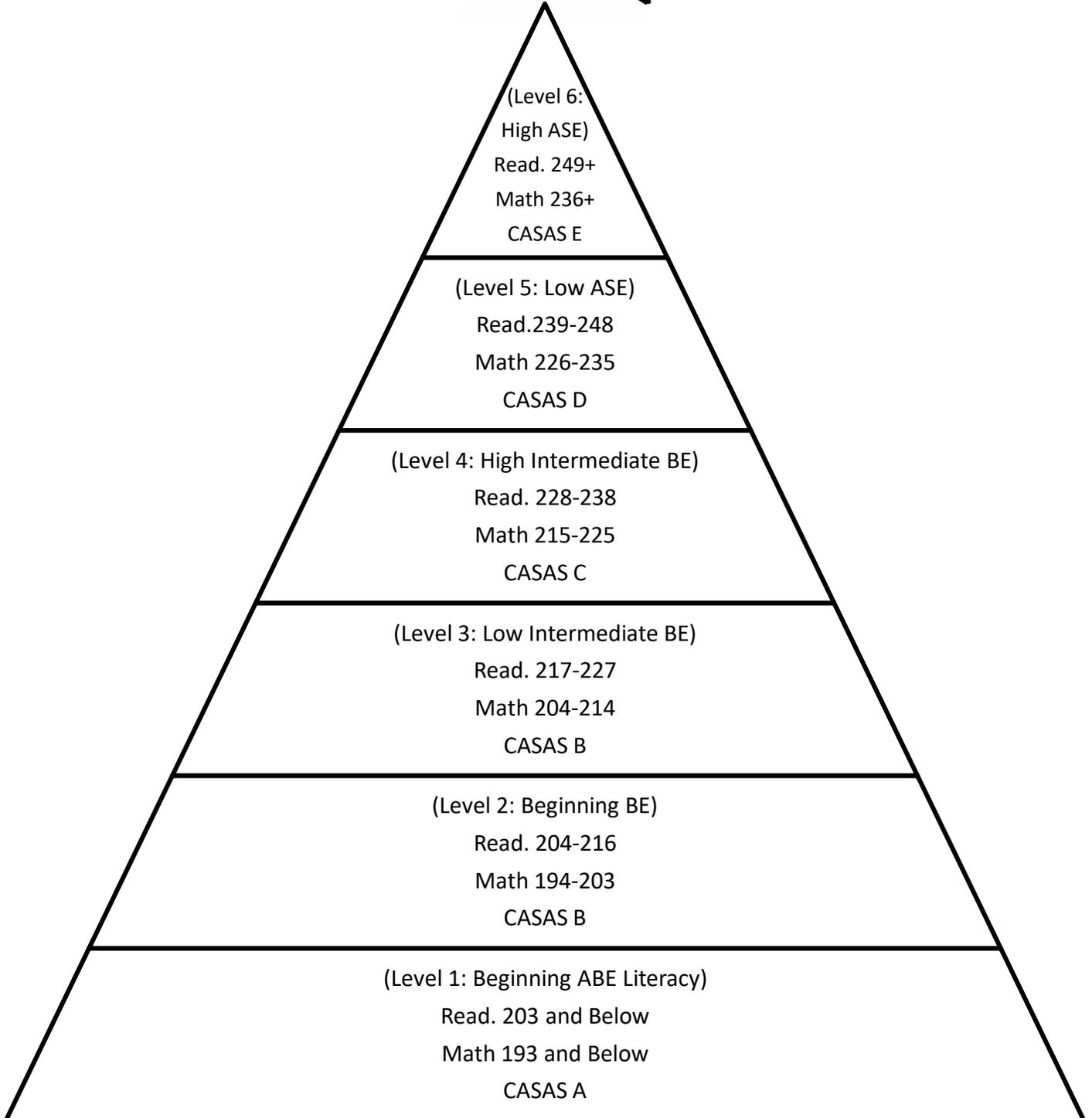
- 1.1. Students must attend a CCR orientation session.
 - 1.2. Students applying to CCR programs are required to take a placement test during orientation.
 - 1.2.1. Placement into a particular level is made in accordance with the scores given in Exhibit 6.4.4.1.
-

Legal Citation: N/A

History: Effective July 2012; Revised April 2021, October 2023

Exhibit 6.4.4.1

The Pyramid of Progress College & Career Readiness Piedmont Community College



6.4.6 Tuition and Registration Fee Refunds

Last Revised: October 2023

Policy: Piedmont Community College (PCC) will provide students with refunds of tuition and registration fees in accordance with North Carolina State Board of Community Colleges Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to inform students they may receive refunds for classes under prescribed circumstances.

Definitions

Academic period—an academic term or subdivision of an academic term during which a college schedules a set of course sections.

Independently scheduled course section—a course section that meets all the following criteria:

- A course section where definitive begin and end times are not defined.
- Instructional content is delivered asynchronously.
- A course section in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time prior to the census date of the course section.

Non-Regularly scheduled course section—a course section that meets the definition of “non-regularly scheduled course section” found in 1G SBCCC 200.93(c). According to 1G SBCCC 200.93, Reporting of Student Hours in Membership for Curriculum Classes, “a non-regularly scheduled class may include any or all of the following:

- A class where a definitive beginning and ending time is not determined;
- A class offered in a learning laboratory type setting;
- A class self-paced in that the student progresses through the instructional materials at the student’s own pace and can complete the class as soon as the student has

successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;

- A class in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
- Any class not meeting all criteria for a regularly scheduled class.”

Off-Cycle course section—a regularly scheduled course section that is not offered consistent with an academic period.

Officially Withdraw—the removal of a student from a course section by one of the following methods:

- The student notifies the authorized college official, as defined by PCC’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in PCC’s published procedures for withdrawal; or
- PCC removes the student from the course section because PCC cancels the course section or for any other reason authorized by written college policy.

On-cycle course section—a regularly scheduled course section that is offered consistent with an academic period.

Regularly scheduled course section—a course section that meets all of the following criteria:

- Assigned definite beginning and ending times;
- Specific days the class meets are predetermined;
- Specific schedule is included in the Institution Master Schedule or other official college documents;
- Class hours are assigned consistent with college catalog and curriculum standard requirements; and
- Identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience:
 - 1) classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.

- 2) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO; Vice President, Student Development; and the Vice President, Administrative Services/CFO have monitoring authority over this policy.

Procedure:

Section 1: Tuition/Registration Fee Refunds

- 1.1. Unless otherwise required by law, PCC does not issue a refund of tuition or registration fees using State funds except under the following circumstances:

- 1.1.1. On-Cycle Course Sections:

- 1.1.1.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the academic period as noted on the college calendar.

- 1.1.1.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who did not register for another course.

- 1.1.1.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.

- 1.1.1.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.

- 1.1.1.3. After an on-cycle course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar:

- 1.1.1.3.1. The 10 percent point of the academic period; or

- 1.1.1.3.2. The 10 percent point of the course section.

- 1.1.2. Off-Cycle Course Sections:

- 1.1.2.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the off-cycle course section.
 - 1.1.2.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who did not register for another course.
 - 1.1.2.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.
 - 1.1.2.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.
 - 1.1.2.3. After an off-cycle course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the course section prior to or on the 10 percent point of the course section.
- 1.1.3. Non-Regularly Scheduled or Independently Scheduled Course Sections:
- 1.1.3.1. PCC refunds 100 percent to the student if the student officially withdraws or is officially withdrawn by PCC prior to the first day of the non-regularly scheduled course section.
 - 1.1.3.2. PCC refunds 100 percent to the student if PCC cancels the course section in which the student is registered who do not register for another course.
 - 1.1.3.2.1. The administrative assistant in the assigned academic area will generate a list of students in cancelled courses and forward the list to the Cashier within three days after the class is cancelled.
 - 1.1.3.2.2. The Cashier will generate the student refund within two weeks of notification if a credit balance remains on the account.
 - 1.1.3.3. After a non-regularly scheduled course section begins, PCC refunds 75 percent to the student if the student officially withdraws or is officially withdrawn by PCC from the non-regularly scheduled course section prior to or on the 10th calendar day after the start of the course section.

Section 2: Refunds Related to Residency

- 2.1. Notwithstanding section 1, if the State Education Assistance Authority makes a final validation determination prior to the 10 percent point of the course section or academic term, as determined by PCC policy and noted on the college calendar, PCC shall provide a 100 percent refund using State funds if all of the following conditions apply:
 - 2.1.1. At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in N.C.G.S. 116-143.1(a).
 - 2.1.2. After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in N.C.G.S. 116-143.1(a).
 - 2.1.3. The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.
- 2.2. If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in N.C.G.S. 116-143.1(a), after the 10 percent point of the course section or academic term, as determined by PCC policy and noted on the college calendar, the College shall apply the nonresident tuition determination to the following term.

Section 3: Refund Due to Death of Student

- 3.1. If a student, having paid the required tuition or registration fees for a course section, dies prior to completing the course section, PCC refunds all tuition and registration fees for that course section to the estate of the deceased upon PCC becoming aware by proper documentation from the Executor/Administrator of the estate, and
- 3.2. Buys back textbooks through PCC's bookstore operations to the extent allowable under PCC buy back procedures of the contracted bookstore vendor.

Section 4: Military Refund

- 4.1. Upon request of the student, PCC:
 - 4.1.1. Grants a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active-duty personnel who have received temporary or permanent reassignments as a result of military

operations that make it impossible for them to complete their course requirements; and

4.1.2. Buys back textbooks to the extent allowable under buy back procedures of the contracted bookstore vendor.

4.2. PCC uses distance learning technologies and other educational methodologies, to the extent possible as determined by PCC, to help active-duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

Section 5: Refund of Self-Supporting and Local Fees

5.1. PCC refunds self-supporting fees and local fees in accordance with the above procedures.

5.1.1. These refunds will be paid from the monies received from the self-supporting courses.

Legal Citation: [1E SBCCC 900.1](#); [1E SBCCC 900.2](#); [1E SBCCC 900.3](#); [1E SBCCC 900.4](#); [1E SBCCC 900.5](#); [1G SBCCC 200.93](#); [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-39](#); [N.C.G.S. 116-143.1\(a\)](#)

History: Effective October 1988; Revised October 2001, January 2004, July 2016, August 2021, October 2023

6.4.7 Admission of Minors – Continuing Education

Last Revised: April 2021

Policy: Piedmont Community College (PCC) subscribes to the open door policy established by the North Carolina State Board of Community Colleges and provides for admission of minors.

Purpose/Definitions: The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor, 16 years old or older, may seek admission to a community college subject to the conditions in this policy.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Enrollment of Minors

1.1. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

1.1.1. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.

1.1.1.1. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (See **Exhibits 6.4.7A** and **6.4.7B**)

- 1.1.2. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency.
 - 1.1.2.1. However, the minor must obtain a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.
 - 1.1.2.2. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (See **Exhibit 6.4.7A**)
- 1.1.3. If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived.
 - 1.1.3.1. The minor must provide legal documentation of emancipation.
 - 1.1.3.2. Admission requirements for an emancipated minor will be the same as for an applicant 18 years old or older.

Section 2: Career and College Promise (CCP)

- 2.1. North Carolina community colleges may offer the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
 - 2.1.1. Cooperative Innovative High School (CIHS)
 - 2.1.2. College Transfer Pathway
 - 2.1.3. Career and Technical Education Pathway
 - 2.1.4. Workforce Continuing Education Pathway
 - 2.2. Specific requirements for CCP programs are outlined in the [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise](#).
 - 2.3. Admission to CCP programs is arranged and monitored by the Coordinator, College High School Programs and the Career Coach, Caswell County.
-

Legal Citation: [N.C.G.S. 115D-5](#), [1D SBCCC 200.95](#), [NCCCS Curriculum and Procedures Reference Manual](#), [Section 14: Career and College Promise](#)

History: Effective October 2014; Revised April 2021

**Public or Private School
ALTERNATIVE EDUCATION REFERRAL FORM
TO PIEDMONT COMMUNITY COLLEGE**

P.O. Drawer 1150
Yanceyville, NC 27379
336-694-5707; 336-694-7086 (FAX)

P.O. Box 1197
Roxboro, NC 27573
336-599-1181; 336-598-9283 (FAX)

Referral Date: _____ Counselor: _____

Last School Attended (public, private, home school) _____
Name of School _____ Phone # _____

School Address: _____

_____ Student was not enrolled in public school

_____ **High School Equivalency Preparation Program**
(To be completed by Alternate Education Counselor)

Name of Student: _____
Last First Middle

Last Four Digits of Social Security Number: - _____ Date of Birth: _____

Student's Address: _____

Student's Telephone #: _____ Official Withdrawal Date: _____

Circle Grade Level at Time of Withdrawal: 12 11 10 9 8 7 Other _____

Reason student is choosing enrollment in an alternative education program. Circle all withdrawal codes that apply:

- | | | |
|-----------------------------------|----------------------------------|-------------------------|
| 1. Health problems | 7. Employment necessary | 13. Discipline problems |
| 2. Pregnancy | 8. Unstable home environment | 14. Expulsion |
| 3. Marriage | 9. Need to care for children | 15. Attendance |
| 4. Choice of work over school | 10. Runaway | |
| 5. Suspected substance abuse | 11. Moved, school status unknown | |
| 6. Incarcerated in adult facility | 12. Academic problems | |

Does a confidential file exist? _____ yes _____ no

Does the student possess a valid NC Driver's License? _____ yes _____ no

If yes, the anticipated date of decertifying is _____

I release this student for admission to Piedmont Community College's alternative education program as indicated above.

Signature of Principal

Date

Signature of Superintendent

Date

6.5 Tuition/Registration and Fees

Last Revised: October 2023

Policy: Piedmont Community College (PCC) charges tuition/registration and other fees to students enrolled in courses each semester in accordance with North Carolina General Statutes.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure all tuition/registration and other fees charged to students enrolling in a course at any North Carolina community college must be authorized by the State Board of Community Colleges (SBCC).

Refer to Piedmont Community College's website (www.piedmontcc.edu) for the most recent student fees.

Definitions

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Home college—for the purposes of this policy, the college in which the student initially enrolls for the academic term.

Non-curriculum extension courses—courses are those that provide occupational or vocational instruction that is organized, supervised, or delivered outside the regular curriculum programs offered by the College.

Occupational Extension courses—consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of a person presently employed, and retraining others for new employment in occupational fields.

Outstanding debts—monies owed to PCC, including charges, fees, fines, defaulted payments, or student aid overpayments.

Register—to complete the procedure defined by the college to sign up for a course section.

Registration Fee—uniform registration fee schedules for non-curriculum extension courses based on course length, consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a continuing education course section that earns budget FTE as described in 1G SBCCC 100.99.

Student Fees—fees charged to provide funds for items and services not covered by tuition and registration fees. (Refer to PCC Policy 7.13 Student Fees for more information.)

Tuition—uniform tuition rate per credit hour and a maximum tuition amount per academic term for resident and non-resident students consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a curriculum course that earns Budget FTE as described in 1G SBCCC 100.99.

Waive—to exempt a student from paying a charge that would otherwise be required and adjust the student’s account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

Approval Authority/Monitoring Authority: Piedmont Community College Board of Trustees has approval authority for this policy. The Vice President, Student Development; Vice President, Instruction/CAO; and Vice President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Registration Fees

- 1.1. All registration fee receipts are State funds.

Section 2: Tuition

- 2.1. If a student enrolls for the same academic term at two or more community colleges, the student may pay the total amount of tuition and registration fees to the student's "home" college, at the discretion of the "home" college.
- 2.2. The "home" college shall work with the other college or colleges in which the student is enrolled to ensure the student is not charged more tuition than the maximum allowed by the State Board for the academic term.
- 2.3. Student membership hours as defined in SBCCC Chapter G for instruction received shall be reported by the college in which the respective instruction occurred.

Section 3: Residency Considerations

- 3.1. Curriculum students, whether classified as in-state or out-of-state residents, shall pay tuition fees as established by the State Board for each semester or term as set by the Legislature.
- 3.2. See PCC Policy 6.5.1 Residency Status for more information.

Section 4: Waivers

- 4.1. The State Board of Community Colleges provides, by general and uniform regulations, for the waiver of tuition and registration fees.
- 4.2. See PCC Policy 6.5.2.1 Tuition and Registration Fee Waivers for more information.

Section 5: Collection and Deposit of Funds

- 5.1. Tuition and fees are payable at registration or before the class/courses start.
- 5.2. Fees for curriculum students are defined in PCC Policy 7.13 Student Fees.
- 5.3. The Business Office is responsible for collection of tuition and fees. See PCC Policy 3.9.12 Returned Check Fee and Collection of Funds for more information.
- 5.4. Colleges must deposit all registration fees and all tuition receipts to the credit of the State Treasurer, consistent with State law. See PCC Policy 3.9.7 Daily Deposits for more information.

Section 6: Refunds

- 6.1. The State Board of Community Colleges provides, by general and uniform regulations, for the refund of tuition and registration fees.
- 6.2. See PCC Policy 6.4.6 Tuition and Registration Fee Refunds for more information.

Section 7: Outstanding Debt

- 7.1. A student is not eligible for registration if an outstanding debt is due the College. See Policy 3.4 Student Tuition and Fees for more information.
- 7.2. Students will not be allowed to register, receive grades, graduate, receive a degree, diploma, or certificate, receive a transcript, or have a transcript forwarded to any institution or other person until the indebtedness has been removed or an approved

payment plan has been submitted and is being adhered to by the student. See Policy 3.4 Student Tuition and Fees for more information.

Legal Citation: [N.C.G.S. 115B-1](#), [N.C.G.S. 115D-5](#), [N.C.G. S.115D-20 \(4\)](#), [N.C.G.S. 115D-26](#), [N.C.G.S. 115D-39](#), [1E SBCCC 100.1](#), [1E SBCCC 200.2](#), [1E SBCCC 300.1](#), [1E SBCCC 400.1](#), [1E SBCCC 900.1](#), [1E SBCCC 900.2](#), [1E SBCCC 900.3](#), [1E SBCCC 900.4](#), [1E SBCCC 900.5](#), [1G SBCCC](#), [1G SBCCC 100.99](#)

History: Effective October 1988; Revised October 2001, February 2012, May 2021, October 2023

Cross-references PCC Policies 3.4 Student Tuition and Fees, 3.9.7 Daily Deposits, 3.9.12 Returned Check Fee and Collection of Funds, 6.4.6 Curriculum Refund, 6.4.6.1 Continuing Education Registration Fee Refund, 6.5.1 Residence Status, 6.5.2.1 Fee Waivers, and 7.13 Student Fees.

(May 2021) PCC Policies 6.5.2 Registration Fees – Continuing Education and 7.11 Outstanding Debts to the College were deleted as a result of adding their content to this policy.

6.5.1 Residency Status

Last Revised: October 2023

Policy: Piedmont Community College (PCC) adheres to North Carolina state laws and guidelines in granting in-state tuition to qualified students.

Purpose/Definitions:

Purpose

This policy describes the process that the State of North Carolina uses to determine residency status of students at the College for the purpose of determining tuition rates.

Definitions

Legal resident—a person who has maintained a domicile in North Carolina for at least 12 months prior to enrollment. The legal residence of a minor is that of the parents, surviving parent, or legal guardian.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority for this policy. The State Education Assistance Authority (SEAA) is the primary and sole authority to conduct residency determination for the state of North Carolina.

Procedure:

Section 1: Residency Determination

- 1.1. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail on the [North Carolina Residency Determination Service Website](#).
- 1.2. Applicant completes residency determination application through the PCC application or online at the [North Carolina Residency Determination Service Website](#).
 - 1.2.1. Applicant or their parent or guardian is required to submit a SSN, ITIN, ARN, or USCIS identification number to be eligible for in-state residency. If not provided, the applicant will be considered an out-of-state student and charged accordingly.

- 1.2.2. No person loses in-state status by serving in the Armed Forces outside of the state of North Carolina.

Section 2: Residency Reconsideration/Appeals

- 2.1. If an applicant believes their active residency determination is incorrect, they may file a reconsideration, which allows them to resubmit any omitted information or correct information that was erroneously input. (See PCC Policy 7.12.1 Residency Appeal and Reconsideration Process for more information.)
- 2.2. After a reconsideration, if an applicant believes their active residency determination is still incorrect, they may file an appeal with the SEAA to further discuss the issue. (See PCC Policy 7.12.1 Residency Appeal and Reconsideration Process for more information.)

Section 3: Tuition Waivers and Residency Status

- 3.1. Students who do not qualify for in-state residency may be eligible to receive the state resident community college tuition rate. Refer to the [NC Residency Determination Service Guidebook \(North Carolina Community College Specific Exceptions\)](#) and N.C.G.S. 115D-39 for eligibility criteria.

Legal Citation: [N.C.G.S. 115D-39](#), [N.C.G.S. 116-143.1](#), [1E SBCCC 300](#), [1E SBCCC 800](#), [1E SBCCC 900](#), [NC Residency Determination Service Guidebook](#)

History: Effective October 1988; Revised October 2001, July 2012, March 2021, October 2023

Cross-references PCC Policy 7.12.1 Residency Appeal and Reconsideration Process.

6.5.2.1 Tuition and Registration Fee Waivers

Last Revised: October 2023

Policy: Piedmont Community College (PCC) waives tuition and registration fees to students enrolled in courses in accordance with North Carolina General Statutes (N.C.G.S.).

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure compliance with N.C.G.S. whereby tuition and registration fee waivers may be issued to students enrolled in courses at PCC.

Definitions

Authorized Group or Organization—A category of students or organizations that are authorized by law to be granted a tuition or registration fee waiver.

Eligible Training—Training that the State Board of Community Colleges has approved that is eligible to be waived for a specific authorized group, consistent with law.

Tuition and Registration Fee Waiver—A waiver that exempts an individual from paying curriculum tuition or continuing education registration fees that would otherwise be required to enroll in a course and deposited with the State Treasurer. The amount waived represents revenue foregone by the State. A tuition and registration fee waiver shall not be construed to mean inclusion of any other fees or charges (i.e. local fees, textbooks/supplies, and insurance) that are required for enrolling in a course or program. The amount charged to students who qualify as a resident for tuition purposes pursuant to N.C.G.S. 115D-39 and N.C.G.S. 116-143 is not a tuition waiver for the purposes of this Subchapter.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Student Development; Vice President, Instruction/CAO; and Vice President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Proof of Eligibility

- 1.1. To obtain a waiver for a course section that begins at any point during an academic term, an individual must establish proof that they are a member of an authorized group or organization as of the first day of the applicable academic term or course section to meet the criteria provided in 1G SBCCC 200.93 and 1G SBCCC 200.94.

Section 2: Admission Requirements

- 2.1. Persons in an authorized group or organization must meet the same admission requirements as students that are not in an authorized group to enroll in courses for which the student is eligible for a waiver.
- 2.2. Refer to N.C.G.S 115D-5 and N.C.G.S 115D-39 for a listing of authorized groups or organizations.

Section 3: Annual Reporting Requirement

- 3.1. As directed by the System Office, the College shall report the amount of tuition and registration fees waived by the College on behalf of individuals who are members of authorized groups or organizations on an annual basis to the System Office.
- 3.2. Unless otherwise prohibited by law, students eligible for an authorized waiver shall be counted in the computation of enrollment for funding purposes (BFTE) in a manner consistent with non-waived students, assuming all applicable reporting requirements are met.

Section 4: Exclusions

- 4.1. Community colleges shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses.
 - 4.1.1. The community college shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student's behalf.

Section 5: Misrepresentation of Eligibility

- 5.1. Any applicant who willfully misrepresents their eligibility for these benefits under N.C.G.S. 115D-5, or any person who knowingly aids or abets such applicant in misrepresenting his eligibility for such benefits, will be deemed guilty of a Class 3 misdemeanor.

Legal Citation: [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-39](#), [N.C.G.S. 116-143](#), [1E SBCCC 800.1](#), [1E SBCCC 800.2](#), [1G SBCCC 200.93](#), [1G SBCCC 200.94](#)

History: Effective April 1974 (Section H); Revised October 1988, October 2011, February 2012, May 2021, October 2023

6.5.3 College Textbooks

Last Revised: July 2023

Policy: Piedmont Community College (PCC) offers textbooks for sale through the Bookstore.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish guidelines for purchasing textbooks and minimize the cost of textbooks while maintaining the quality of education and academic freedom. The policy, moreover, ensures compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

Definitions

Academic Coursepack—a printed or digital collection of assigned readings, as for a college course, typically including an assortment of periodical articles or sections of a longer book.

Buy-Back—the process of buying back textbooks by the Piedmont Community College Bookstore—the original seller.

E-Book—an electronic version of a printed book that can be read on a computer or handheld device designed specifically for this purpose.

Instructional Materials—resources that organize and support instruction, such as textbooks, course software, tasks, supplementary resources, and DVDs. These resources usually support active learning and assessment.

Library Resource Reserve—a service offered by the Learning Commons that provides special, short-term access to course-related materials (book, article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audiovisual materials).

Loose Leaf Textbook—unbound paper versions of the traditional textbook.

Open Educational Resources (OER)—teaching, learning, and research resources in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

Syllabus—an outline or a summary of the main parts of a course of study. It is also known as a Course Outline.

Textbook (Traditional)—printed book used as a standard work for the study of a particular subject.

Textbook Rental—students may rent textbooks each semester from the PCC Bookstore. Textbooks are returned to the Bookstore at the end of the semester.

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

Procedure:

Section 1: Textbook Adoptions and Orders

- 1.1. Textbook adoptions are made by departments with sufficient lead time to the PCC Bookstore to confirm availability of the requested materials and, where possible, ensure maximum availability of both new and used textbooks.
 - 1.1.1. Books and other instructional materials ordered by the deadline should be available for purchase by students before the first day of classes.
- 1.2. Instructional Deans are responsible for ensuring that all pertinent courses under their authority have completed textbook order forms submitted by the deadline, even in instances where no instructor or faculty member has been assigned a course section as of the announced textbook ordering deadline date.
- 1.3. Full-time faculty are responsible for selecting textbooks, e-books and/or other instructional materials for courses in their area. In disciplines where there is no full-time faculty member, either the faculty department chair or the instructional dean will select the textbook(s).

Section 2: Conflicts of Interest

- 2.1. When selecting textbooks or materials for courses, a faculty member must avoid any conflict of interest or appearance of conflict of interest in assigning textbooks or instructional materials in their classes from which they may benefit financially.
 - 2.1.1. An exception may be made if the assigned instructional materials are in the best interest of the students and the College.

- 2.2. Faculty members cannot accept reviewing or other fees where the fee is contingent on the use of the textbook or instructional materials in the faculty member's classes.
 - 2.2.1. There are no exceptions to this provision.
- 2.3. In no instance should either an individual faculty member or a instructional dean accept a financial incentive to adopt a specific textbook.
- 2.4. Textbooks, open educational resources, e-books, academic coursepacks, and other teaching materials should be selected for their academic and pedagogical value.
 - 2.4.1. Where there is no single obvious outstanding choice, other factors such as availability and price can be used in addition to pedagogical value.
 - 2.4.2. The selection of textbooks or instructional materials should be able to stand the test of peer review.
- 2.5. Unless otherwise approved by the instructional dean, all sections of a course (e.g., HIS 131, American History I) must use the same textbook.

Section 3: Cost Considerations

- 3.1. When working with publishers in order to make adoptions, faculty should carefully consider all available options.
- 3.2. When possible, a textbook should be used for three academic years to allow for the use of used textbooks.
 - 3.2.1. Exceptions to this can be made with the approval of the instructional dean and in consideration of academic quality, changes in technology, changes in the field, or in a situation where the publisher changes editions and the old edition is no longer available.
- 3.3. The PCC Bookstore provides students with certain options to reduce the cost of textbooks. They are as follows:
 - 3.3.1. The Pacer Backpack equity program provides students the opportunity to pay a flat rate per semester for physical books and digital materials including courseware.
 - 3.3.1.1. All students will start on this program but it is not required, and an opt-out option is available through the final drop/add date each semester.

- 3.3.1.2. Course supplies and a limited number of textbooks are not included in the program. Contact the PCC Bookstore or visit its website for more information.
- 3.3.2. For students who opt-out of the Pacer Backpack program and purchase physical textbooks from the PCC Bookstore, buyback is available.
 - 3.3.2.1. Certain conditions apply. Contact the PCC Bookstore or visit its website for more information.
- 3.3.3. For students who opt-out of the Pacer Backpack program, textbook rental is available for some course adoptions and may reduce the cost.
 - 3.3.3.1. Check with the bookstore for eligible rental items.

Legal Citation: [U.S. Department of Education’s Higher Education Opportunity Act \(2008\), Section 133](#)

History: Effective April 2017; Revised January 2021, May 2022—updated definitions, July 2023

6.5.4.1 Self-Supporting Class Registration Fees

Last Revised: November 2023

Policy: Piedmont Community College (PCC) provides opportunities for students to pursue year-round learning experiences by offering self-supporting classes as needed.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which PCC will collect and use fees for self-supporting classes.

Definitions

Direct costs—the costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course curriculum development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section (1E SBCCC 600.1).

Indirect costs—the costs associated with activities and services that support instruction, but which cannot be exclusively assigned to a course section. Examples of indirect costs include, but are not limited to, student services, administrative costs, utilities, custodial services, and security services, which cannot be exclusively assigned to a course section (1E SBCCC 600.1).

Self-supporting—funding the direct and indirect costs of a course or set of courses through receipts collected from students or from a third-party on behalf of students enrolled in the course or set of courses (1E SBCCC 600.1).

Self-supporting class—a class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE (1G SBCCC 200.95).

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO; Vice President, Student Development; and Vice President, Administration Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Fees and Other Costs

1.1. In accordance with the definition of a self-supporting class, the student pays a pro-rated share of the cost of conducting the class.

1.1.1. Each student is required to pay a pro-rated registration fee for a self-supporting class along with any other appropriate fees.

1.1.1.1. Registration fees will be established to cover the direct and indirect costs of courses.

1.2. Self-support course offerings must follow the same program guidelines and accounting procedures that govern budget Full-time Equivalent (FTE) course offerings regarding course set-up, student registrations, collection of fees, attendance, and Institutional Class Report (ICR) reporting.

Section 2: Use of Funds

2.1. See PCC Policy 3.4.1 Student Fees for Self-Supporting Classes.

Legal Citation: [N.C.G.S. 115D-5](#), [N.C.G.S. 115D-39](#), [1E SBCCC 600.1](#), [1E SBCCC 600.2](#), [1E SBCCC 600.3](#), [1E SBCCC 600.4](#), [1E SBCCC 700.7](#), [1G SBCCC 200.95](#)

History: Effective February 2012; Revised May 2021—Cross-references PCC Policy 3.4.1 Student Fees for Self-Supporting Classes, May 2022—updated definitions, November 2023

6.6 Registration-Curriculum

Last Revised: March 2024

Policy: Piedmont Community College (PCC) requires all students to officially register prior to attending classes.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure students are officially registered for each class they plan to attend.

Definitions

Audit—to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion. Students shall pay to audit courses consistent with the provisions of 1E SBCCC Subchapter 1000.

Census—date marking the end of the add/drop period for a course section which occurs at the 10% point of the course.

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Register—to complete the procedure defined by the college to sign up for a course section.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Registration

- 1.1. When the registration period opens, students are required to contact their advisor to schedule an advising and registration appointment to discuss their academic plan and review course offerings.
 - 1.1.1. Advising is available to students by scheduling a meeting, emailing, or calling their assigned program advisor.
- 1.2. Students may register in person, by telephone, or online by using the PCC student portal.
- 1.3. No person can participate in or attend any class unless officially registered.
 - 1.3.1. Instructors confirm the registration status of their students by completing and certifying attendance rosters.
- 1.4. Students are not enrolled until payment is finalized. See Policy 6.5 Tuition/Registration and Fees.
- 1.5. Any student registering for classes at PCC and at another North Carolina community college for the same semester must contact the Registrar who will coordinate with the Business Office to ensure tuition charges are in accordance with 1E SBCCC 300.1.

Section 2: Adding Classes

- 2.1. Registration and drop/add periods are set and published prior to the beginning of each semester.
 - 2.1.1. Before the start of the semester, students may add classes using the PCC portal on their own.
 - 2.1.2. From the start of the term and through the census date of the course, students may add classes by contacting their advisor.
- 2.2. Students who wish to both drop and add classes should refer to PCC Policy 6.4.6 Tuition and Registration Fee Refunds for additional information and financial considerations.

Legal Citation: [1D SBCCC 700.1](#), [1E SBCCC 100.1](#), [1E SBCCC 300.1](#), [1E SBCCC 800.2](#),

[1E SBCCC 900.1](#), [1G SBCCC 200.1](#)

History: Effective October 1988; Revised October 2001, February 2012, April 2017, March 2021, May 2022—updated definitions, March 2024

Cross references PCC Policies 6.4.6 Tuition and Registration Fee Refunds and 6.5 Tuition/Registration and Fees

6.6.1 Student Course Load

Last Revised: February 2023

Policy: Piedmont Community College (PCC), in an effort to promote student success and satisfactory academic progress, has defined full-time status and maximum course loads.

Purpose/Definitions:

Purpose

The purpose of this policy is to define student course loads.

Definitions

Full-time student—a student is classified as full-time for a given semester when enrolled in a certain number of semester credit hours in a degree, diploma, or certificate program. For fall or spring semesters, the minimum course load is 12 semester credit hours; for a summer semester*, the minimum is 9 semester credit hours.

* Federal Financial Aid regulations define full-time status for aid at 12 semester credit hours for any semester.

Maximum course load—the greatest number of credit hours for which a student may register without seeking special approval. For fall or spring semesters, the maximum course load is 21 semester credit hours; for a summer semester, the maximum is 12 semester credit hours.

Traditional course load—the number of credit hours recommended for students to attempt each semester to graduate within the proposed time frame for the program of study. For fall or spring semesters, the traditional course load is 15-18 semester credit hours.

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

Procedure:

Section 1: Registration

- 1.1. A student who desires to register for additional coursework above the maximum indicated for the curriculum must secure a recommendation from the faculty advisor, appropriate instructional dean, and approval from the Vice President, Instruction.
- 1.2. The credit hours earned from enrollment in alternative delivery systems (e.g., independent study, work-based learning) are included in the calculation of student load.
- 1.3. Credit hours earned through credit-by-exam do not count in the calculation of student load.

Legal Citation: Federal Student Aid Handbook – Calculating Awards and Packaging

History: Effective August 1997; Revised October 2001, July 2012, January 2021, February 2023

6.7 Graduation Requirements - Curriculum

Last Revised: June 2022

Policy: Piedmont Community College (PCC) adheres to the mandate set by the State Board of Community Colleges for the awarding of degrees, diplomas, and certificates.

Purpose/Definitions:

Purpose

PCC provides students with a structured method to request and obtain a copy of their transcript in compliance with The Family Educational Rights & Privacy Act of 1974 (FERPA).

Definitions

Administrative Graduation—the awarding of a credential that results from a joint, periodic review of student records by the Office of Research and Institutional Effectiveness (ORIE) and the Registrar’s Office rather than a specific request by the student.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Application Process

- 1.1. A student must submit a graduation application to the Registrar’s Office by the designated deadline prior to when the student expects to complete program requirements for a degree, diploma, or certificate.
 - 1.1.1. Graduation application forms are available in the Student Development Office and on the College’s website (<https://www.piedmontcc.edu>).
 - 1.1.2. The student’s faculty advisor must review and approve the graduation application.

1.2. The graduation fee, if required, must accompany the application (Refer to PCC Policy 7.13 Student Fees for more information).

1.2.1. Graduation fees will not be refunded after regalia order has been placed.

1.2.2. In order to graduate, a student must settle all financial obligations to PCC.

Section 2: Credential Completion Effective Date

2.1. Students will be awarded the respective academic credentials at the end of the semester when the graduation requirements are completed.

2.2. Completion of program requirements will be noted on the student's transcript at that time.

Section 3: Administrative Graduation

3.1. After graduation audit requests are processed at the end of each term, the Office of Research and Institutional Effectiveness (ORIE) and the Registrar's Office will identify any additional students who have satisfied any program completion requirements.

3.2. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript.

3.3. The student will also receive communications from PCC with details on how to obtain a printed diploma and how to participate in the annual commencement ceremony.

Section 4: Graduation Ceremony Participation

4.1. PCC holds an annual graduation ceremony at the conclusion of the spring semester.

4.2. Students may participate in the spring graduation following the completion of their graduation requirements.

4.2.1. Students who are within one (1) course or four (4) credit hours of meeting graduation requirements for their program of study and intend to complete those requirements by the following summer or fall semester, will be allowed to participate in the spring graduation ceremony.

4.2.2. Degrees, however, will not be conferred until course work is completed with a passing grade.

- 4.2.2.1. Students will indicate their understanding that completion of coursework is required to receive their respective credential. (See Exhibit 6.7 Commencement Participation Agreement.)
- 4.2.3. Students who plan to “walk” in spring exercises must complete applications for graduation in accordance with section 1 above.

Legal Citation: [N.C.G.S. 115D-5](#); [1D SBCCC 400.6](#)

History: Effective October 1988; Revised October 2001, February 2012, April 2020, June 2022

Exhibit 6.7 Commencement Participation Agreement



Commencement Participation Agreement

Student name _____ ID number _____

Semester/Year _____ Program _____

The student named above agrees that participation in commencement exercises does not imply program completion. Successful completion of the following course(s) is required to receive their credential.

Course(s) needed to fulfill graduation requirements _____

Courses must be completed no later than the end of the Fall _____ term.
(year)

Understood and agreed:

Student signature

Date

Approved:

Academic Dean

Date

Vice President, Instruction

Date

Please submit the original signed form to the Office of the Registrar to be maintained in the student's academic record. A copy should be kept by the appropriate Instructional Dean.

6.8 Class Attendance

Last Revised: April 2024

Policy: At Piedmont Community College (PCC), regular attendance at all class meetings is necessary for student success.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish the College's expectations of students regarding class attendance and to outline the consequences of class absences.

Definitions

Census—date marking the end of the add/drop period for a course section which occurs at the 10% point of the course.

Class—lecture and other instruction provided in a class under the supervision of an instructor ([1D SBCCC 400.1](#)).

Clinical practice— credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skill in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program-related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student's application of skills ([1D SBCCC 400.1\(c\)\(2\)](#)).

Experiential Lab—experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application ([1D SBCCC 400.1](#)).

Faculty Directed Lab—instructional activities are demonstrated or conducted by an instructor with immediate student application ([1D SBCCC 400.1](#)).

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

Procedure:

Section 1: Attendance

- 1.1. All students are expected to be regular and punctual in attending classes.
- 1.2. To receive credit for a course, students must attend class prior to the Census Date and are expected to attend class, lab, and clinical as outlined in the syllabus.
- 1.3. Failure to attend class is an absence, regardless of the reason except as outlined in PCC Policy 6.8.1 Religious Observance Student Absence Policy.
- 1.4. Absences are counted from the first scheduled meeting of the class, not the first day the student attends.
- 1.5. All work missed during absences must be made up to the satisfaction of the instructor.

Section 2: Consequences of Absences

- 2.1. Failure to complete required assignments will negatively affect the student's final grade.
- 2.2. A student who does not participate in a course for two consecutive weeks may be withdrawn by the instructor through the 70% point of the course.
- 2.3. If a student stops participating after the 70% point, the instructor is authorized to award the student an I or the grade earned.
 - 2.3.1. To award an I grade, the instructor must meet with the student and complete the Incomplete Form found in PCC Policy 6.12 Grading System - Curriculum.

Section 3: Exceptions

- 3.1. Some programs or courses may follow a more stringent attendance policy due to regulations set by state and federal licensing agencies or by accrediting agencies. In these instances, students must adhere to the more stringent attendance policy.
- 3.2. If the program or course attendance policy is different from the college-wide attendance policy, the differences will be outlined in the program handbook or course syllabus.

- 3.3. Exceptions to the attendance policy will also apply to students in accordance with PCC Policy 7.16 Infectious Diseases.

Legal Citation: [1G SBCCC 200.93](#), [1D SBCCC 400.1](#)

History: Effective October 1988; Revised October 2001, February 2012, January 2014, July 2020—cross-references PCC Policies 6.8.1 Religious Observance Student Absence Policy, 6.12 Grading System - Curriculum, and 7.16 Infectious Diseases, May 2022—updated definitions, September 2023, April 2024

Cross-references PCC Policies 6.8.1 Religious Observance Student Absence Policy, 6.12 Grading System – Curriculum, and 7.16 Infectious Diseases.

6.8.1 Religious Observance Student Absence Policy

Last Revised: December 2023

Policy: Piedmont Community College authorizes two excused absences from classes each academic year (2 calendar days) for religious observances required by the faith of a student.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow students two excused days of absence from classes each academic year for religious observances.

Definition

Academic year—the time period beginning on the first day of classes for summer term and ending with the last day of classes for the following spring term.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development and the Vice President, Instruction/CAO have monitoring authority over this policy.

Procedure:

Section 1: Requesting Religious Observance Absence

- 1.1. When requesting an absence from class for religious observance, students must complete the Request for Religious Observance Student Form. (See Exhibit 6.8.1A Religious Observance Student Form)
 - 1.1.1. The request for approval must be made at least two (2) weeks prior to the date of the absence.
- 1.2. Students should contact their instructor(s) to make arrangements for assignments or other missed work.
 - 1.2.1. The instructor and student sign the Religious Observance Student Form.

1.2.2. The instructor completes the Religious Observance Student Assignment Form and attaches it to the request. (See Exhibit 6.8.1B Religious Observance Student Assignment Form)

1.2.2.1. The student is required to complete any missed work no later than one week after the absence.

1.2.3. The instructor places an “A” on the course roster for the day(s) the student is absent.

1.3. Student returns both forms to Student Development Office.

1.3.1. Forms are filed in the student's records.

Legal Citation: [N.C.G.S. 115D-5\(u\)](#); [1B SBCCC 500.99](#)

History: Effective October 2010; Revised August 2021, May 2022—updated definitions, December 2023

Exhibit 6.8.1A Religious Observance Student Form
Religious Observance Student Form

Piedmont Community College authorizes two excused absences from classes each academic year (2 calendar days) for religious observances required by the faith of a student.

Students requesting absence from class for religious observance must complete the Request for Religious Observance Student Absence Form at **least two (2) weeks prior** to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

Date of Request

Requested Date(s) of Absence

Student Name (Print)

Student ID Number

Student Signature

Student Development Verification

_____ This is the first religious observance absence requested by this student during this academic year.

_____ This is the second religious observance absence requested by this student during this academic year.

Date of first requested absence: _____

_____ Request approved.

_____ Request denied.

_____ Student has already requested two absences this year.

_____ Request was not submitted at **least two (2) weeks** in advance of the date.

Student Development Staff Signature

Date

Instructor(s) Approval

Instructor Signature/ Date

Instructor Signature/Date

Instructor Signature/ Date

Instructor Signature/Date

Instructor Notes: Please complete the Religious Observance Student Assignment Form and attach it to this request.

6.9 Deletes, Drops, and Withdrawals

Last Revised: May 2023

Policy: Piedmont Community College (PCC) requires that students complete the appropriate documentation to delete, drop, or withdraw from a class or withdraw from the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure students must follow to delete, drop, or withdraw from class or the College. This facilitates proper recordkeeping and compliance with state and federal regulations.

Definitions

Deleted—the status assigned to a class removed from the student’s registration schedule prior to the beginning of the term.

Dropped—the status assigned to a class removed from the student’s registration schedule after the beginning of the term and before the census date of the class which requires appropriate documentation.

Withdrawn (from a class)—the status assigned to a class when a student completes the documentation to remove a class from their registration schedule after the census date, but prior to the end of the term.

Withdrawn (from the College)—occurs when a student withdraws from all classes prior to the end of the term and receives a W (Withdrawal) or WE (Withdraw Emergency) grade for each class.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Deleting Classes

- 1.1. A student or their advisor may delete a class prior to the start of the term through [Self Service](#).
- 1.2. Students are not charged for deleted classes.

Section 2: Dropping Classes

- 2.1. A student may drop a class by
 - 2.1.1. Obtaining an Add/Drop form from the Records Office or on the [PCC website](#),
 - 2.1.2. Completing the requested information on the form and obtaining the required signatures, and
 - 2.1.3. Returning the form to the Records Office.
 - 2.1.3.1. Students may be charged for classes as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.

Section 3: Withdrawing from Classes

- 3.1. A student may withdraw from a class by completing an electronic withdrawal request through [TeamIA](#) which routes the form to the instructor for additional information, then on to the Records Office for processing.
- 3.2. Students will receive a grade of W for the class if they withdraw prior to the 70% point of the term.
 - 3.2.1. WE grades can be initiated through the 90% point of the term. See PCC Policy 6.12 Grading System.
- 3.3. No tuition or fee refunds are issued to students who withdraw from a class as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.
- 3.4. Students who receive withdrawal grades for all classes in a semester are considered to be withdrawn from the College. See Section 4: Withdrawing from the College for more information.

Section 4: Withdrawing from the College

- 4.1. A student may withdraw from the College by completing an electronic withdrawal request through [TeamIA](#) which routes the form to the instructor for additional information, then on to the Records Office for processing.
- 4.2. Students will receive a grade of W for the class if they withdraw prior to the 70% point of the term.
- 4.3. No tuition or fee refunds are issued to students who withdraw from a class as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.
 - 4.3.1. If the student withdraws prior to the 60% point and is receiving federal financial aid, the student will be required to return the unearned portion of their federal grant as defined by the US Department of Education.
 - 4.3.2. If the student withdraws prior to the 35% point and is receiving state financial aid, the student will be required to return the unearned portion of their state grant as outlined by the NC State Education Approving Agency.

Legal Citation: N/A

History: Effective October 2012; Revised: October 2001, October 2010, February 2012, May 2020, May 2023

Cross references PCC Policies 6.4.6 Tuition and Registration Fee Refunds and 6.12 Grading System.

6.10 Credits - Curriculum

Last Revised: January 2024

Policy: Piedmont Community College (PCC) has established procedures for evaluating, awarding, and accepting transfer credit, and for awarding academic credit for non-course experiences.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish procedures for evaluating, awarding, and accepting credit transferred from an accredited institution, and for awarding academic credit for non-course experiences.

Definitions

Accredited institution—a college or agency recognized by the Department of Education.

Transfer Credit—acceptance of prior learning represented in credits documented on a student’s academic transcript (collegetransfer.net).

Credit for Prior Learning (CPL)—curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited U.S. institution of higher education.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Transfer Credit

- 1.1. A student wishing to transfer credit to PCC from accredited institutions must have earned a grade of C or better in courses to be considered for transfer credit.

- 1.1.1. Only official transcripts received directly from the college granting the credits will be considered or evaluated.
- 1.1.2. Content of the courses for transfer must be parallel to the courses for which credit is awarded at this institution.
- 1.2. Transfer credit is determined by the Registrar in collaboration with the instructional dean, program advisor and/or content area expert, as needed.
 - 1.2.1. Due to the Open Door policy of the North Carolina Community College System (NCCCS), transfer students are admitted in good standing.
 - 1.2.2. To earn a degree, diploma, or certificate from PCC, a minimum of 25% of the credit hours required for the specific program must be completed at PCC.

Section 2: Transfer Credit Between Programs at PCC

- 2.1. Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program.

Section 3: Transfer Credit to Other Colleges

- 3.1. The determination of what credit will transfer from PCC to another institution rests with the receiving institution.
- 3.2. Students interested in transferring credit to another college should contact the institution being considered.
- 3.3. Transfer will be facilitated by articulation agreements between-participating institutions for students who seek to transfer.

Section 4: Substitute Credit

- 4.1. A student may request permission to substitute a different course for a course in the student's program of study.
- 4.2. Unless otherwise approved within the NCCCS curriculum standard for the program, the course must be similar in content and credit hours to be eligible for substitution.
 - 4.2.1. Students must meet the minimum required hours for graduation for their program of study per the approved NCCCS curriculum standard.
 - 4.2.2. Credit awarded for substituted courses cannot be used to substitute for core courses unless they are included in the curriculum standard and may not exceed 20% of the credit hours required by the program.
 - 4.2.3. Courses which have prerequisites can only be substituted if the prerequisites have been met.

- 4.3. The instructional dean, faculty, and/or the student's advisor will submit an electronic Class Substitution Request Form.
- 4.4. Approval must be obtained from the appropriate instructional dean and the Vice President, Instruction.

Section 5: Credit for Prior Learning

- 5.1. Credits may be awarded to students for non-course and/or non-credit experiences. See PCC Policy 6.10.1 Credit for Prior Learning.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, February 2012, April 2021, January 2024

Cross-references PCC Policy 6.10.1 Credit for Prior Learning

6.10.1 Credit for Prior Learning

Last Revised: January 2024

Policy: Piedmont Community College (PCC) awards credit to students for prior learning through non-credit coursework and from previously completed instruction, training programs, and experiences.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure that the College follows consistent protocols to preserve the integrity of the Credit for Prior Learning (CPL) process.

Consistent with the provisions of this policy, PCC may award CPL using the following prior learning methods:

- Apprenticeship
- State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
- Courses listed in high school to community college articulation agreements
- Military education and training
- Standardized examinations
- Challenge exams/Proficiency
- Portfolio assessment
- Public Safety Training (PST) prefix courses

Definitions

Advanced Placement (AP)—Advanced Placement is a program of college-preparatory courses for high school students administered by The College Board, an educational nonprofit organization.

Articulation Agreement—an agreement by which PCC will accept certain courses or experiences for academic credit. Terms for such agreements may be Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Such agreements must be officially approved according to college policy or procedure.

Cambridge Assessment International Examinations—a series of internationally recognized college-level examinations administered by Cambridge Assessment International Education, a unit of the University of Cambridge.

Certification—an industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.

Challenge Exam/Proficiency—a departmental or institutional exam for a community college course used to determine if a student’s subject matter proficiency is equal to or greater than the corresponding proficiency the student would have achieved had they completed the actual course.

Clinical practice—credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skill in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student’s application of skills (1D SBCCC 400.1(c)(2)).

College-Level Examination Program®—a credit-by-examination program offered by the College Board, an educational nonprofit organization. The program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material.

College-level learning—knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding curriculum course.

Continuing Education—consistent with 1D SBCCC 300.1(a), programs that provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

Continuing Education Course—consistent with 1D SBCCC 300.1(b), a course included in the list of approved courses in the Combined Course Library (CCL) maintained by the North Carolina Community College System (NCCCS) Office.

Continuing Education Leadership Committee (CELC)—consistent with 1D SBCCC 300.5 (b)(2), a group comprised of a rotating slate of Continuing Education senior administrators from local colleges that reviews all requests for new courses or course modifications. The CELC recommends approval of new courses or approval of modifications if the new course or modification meets the definition of a continuing education course; demonstrates workforce need with local and state labor market data; and does not duplicate the scope of the description of existing CCL courses.

Credit—academic credit that appears on a student’s transcript. This credit may not necessarily be applied toward a credential.

Credit for Prior Learning (CPL)—curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited U.S. institution of higher education.

Credit for Prior Learning standard—a designated amount of academic credit colleges shall award for college-level learning that fulfills established criteria.

Curriculum course—consistent with 1D SBCCC 400.8, any program credit course listed in the CCL approved for the NCCCS.

Curriculum Course Review Committee (CCRC)—consistent with 1D SBCCC 400.8(h), an NCCCS Office-appointed group of representatives from chief academic officers and community college presidents. The CCRC has the authority to approve and maintain courses in the CCL; to determine whether a curriculum course may meet a general education designation for certificates, diplomas, and associate in applied science programs; to archive curriculum courses that have not been offered by any community college for three consecutive years.

Curriculum program—consistent with 1D SBCCC 400.3(a), an organized sequence of courses leading to an associate degree, diploma, or certificate. All curriculum programs are designed to provide education, training, or retraining for the work force or to prepare students for transfer to institutions offering baccalaureate degrees.

DANTES Subject Standardized Tests—credit-by-examination tests developed by the Defense Activity for Non-Traditional Education Support (DANTES), a United States Department of Defense program.

Developmental courses—courses and support services that include diagnostic assessment and placement, tutoring, advising, math and writing assistance. These programs are designed to address academic preparedness, development of general learning strategies, and barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate (1D SBCCC 400.3(b)).

International Baccalaureate® (IB) Diploma Programme—a college-preparatory program for students aged 16-19 administered by International Baccalaureate®, an international educational foundation. Standardized IB exams are used to assess student mastery of course content. Students receive scores on a “1” to “7” scale, with “7” being the highest.

Licensure—a legal status granted by a government entity that provides permission to practice a profession. Licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

Military Credit Advisory Council (MCAC)—a joint council of faculty and staff members from the NC Community College System and the University of North Carolina, MCAC oversees the process for establishing uniform standards for awarding Credit for Prior Learning for military training and experience. MCAC also ensures the transferability of these credits among institutions of both systems.

Military Education and Training—education and training that has been documented on a transcript issued by one or more branches of the Armed Forces.

Military Prior Learning Academic Panels—panels of academic faculty approved by MCAC are authorized to determine standards for awarding credit for identified subject areas.

Portfolio assessment—the evaluation of a Portfolio for Life and Work Experiences by subject matter experts designated by the local college in its local policy to determine whether a student is awarded Credit for Prior Learning.

Portfolio for Life and Work Experiences—a collection of artifacts documenting competencies gained through prior learning experiences that a student formally submits to the College.

Prior Learning Assessment—an evaluation of whether a student has obtained the requisite level of verifiable college-level learning outside of the traditional learning environment for curriculum credit.

Registered Apprenticeship—an industry-based (apprenticeship) program that is eligible for approval and registration by a Registration Agency and that conforms to the standards of apprenticeship given in the Code of Federal Regulations [29 C.F.R. § 29.5](#)

Standardized examination—any form of examination that requires all test takers to answer the same questions, or a selection of questions from a common bank of questions following established protocol and that is scored in a standard or consistent manner.

Supplemental Courses—assigned numbers 001-099, supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Supplemental courses do not earn credit toward a certificate, diploma, or degree (1D SBCCC 400.8(b)(1)).

United States Armed Forces—consists of the Air Force, Army, Navy, Marine Corps, Space Force, and Coast Guard.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority over this policy.

Procedure:

Section 1: General Provisions

- 1.1. PCC may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College's standards for awarding credit for the corresponding curriculum course.
- 1.2. Only CPL that is directly applicable to a student's declared curriculum program of study may be awarded.
- 1.3. CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.
- 1.4. CPL may be used to fulfill program requirements except for mandatory institutional requirements.
 - 1.4.1. Examples may include, but are not limited to, requirements of external agencies that specifically prohibited the use of CPL to fulfill the program requirements.
- 1.5. CPL cannot be used to satisfy the College's institutional credit requirements, which prescribe the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential.
 - 1.5.1. Twenty-five percent (25%) of the credit hours required for graduation from a curriculum program of study must be earned through curriculum courses completed at PCC.
 - 1.5.2. No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.
- 1.6. Any CPL awarded by the College shall be reflected in the student's records by the College's Registrar without quality points assigned, except for allowances for graded military credit as described in 1D SBCCC 800.6.
- 1.7. Course Credit CPL standards approved by the CCRC shall be considered for transfer to any college in the NCCCS.

Section 2: Eligibility and Limitations

- 2.1. To be eligible to receive CPL, students must meet all the following criteria:
 - 2.1.1. Meet all admission requirements for their program of study.
 - 2.1.2. Be enrolled in a curriculum program to which the credit will directly apply; and

2.1.3. Request a prior learning assessment.

2.1.3.1. The College publishes an approved [Credit for Prior Learning Crosswalk](#) on its website.

2.1.3.1.1. For previous experience or non-credit courses completed at the College, or an institution or other accrediting body external to the College, the student should submit official documentation to the appropriate instructional dean for review.

2.1.3.1.2. Once a determination is made by the instructional dean, the request is forwarded to the Registrar.

2.1.3.1.3. The student must present any additional documentation requested by the Registrar no later than the graduation application deadline.

2.1.3.1.4. For previous experience or non-credit courses not included within the crosswalk, the instructional dean will review a request from a student to articulate a continuing education credit for a curriculum credit and determine if the Crosswalk should be updated.

2.1.3.2. Credit awarded for prior learning will be reflected in the student portal.

2.2. Nothing in this rule shall be construed to supersede limitations imposed by an accreditation, credentialing, licensure, or other external agency on the application of CPL towards credentials under their purview. In such instances, the College shall document the applicable limitations in the student's file.

2.3. It is possible that CPL from apprenticeship, certifications and licensures, courses listed in high school to community college articulation agreements, challenge exams/proficiency, portfolio assessment, and Public Safety Training (PST) prefix courses may not be transferable to UNC System constituent institutions or other four-year institutions.

2.3.1. The receiving institution may request documentation to determine potential course credit.

2.3.2. PCC encourages students to consult a transfer advisor at the receiving institution before using these CPL sources to attain credit at a community college institution.

Section 3: Apprenticeships

- 3.1. The NCCCS recognizes “Registered Apprenticeships” as defined by the U.S. Department of Labor.
- 3.2. At a minimum, the College shall award CPL based on statewide articulation as approved by the CCRC for related instruction provided by external entities for registered apprenticeship programs.
 - 3.2.1. The College may award CPL for related instruction provided by external entities for which statewide articulations have not been established by the CCRC consistent with this local CPL policy.
- 3.3. Work-based learning (WBL) course credit may be granted for the experiential portion of a Registered Apprenticeship.
 - 3.3.1. Documentation including completed time on task shall be provided through an Apprenticeship Agreement and shall constitute the documentational requirements of a WBL experience.

Section 4: State or Industry Recognized Credentials/Continuing Education to Curriculum Credit

- 4.1. The CCRC, based on recommendations from the CELC, shall have the authority to approve CPL standards for state or industry recognized credentials and continuing education courses, certifications, and licensures that document similar college-level learning as corresponding curriculum courses and, therefore, are eligible for articulated curriculum credit. Prior to approving CPL of industry recognized credentials or continuing education courses, the CCRC shall have written concurrence by two-thirds of colleges.
- 4.2. At a minimum, the College shall award CPL for successful completion of state or industry recognized credentials and continuing education courses, certifications, and licensures consistent with the CPL standards approved by the CCRC.
- 4.3. The College may award CPL for state or industry recognized credentials and continuing education courses, certifications, and licensures for which statewide articulations have not been established by CCRC consistent with this local CPL policy.
- 4.4. It is possible that CPL from these sources may not be transferable to UNC System constituent institutions. Furthermore, UNC System constituent institutions may request documentation to determine potential course credit. Therefore, students

should consult a UNC System transfer advisor before using this CPL source to attain credit at the NCCCS institution.

Section 5: Courses Listed in High School to Community College Articulation Agreements

- 5.1. The North Carolina High School to Community College Articulation Agreement is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. The articulation agreement ensures that when a student is proficient in a high school course included in the agreement, the student can receive college credit for that course at any North Carolina community college.
- 5.2. The College shall award credit to students who have completed a high school course and met the criteria as outlined in the High School to Community College Articulation Agreement.
- 5.3. The College may award credit for successful completion of other high school courses consistent with any local high school to community college articulation agreements entered into by the College and an education entity providing secondary education.

Section 6: Military Education and Training

- 6.1. At minimum, the College shall award CPL based on military education and training consistent with the standards adopted by the appropriate Military Prior Learning Academic Panel.
- 6.2. The College may award CPL for military training and education related to occupations and/or courses for which standards have not been established by an approved Military Prior Learning Academic Panel consistent with this local Credit for Prior Learning policy pursuant to the following:
 - 6.2.1. Air Force: Community College of the Air Force transcripts are evaluated by the College's Registrar or designated college official as a traditional college transcript.
 - 6.2.2. Army, Navy, Marine Corps, and Coast Guard: Colleges should refer to recommendations from the American Council on Education for occupations and courses not currently evaluated by the Military Prior Learning Academic Panels or documented on the Community College of the Air Force transcript.

- 6.3. Once the Office of Admissions receives official transcripts, the Registrar will submit the information to the American Council of Education College Credit Recommendation Service for review and assessment.
 - 6.3.1. The Registrar will consult with the appropriate instructional dean that houses the courses for credit and subsequently issue credits based on the American Council of Education's Guide to the Evaluation of Educational Experiences in the Armed Services.
 - 6.3.2. Applicability of credits to degree programs is determined by the academic department requirements.

Section 7: Standardized Examinations

- 7.1. Colleges shall award CPL for the following standardized examinations consistent with the standards herein:
 - 7.1.1. Standardized AP exams are used to assess student mastery of course content. Students receive scores on a "1" to "5" scale, with "5" being the highest.
 - 7.1.1.1. An AP exam score determines how many credits are awarded towards specific coursework.
 - 7.1.1.2. The College shall award credit to a student who earns a score of "3" or higher on an AP exam as approved by the CCRC. Course credit is awarded based upon the academic program of study.
 - 7.1.1.3. The College may award credit for AP scores and courses beyond those approved by the CCRC as determined by local college policy.
 - 7.1.2. Cambridge Assessment International Education Examinations
 - 7.1.2.1. Upon review and evaluation of student submitted documentation by the college designee, students may earn credit based on the Advanced Subsidiary (AS) and Advanced (A) Level exam(s) taken and grades(s) earned.
 - 7.1.2.1.1. An official grade report from Cambridge International must be provided to the College.
 - 7.1.2.2. Students shall earn college credit if a grade of e/E or better (which is the equivalent to a grade of C in the United States) is earned on the Cambridge International AS and A Level Examination.

- 7.1.2.3. Using the current Cambridge translation table, course credit is awarded and listed on the student's academic record. Course credit is awarded based upon the academic program of study.
- 7.1.2.4. The course credit equivalency is documented on the student record.
- 7.1.3. College-Level Examination Program®(CLEP)
 - 7.1.3.1. If a CLEP exam in a subject is offered by the College Board, the College shall require a student to take the CLEP exam if they seek to demonstrate proficiency in the subject area by examination.
 - 7.1.3.2. The College shall award credit to a student who scores at or above the credit-granting score recommended by the American Council on Education (ACE) at the time the College evaluates the student's official score.
 - 7.1.3.2.1. The College shall award the same amount of credit to a student who scores satisfactorily on the relevant CLEP exam as a student who successfully completes the related course.
 - 7.1.3.3. Students who perform satisfactorily on College-Level Examination Program exams shall receive a standardized code in the College's Student Information System.
 - 7.1.3.4. Students who did not receive a satisfactory score on a CLEP exam may retake the exam after three (3) months.
- 7.1.4. DANTES Subject Standardized Tests (DSST)
 - 7.1.4.1. The College shall award credit to a student who scores at or above the credit-granting score recommended by the ACE at the time the College evaluates the student's official score report.
 - 7.1.4.1.1. The College shall award the same amount of credit to a student who scores satisfactorily on the relevant DSST as a student who successfully completes the related course.
 - 7.1.4.2. Students who did not receive a satisfactory score on a DSST may retake the exam after three (3) months.
- 7.1.5. International Baccalaureate®(IB) Diploma Programme

- 7.1.5.1. International credentials must be obtained from a recognized international institution that is validated by a U.S. credentialing agency.
- 7.1.5.2. A grade of (70) percent or higher must be earned for the courses being considered for credit.

Section 8: Challenge Exams/Proficiency

8.1. Challenge Exam/Proficiency Standards

- 8.1.1. Instructional deans request a subject matter expert(s) to develop challenge exams.
- 8.1.2. Challenge exams/proficiency may be handwritten, computer-based, oral, practical, or a combination of these administration methods.
- 8.1.3. Developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.
- 8.1.4. Challenge exams/Proficiency that are administered for courses contained in the Comprehensive Articulation Agreement (CAA) may be provided when the exam is vetted, administered, and graded by a qualified instructor in the discipline.

8.2. Limitations on Students Eligible to Take Challenge Exams/Proficiency

- 8.2.1. A student must meet all pre-requisite requirements before they are eligible to take the challenge examination/proficiency for a course.
- 8.2.2. A student may only attempt a challenge exam/proficiency once.
- 8.2.3. A student may not take a challenge exam/proficiency if they have already earned a grade for the course.
 - 8.2.3.1. A challenge exam/proficiency may not be used to supersede a grade a student already earned in the applicable course.
- 8.2.4. Career and College Promise (CCP) students, as defined in 1D SBCCC 400.11, may participate in challenge examinations/proficiency to earn college credit but may not earn dual high school credit.
 - 8.2.4.1. To earn dual credit, students must enroll and successfully complete the college course.

- 8.2.5. If a CLEP exam in a subject is offered by the College Board, the College may require a student to take the CLEP exam if they seek to demonstrate proficiency in the subject area by examination.
- 8.3. The College shall award credit for the applicable course to a student who successfully earns a grade of “C” or higher on a challenge exam/proficiency.
- 8.4. If the College’s challenge examination/proficiency occurs outside of regular course enrollment, then an optional assessment fee may be charged to cover administrative cost per 1E SBCCC 700.6.
 - 8.4.1. Federal Pell grant funds cannot be used to pay for challenge exams/proficiency.
- 8.5. Student hours shall not be reported for budget/FTE which result from challenge exams/proficiency except that the actual time required to take the exam may be counted in membership; students shall be registered in the class consistent with 1E SBCCC subchapter 300 or 1E SBCCC Subchapter 400 (1G SBCCC 200.95).
- 8.6. Challenge Exams/Proficiency are not calculated into a student’s cumulative grade point average.

Section 9: Portfolio Assessment

- 9.1. The College may award Credit for Prior Learning based on portfolio assessment as provided by their local policies.
- 9.2. If the portfolio assessment occurs outside of regular course enrollment, then an optional assessment fee may be charged to cover administrative cost per 1E SBCCC 700.6.

Section 10: Public Safety Training (PST) Prefix Courses 1D SBCCC 800.10

- 10.1. Courses in the Combined Course Library with a Public Safety Training (PST) prefix can be used for awarding prior-learning credit for industry-recognized public safety training and/or credentials.
- 10.2. Consistent with 1D SBCCC 400.8(c), credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training (PST) course descriptions as listed in the Combined Course Library.
- 10.3. Official documentation from the training provider or credentialing entity shall be provided to the college that validates, at a minimum, the description and length of training.

Legal Citation: [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\) Standard 10.7](#); Code of Federal Regulations: [29 C.F.R. § 29](#)—Labor Standards for the Registration of Apprenticeship Programs; [29 C.F.R. § 29.5](#)—Standards of apprenticeship; NC State Board of Community Colleges Code [1D SBCCC 300.1](#), [1D SBCCC 300.5](#), [1D SBCCC 400.1](#), [1D SBCCC 400.3](#), [1D SBCCC 400.8](#), [1D SBCCC 400.11](#), items 1D SBCCC 800.3, 1D SBCCC 800.4, 1D SBCCC 800.5, 1D SBCCC 800.6, 1D SBCCC 800.7, 1D SBCCC 800.8, 1D SBCCC 800.9, and 1D SBCCC 800.10 in [1D SBCCC Subchapter 800](#), [1E SBCCC Subchapter 300](#), [1E SBCCC Subchapter 400](#), [1E SBCCC 700.6](#), and [1G SBCCC 200.95](#); [North Carolina High School to Community College Articulation Agreement](#)

History: Effective April 2017; Revised May 2021, December 2021, May 2022—updated definitions, January 2024

6.11 Prerequisites/Co-requisites

Last Revised: March 2024

Policy: To facilitate student success, Piedmont Community College (PCC) requires that students complete prerequisites before entering a subsequent course. Students must complete co-requisites prior to, or be concurrently enrolled in, the required course.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline procedures followed regarding prerequisites and co-requisites for courses at the College.

Definitions

Co-requisite—a course that must be completed prior to or taken at the same time as a designated course.

Prerequisite—a course that must be completed prior to a student entering a subsequent course.

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

Procedure:

Section 1: General Provisions

- 1.1. Prerequisite and co-requisite courses have been established for certain courses to ensure that students are adequately prepared to do the work required in the subject courses.
- 1.2. Prerequisites and co-requisites may be either state-mandated (part of the North Carolina Community College Combined Course Library) or locally established requirements.

- 1.2.1. Local requirements are based upon recommendations by personnel in the appropriate academic areas and approved by the College's Curriculum Committee).
- 1.3. A student may earn a grade of "D" and move on to the next course in a sequence in most courses.
 - 1.3.1. Certain sequenced math courses are exceptions.
 - 1.3.1.1. A student must earn a "C" or higher in MAT 171 in order to take MAT 172.
 - 1.3.1.2. A student must earn a "C" or higher in MAT 271 in order to take MAT 272.

Section 2: Waiver of Prerequisite and/or Co-requisite

- 2.1. Under special circumstances, when it can be documented that the student has the equivalent preparation of a prerequisite/co-requisite, an instructor, advisor, or dean may propose a waiver of the requirement by completing the Prerequisite/Co-requisite Waiver Form (see Exhibit 6.11: Prerequisite/Co-requisite Waiver Form) and attaching the appropriate justification documentation.
 - 2.1.1. The Prerequisite/Co-requisite Waiver Form must be signed by both the instructor and the instructional dean.
 - 2.1.2. The form must be included in the student's record to document the reason the prerequisite or co-requisite was waived.
- 2.2. Acceptable reasons for waiving a prerequisite or co-requisite include:
 - 2.2.1. Extensive documented work experience in the field.
 - 2.2.2. High performance in closely related courses taken at PCC.
 - 2.2.3. Equivalent content of courses that meet the criteria outlined in the [NC High School to Community College Articulation agreement](#).
 - 2.2.4. Closely related course content completed with a grade of C or higher at an accredited post-secondary institution.
 - 2.2.5. Other reasons as defined by the instructor and approved by the appropriate instructional dean.

Section 3: Developmental/Transition Courses as Prerequisites

- 3.1. Prerequisites for gateway courses in mathematics and English-can be met by:
 - 3.1.1. Obtaining the appropriate scores on placement tests.

- 3.1.2. Meeting high school GPA requirements in accordance with the Reinforced Instruction for Student Excellence (RISE) initiative.
- 3.1.3. Successfully completing and submitting official transcripts for the equivalent developmental or college-level English or mathematics courses at other postsecondary institutions.

Legal Citation: [NC High School to Community College Articulation agreement](#)

History: Effective October 2012; Revised October 2001, February 2012, March 2021, November 2022, March 2024

Exhibit 6.11: Prerequisite/Co-requisite Waiver Form

Piedmont Community College Verification of Prerequisites/Co-requisites Form

Name of Student _____ ID# _____

Prefix, number, and name of course for which pre/co-requisites are waived:

--	--	--

Prerequisites/co-requisites being waived: _____

Check reason(s) and provide documentation:

_____ Extensive documented work experience in the field

_____ High performance in closely related courses taken at PCC*

_____ Equivalent content of courses that meet the criteria outlined in the [NC High School to Community College Articulation agreement](#)*

_____ Closely related course content completed with a grade of C or higher at an accredited post-secondary institution*

_____ Other. Explain _____

Name of the Instructor Authorizing the Waiver _____

Instructor Signature	Date	Instructional Dean Signature	Date

This form will be included in the student's file.

Comments:

*List courses. Attach transcript.

Please forward this form and required documents to the Records Office.

6.12 Grading System - Curriculum

Last Revised: December 2022

Policy: Piedmont Community College (PCC) provides students with a defined Curriculum grading system and procedures.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the grading system and process for faculty to assign student grades for curriculum courses.

Definitions

Grades—PCC uses the grades listed in the chart below to indicate student performance in curriculum courses, assigned on a 10-point scale unless otherwise specified.

Grade Chart

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
W	Withdrawal	*
WE	Withdraw Emergency	*, #
I	Incomplete	0
IE	Incomplete Emergency	0, #

Grade Chart

Grades		Grade Points
AU	Audit	*
CE	Credit-by-Examination	*
AP	Advanced Placement	*
TC	Transfer Credit	*
NS	No Show	*
P	Pass	*
P1	Pass-Tier 1	*
P2	Pass-Tier 2	
P3	Pass-Tier 3	
R	Repeat—Developmental Courses only or Reenroll	*
TP	Tech Prep Credit	*

*Grades not used in computing grade point average

Declared States of Emergency will be defined by the College as guided by local, state and federal agencies.

Pandemic—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

State of Emergency—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority over this policy.

Procedure:

Section 1: Explanation of Special Grades

1.1. I (Incomplete)

- 1.1.1. I (Incomplete) indicates that a student is unable to complete the course requirements within the semester.
- 1.1.2. The student and instructor must complete the Incomplete Form (attached to this policy as Exhibit 6.12) which outlines the remaining course requirements to be completed and the deadline for completing them before the I grade becomes an F.
- 1.1.3. A maximum timeframe of one semester, excluding summer semesters, will be allowed for I grades.
 - 1.1.3.1. Ideally, an I is considered when the student has completed at least 70% of the coursework by the end of the semester. While this serves as a general guideline, individual circumstances may warrant special consideration.
- 1.1.4. A student's grade point average will be recomputed when the instructor submits the Grade Change form to the Records Office to change the I grade to a permanent grade of A, B, C, D, or F, P, P1, P2, P3, or R.

1.2. IE (Incomplete Emergency)

- 1.2.1. IE (Incomplete Emergency) indicates that a student is unable to complete the course requirements within the semester, given the unique nature of the natural emergency or pandemic.
- 1.2.2. The instructor and student must complete the Incomplete Form (see Exhibit 6.12) which outlines the remaining course requirements to be completed and the deadline for completing them before the IE grade becomes an F.
- 1.2.3. A maximum timeframe of one year, excluding summer semesters, will be allowed for IE grades.
- 1.2.4. The student's grade point average will be recomputed when the instructor submits the Grade Change form to with the Records Department to change the IE grade to a permanent grade of A, B, C, D, F, P, P1, P2, P3, or R.

1.3. AU (Audit)

- 1.3.1. AU (Audit) indicates that a student chooses to attend a course but does not desire to earn credit.
- 1.3.2. The intent to audit a course must be indicated at the time of registration.
- 1.3.3. Course audits will be allowed on a space available basis.
- 1.3.4. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.
- 1.3.5. No courses may be audited more than two times within a five-year period.
- 1.3.6. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor.
- 1.3.7. The fee for auditing a course is equal to the fee for registering for a course for a credit.
 - 1.3.7.1. A senior citizen, age 65 or greater, may audit a curriculum course in accordance with PCC Policy 6.4.1 Senior Citizen Audit.
- 1.3.8. Students taking courses for an audit grade are not eligible to receive Pell Grant or Veterans assistance awards.

1.4. CE (Credit-by-Examination)

- 1.4.1. CE (Credit-by-Examination) indicates that a student has demonstrated above average mastery of the course content on an examination.
- 1.4.2. A grade of CE carries no grade points, but credit is received for the course.
- 1.4.3. Credit-by-Examination tests are given each semester.
- 1.4.4. Eligibility to take credit-by-examination may be based on high achievement in secondary schools, post-secondary schools, or experience.
- 1.4.5. Arrangements for examinations should be made with the major subject instructor and the appropriate instructional dean.
- 1.4.6. A student may complete only 50% of the courses in a program of study through credit-by-examination.

- 1.4.7. Credit hours received through credit by examination are not used in computing financial aid or Veteran's Assistance awards.
- 1.4.8. A student who receives an F, I, or W grade in a course is not eligible to attempt credit-by-examination for that course.
- 1.4.9. Credit-by-examination may only be attempted once for each course.
- 1.5. AP (Advance Placement) indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.
- 1.6. TC (Transfer Credit) refers to credit received from other accredited institutions.
- 1.7. TP (Tech Prep) refers to credit received for documented college level competencies achieved through articulation agreements with area high schools.
- 1.8. NS (No Show) indicates the student has not attended the class prior to the Census point and is dropped with a grade of NS.
- 1.9. P (Passing) indicates the student successfully completes a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.10. P1 (Passing Tier 1) indicates the student successfully completes Tier 1 in RISE Transition courses.
- 1.11. P2 (Passing Tier 2) indicates the student successfully completes Tier 2 in RISE Transition courses.
- 1.12. P3 (Passing Tier 3) indicates the student successfully completes Tier 3 in RISE Transition courses.
- 1.13. R (Repeat) indicates the student does not successfully complete a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.14. R (Reenroll) for transition courses in which a student does not successfully complete a transition tier, effective fall 2019.
- 1.15. W (Withdraw)
 - 1.15.1. A student withdrawing prior to the 70% point of the class will receive a grade of W.
 - 1.15.2. W grade is not used to compute the student's GPA.
 - 1.15.3. After the 70% point a student would not be allowed to initiate a withdrawal.

1.16. WE (Withdraw Emergency)

- 1.16.1. Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.
- 1.16.2. A student withdrawing due to a natural emergency or pandemic will receive a grade of WE.
- 1.16.3. WE grade is not used to compute the student's GPA.
- 1.16.4. WE grades can be initiated until the 90% point by a faculty or student.

Section 2: Final Grade Submission

- 2.1. Faculty will submit final grades electronically at the completion of the course in accordance with the grade chart.
 - 2.1.1. The student's last date of attendance (LDA) must be provided for any W, WE, F, I, and IE grades submitted.
- 2.2. Each dean has oversight to ensure documentation is submitted to the Records Office in a timely manner.

Section 3: Change of Grade

- 3.1. Once a grade has been awarded, it may be changed only by the instructor submitting the appropriate paperwork to the Records Office.
 - 3.1.1. This process should be completed by the end of the following semester.

Section 4: College Grade Appeals Process

- 4.1. A student may appeal a final course grade through the Grade Appeal Process, PCC Policy 7.12.3 Final Grade Appeal Process.

Section 5: Developmental Course Grades

- 5.1. The only grades that can be given for a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE) are a P—Pass or R—Repeat.
- 5.2. For transitions courses, grades of P1, P2, and P3 are passing grades whereas a grade of R indicates the student must repeat the course.

Section 6: Credit Hour

- 6.1. The U.S. Department of Education (DOE) defines and the North Carolina Community College System (NCCCS) outlines a credit hour in the Curriculum Program Guidelines.
- 6.2. The unit of credit is the semester hour. A semester hour is equal to:
 - 6.2.1. one hour of classroom instruction per week for one semester
 - 6.2.2. two hours of laboratory instruction per week for one semester
 - 6.2.3. three hours of laboratory instruction per week for one semester
 - 6.2.4. three hours of clinical/practicum/internship/externship instruction per week for one semester
 - 6.2.5. ten hours of cooperative work experience per week for one semester

Section 7: Grading Points

- 7.1. Grade points, the numerical equivalents of the letter grade, are used to determine academic honors.
- 7.2. The grade point average is computed by dividing the total number of grade points earned by the total of semester hours attempted.
- 7.3. All courses attempted will be shown on the official transcript.
- 7.4. Only courses earning letter grades A, B, C, D, F, or I are computed in the grade point average.
- 7.5. A 2.00 grade point average in the major area of study is required for graduation.
- 7.6. PCC Policy 6.14 Standards of Academic Progress provides additional information concerning grade point average as it relates to federal financial aid.

Section 8: Grade Forgiveness

- 8.1. A student who re-enters curriculum courses in the College after two years may request in writing, with the recommendation of their advisor, that the Registrar re-evaluate the student's transcript.
- 8.2. Under this policy, the student may request that their previous grade(s) of "D" or "F" not be used in calculating the cumulative grade point average.

- 8.3. Courses and grades will remain on the transcripts.
- 8.4. Prior to the reevaluation, the student must complete at least 12 credit hours of coursework with a minimum grade of C in each course.
- 8.5. Each student may receive only one reevaluation for grade forgiveness.
- 8.6. Any grade used in an awarded degree/diploma/certificate from PCC cannot be considered in the reevaluation process.

Legal Citation: [N.C.G.S. 115D-20](#), [1G SBCCC 200.1](#)

History: Effective May 1976; Revised January 1992, April 1994, October 2001, February 2012, January 2014, May 2020, March 2021, May 2022—updated definitions, November 2022, December 2022

Cross-references PCC Policies 6.4.1 Senior Citizen Audit, 6.14 Standards of Academic Progress, and 7.12.3 Final Grade Appeal Process.

Exhibit 6.12



Piedmont Community College Incomplete Form

_____	_____	_____
Student's Name	Student ID #	Last Date of Attendance
_____	_____	_____
Course Number and Section	Semester/Year	Instructor

Reason for the Incomplete:

Work to be Completed:

Conditions (including required completion date):

Signature of Student _____
Date

Signature of the Course Instructor _____
Date

Signature of the Instructional Dean _____
Date

If an I grade is given, this form must be completed and submitted to the Records Office with final grades.

6.12.1 Grading System-Continuing Education

Last Revised: December 2022

Policy: Piedmont Community College (PCC) provides students with a defined Continuing Education grading system.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the grading system and process for faculty to assign student grades for continuing education courses.

Definitions

Grades—PCC uses the grades listed in the chart below to indicate student performance in Continuing Education courses:

Grade Chart

Grade	Description
P	Pass
R	Repeat—Developmental Courses only or Reenroll
NC	No Credit
I/INC	Incomplete
AU	Audit
H	Hours only; no grade
S*	Satisfactory
U*	Unsatisfactory
WE	Withdraw Emergency [#]
IE	Incomplete Emergency [#]

* Students enrolled in Fire and Rescue Training classes must receive a grade of “S” in order to fulfill the requirements of the North Carolina Fire & Rescue Commission for the electronic transfer of grades to the Commission for certification purposes.

Declared States of Emergency will be defined by the College as guided by local, state and federal agencies.

Pandemic – An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. (Pandemic. (n.d.). In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/pandemic>)

State of Emergency – A declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety. (2020, March 15). Retrieved from <https://www.ncdps.gov/blog/2018/12/14/what-does-state-emergency-actually-mean>

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

Procedure:

Section 1: Grading System

- 1.1. Continuing Education instructors will award each student in a class a grade as follows:
 - 1.1.1. P – Pass: Indicates that a student has fulfilled the course requirements to successfully complete the course.
 - 1.1.2. NC – No Credit: Indicates that a student did not successfully complete the course.
 - 1.1.3. I/INC – Incomplete: Indicates that a student was unable to complete the course requirements within the timeframe of the class. To receive a grade, the student must complete the remaining requirements as specified by the instructor. (Form attached as Exhibit 6.12.1)

- 1.1.4. R (Repeat) indicates the student does not successfully complete a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.1.5. R (Reenroll) for transition courses in which a student does not successfully complete a transition tier, effective fall 2019.
- 1.1.6. AU – Audit: Indicates that a student chose to attend a course but did not desire to earn credit.
 - 1.1.6.1. A student may audit a course section only on a space available basis as determined by the College.
 - 1.1.6.2. A student who audits a course section shall not displace student enrolling or registering to receive a grade, academic credit, continuing education unit, or certificate of completion in the course section.
 - 1.1.6.3. A senior citizen, age 65 or greater, may audit a continuing education course in accordance with PCC Policy 6.4.1 Senior Citizen Audit.
 - 1.1.6.4. The student must receive approval to audit a course section by the Vice President, Instruction or designee.
- 1.1.7. H – Hours only, no grade: A student attended class for hours only.
- 1.1.8. S – Satisfactory: Indicates that a student has successfully mastered the course competencies.
 - 1.1.8.1. Students enrolled in Fire and Rescue Training classes must receive a grade of “S” in order to fulfill the requirements of the North Carolina Fire & Rescue Commission for the electronic transfer of grades to the Commission for certification purposes.
- 1.1.9. U – Unsatisfactory: Indicates that a student has not successfully mastered the course competencies.
 - 1.1.9.1. Students enrolled in Fire and Rescue Training classes must receive a grade of “S” in order to fulfill the requirements of the North Carolina Fire & Rescue Commission for the electronic transfer of grades to the Commission for certification purposes.

1.1.10. IE – Incomplete Emergency: Indicates that a student is unable to complete the course requirements within the semester, given the unique nature of the natural emergency or pandemic.

1.1.11. WE – Withdraw Emergency: Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.

1.2. Scores for GED® or HiSET® testing: Students who have taken the High School Equivalency test will receive scores from GED® or HiSET® testing that are different from the Continuing Education Grading System. Students must meet specified scores in order to earn credit for any subject of GED® or HiSET® testing.

Section 2: Final Grade Submission

2.1. Final grades are awarded by the instructor and electronically entered into the College's student records database by the instructor or designee.

2.2. Each director and instructional dean is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

Section 3: Transcripts

3.1. Students may request transcripts of their Continuing Education courses.

3.1.1. Students must complete a Transcript Request Form found on the College's website.

3.2. To obtain transcripts of GED® or HiSET® testing result, students must contact the North Carolina Community College System Career and College Readiness testing office.

3.3. Refer to PCC Policy 6.19 Transcripts for more information.

Section 4: Change of Grade

4.1. Once a grade has been awarded, it may be changed only by the instructor or designee in consultation with the respective instructional dean and the Continuing Education Accountability and Compliance Officer.

4.2. This process is to be completed by the end of the following semester except for IE grades.

- 4.3. A maximum timeframe of one year, excluding summer semesters, will be allowed for IE grades.

Section 5: College Grade Appeals Process

- 5.1. A student may appeal a final course grade through the Grade Appeal Process, PCC Policy 7.12.3 Final Grade Appeal Process.
- 5.2. All courses attempted will be shown on the official transcript.

Legal Citation: [N.C G. S. 115D-20](#), [1G SBCCC 200.1](#)

History: Effective May 1976; Revised January 1992, April 1994, October 2001, February 2012, January 2014, May 2020, December 2022

Cross-references PCC Policies 6.4.1 Senior Citizen Audit, 6.19 Transcripts, and 7.12.3 Final Grade Appeal Process.

Exhibit 6.12.1



Piedmont Community College Incomplete Form

_____	_____	_____
Student's Name	Student ID #	Last Date of Attendance
_____	_____	_____
Course Number and Section	Semester/Year	Instructor

Reason for the Incomplete:

Work to be Completed:

Conditions (including required completion date):

Signature of Student _____
Date

Signature of the Course Instructor _____
Date

Signature of the Academic Dean _____
Date

If an I grade is given, this form must be completed and submitted to the Records Office with final grades.

6.14 Standards of Academic Progress

Last Revised: April 2024

Policy: Piedmont Community College (PCC) employs criteria that measure standards of academic progress and provides assistance to students who do not meet those standards.

Purpose/Definitions:

Purpose

The purpose of this policy is to apply reasonable criteria for measuring whether students are meeting standards of academic progress in their chosen program of study. Standards of academic progress should not be confused with financial aid satisfactory academic progress (SAP).

Definitions

Good academic standing with the College—the status assigned to a student who maintains a 2.0 overall academic GPA. The calculation of this GPA may be affected by the grade forgiveness provisions of PCC Policy 6.12 Grading System – Curriculum.

Satisfactory Academic Progress (SAP)—a standard defined in federal financial aid guidelines that stipulates a student maintain a 2.0 overall financial aid GPA, maintain a 67% completion rate of all courses attempted, and complete their program of study within a 150% timeframe of the published program length. Note: Financial aid satisfactory academic progress (SAP) should not be confused with standards of academic progress as described in PCC Policy 6.14 Standards of Academic Progress.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Academic Probation

- 1.1. A student who fails to meet the minimum standard of academic progress is placed on probation for the next semester of attendance.

- 1.2. During the semester on probation, the student is required to sign an Educational Contract (Exhibit 6.14) which specifies the courses to be taken, extra help necessary to improve academic standing, and the grades needed to continue enrollment.
- 1.3. A student on academic probation may not be eligible for financial aid during the probationary semester.
- 1.4. A student on academic probation must postpone registering for the subsequent semester until the previous semester's grades are available.
- 1.5. A veteran may receive educational benefits for only one semester while on academic probation.

Section 2: Academic Suspension

- 2.1. A student who does not satisfy the terms of the Educational Contract (Exhibit 6.14) may be suspended for a period of one semester.
- 2.2. A student may return at the end of the suspension period if the academic advisor determines that the student can benefit from readmission to the College.
- 2.3. A student readmitted after a period of academic suspension enrolls in the College on academic probation.

Legal Citation: NA

History: Effective May 1976; Revised October 2001, July 2012, May 2021, May 2022—updated definitions, April 2024

Exhibit 6.14 Educational Contract

 **Educational Contract**

Per the guidelines established in the Piedmont Community College Catalog and Student Handbook, this contract serves to assist students on academic probation to improve their academic standing.

Name:				GPA:	
Student ID:		Program:			
Semester:		Phone: (H)		(C)	

I, _____ agree to the following terms:

- I will take only _____ semester hours this semester.
- I will obtain a _____ GPA this semester.
- I will participate in a minimum of four workshops during this semester; three of these will be academic in nature (e.g., study skills/note taking skills, etc.); the fourth workshop may be academic or personal (e.g., stress management in nature).
- I will provide documentation to demonstrate my attendance at these workshops.
- I will meet with a counselor at least four times this semester to discuss my progress
- Other specified:

I understand that if I do not satisfy the terms of this agreement, I may be suspended for one semester.

Student	
Counselor	
Date	

Meeting Schedule	
1 st Meeting	
2 nd Meeting	
3 rd Meeting	
4 th Meeting	

Four Meetings:

1. Meet with Advisor to determine upcoming list of classes to take, based on Educational Contract.
2. Progress Check – two weeks into semester for 8-week classes, three weeks into semester for 13-week and 16-week classes.
3. Progress Check – after mid-term grades have been posted.
4. End of Semester Check – planning for next semester and to review academic performance.

6.16 Course Repetition

Last Revised: August 2021

Policy: Piedmont Community College (PCC) provides students with the opportunity to repeat courses when appropriate to accommodate their individual goals.

Purpose/Definitions:

Purpose

Students may repeat courses under prescribed procedures.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority over this policy.

Procedure:

Section 1: Repeating Curriculum Courses

- 1.1. Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the cumulative and program GPA for graduation.
- 1.2. All grades for courses repeated remain on the student's record.
- 1.3. The repeated course will count only once toward meeting the credit hours required for graduation.
- 1.4. The College does not encourage students to repeat courses in which a grade of C or higher was earned.
- 1.5. Students who receive veteran's benefits should be aware that they will not receive benefits for previously completed courses.

1.6. For all financial aid recipients, Financial Aid Satisfactory Academic Progress rules will apply to repeated courses.

1.6.1. Students are encouraged to contact the Financial Aid Office or consult the [Satisfactory Academic Progress section](#) from the PCC Financial Aid Policies and Procedures Manual.

Section 2: Repeating Continuing Education Courses

2.1. Continuing Education students may repeat courses as needed.

Legal Citation: [Department of Education Student Federal Aid Handbook- Student Eligibility - SAP](#)

History: Effective October 1988; Revised April 1994, October 2001, January 2012, August 2021

6.17 Change of Educational Record Information

Last Revised: February 2024

Policy: Piedmont Community College (PCC) allows student-initiated changes to their educational record.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow for student-initiated changes to their educational records that best reflect their current status and align with their goals.

Definitions

Legal name—an individual’s name as it appears on official governmental documents.

Term Census Date—date marking the end of the add/drop period for an academic term which occurs at the 10% point of the term.

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

Procedure:

Section 1: Requesting Program Updates

- 1.1. Any student who wishes to change or add a program of study must complete a Change of Information Form using the student portal.
 - 1.1.1. Requests received prior to the term census date will go into effect immediately.
 - 1.1.2. Requests received after the term census date will be processed for the following academic semester.
 - 1.1.3. A student may only be enrolled in two (2) active programs at a given time.

Section 2: Requesting a Legal Name Change

- 2.1. The College recognizes the need for students to update their name in college systems and records to match their legal name when changed for marriage, divorce, or other circumstances.
- 2.2. To change a name on official college records, individuals must legally change their name.
 - 2.2.1. Legal name changes due to marriage are recognized by submitting a copy of a marriage certificate or a signed social security card.
 - 2.2.2. Legal name changes due to divorce are recognized by submitting a copy of a divorce decree stating the individual may resume the use of their maiden name or use an alternative name confirmed by the court, or a signed social security card.
 - 2.2.3. All other legal name changes are recognized by submitting a signed social security card, driver's license, passport, government-issued visa, or applicable court document.
- 2.3. Although the College will change a legal name in applicable databases and records once approved, a former legal name may continue to be listed as a previous identity in college systems and records in order to ensure that any searches of a former legal name will access correct information.
- 2.4. Only legal names will be used for the following purposes
 - 2.4.1. Reporting to state and federal agencies
 - 2.4.2. Federal and state tax forms and reporting, including W2, W4, 1099, 1095C, and 1098T
 - 2.4.3. Immigration and visa records
 - 2.4.4. International student reporting
 - 2.4.5. Financial aid records
 - 2.4.6. Email/username generation
 - 2.4.7. Student accounts, billing, and cashiering records
 - 2.4.8. Medical and health records

- 2.4.9. Insurance enrollment and other records
 - 2.4.10. Student conduct records
 - 2.4.11. Campus police and security records
 - 2.4.12. Student employment, payroll, and benefits records, as applicable
 - 2.4.13. Official transcripts
 - 2.4.14. Professional licensures
 - 2.4.15. Course enrollment and degree verification
 - 2.4.16. National Student Clearinghouse reporting
 - 2.4.17. Transfer and external credit records
 - 2.4.18. Student identification cards
 - 2.4.19. Other records where a legal name is required by law or College policy
- 2.5. Requests to change the legal name received after the start date of the semester will be processed for the following academic semester.

Section 3: Requesting other changes

- 3.1. Any student who needs to update their address, telephone number, personal email address and/or social security number must complete the Change of Student Information form in the student portal and submit appropriate documentation if required.
 - 3.1.1. Requests received for the changes in item 3.1 will be effective within one to two business days.

Legal Citation: N/A

History: Effective October 12, 1988; Revised October 2001, August 2021, February 2024

6.17.1 Chosen First Name

Last Revised: New

Policy: Piedmont Community College (PCC) recognizes the importance of supporting students to refer to themselves by a first name other than their legal first name for identification.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure PCC offers students an opportunity to update their chosen first name in college systems and records.

Definitions

Chosen first name—an alternative to an individual’s legal first name.

Legal name—an individual’s name as it appears on official governmental documents.

Approval Authority/Monitoring Authority:

Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Chosen First Name

- 1.1. The College acknowledges that a chosen first name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual’s legal name is required by law or state policy, and as long as the use of a chosen first name is not intended for the purposes of avoiding legal obligations, for misrepresentation, or as otherwise prohibited in this policy.
- 1.2. A student may determine the chosen first name by which they wish to be known in college systems and records; they may change or remove their chosen first name once per calendar year.

- 1.2.1. Only the first name may be designated for the chosen first name; the last name must remain the same as the legal last name. Thus, a chosen full name is their chosen first name and legal last name.
- 1.3. A student may designate their chosen first name by completing the Chosen First Name Request form (Exhibit 6.17.1).
- 1.4. The College will make a good faith effort to update systems and records designated for use of chosen first names in a timely manner.
- 1.5. Specific systems and records where the College may use a chosen first name are listed below:
 - 1.5.1. Class and grade rosters
 - 1.5.2. Online attendance records
 - 1.5.3. Online learning management systems
 - 1.5.4. Student information system profile
 - 1.5.5. Diploma
- 1.6. Despite these allowances outlined, not all college systems, databases, processes, records, and forms support the display of a chosen first name, and many uses require display of a legal name. See PCC Policy 6.17 Change of Educational Record Information for more information.
 - 1.6.1. Anyone who utilizes a chosen first name with the College should always be prepared to reference their legal name and provide corresponding identification, as necessary.
- 1.7. Chosen first names must be declared by the 10% point of the semester.
 - 1.7.1. Requests made by students after this period will not be reflected until the following semester.
 - 1.7.2. It is the responsibility of students using a chosen first name to ensure that instructors are able to identify student work for grading and other academic purposes.
- 1.8. Chosen first name is subject to FERPA regulations. See Policy 7.6 the Family Education Rights and Privacy Act of 1974 for more information.

Section 2: Limits

- 2.1. Chosen first names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen first names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory, or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected classes.
- 2.2. The College reserves the right to refuse use of a chosen first name. Instances that may result in this prohibition include
 - 2.2.1. a requested chosen first name that includes a prohibited element as described in item 2.1
 - 2.2.2. chosen first names used for the purpose of avoiding legal obligations or for misrepresentation or fraud
 - 2.2.3. chosen first names used in any other manner that violate college policy or federal, state, or local law

Section 3: Appeals

- 3.1. In the rare circumstance when a denial is made regarding the chosen first name, a student may appeal the decision in writing by following policy 7.12 Student Grievance Process.

Legal Citation: N/A

History: Effective February 2024

Cross-references PCC Policies 6.17 Change of Educational Record Information, 7.6 the Family Education Rights and Privacy Act of 1974, and 7.12 Student Grievance Process.

Exhibit 6.17.1

Chosen First Name Request

Piedmont Community College will allow a student to request a chosen first name.

PCC reserves the right to deny a chosen name request if it exceeds any technical software limitation or is deemed inappropriate. A student may submit a chosen name request once per calendar year.

Legal name changes are to be submitted by using the **Change of Information Form** on TeamIA.

Student Legal
Name:

PCC Student ID:

Chosen First Name:

Students are reminded that their legal name is used for directory information requests, email/username generation, and official documents such as tax documents or an official PCC transcript. A student's legal name is available to Piedmont Community College employees for the purpose of conducting college business.

Acknowledgement:

By submitting this form, I certify that the above information is true and accurate to the best of my knowledge.

Authentication Date:

Student Signature and Date:

Signature of Parent/Guardian and Date (if student is a current high school student):

6.18 Catalog of Record

Last Revised: July 2021

Policy: Piedmont Community College (PCC) defines a Catalog of Record for determining completion of the student's program of study to satisfy graduation requirements.

Purpose/Definitions:

Purpose

Program requirements for graduation are based on the student's catalog of record. This policy specifies the catalog under which a student may graduate.

Definitions

Catalog of Record—the catalog used to determine if a student has satisfied all requirements for completing their program of study.

Continuous Enrollment—A student is continuously enrolled as long as they do not have a break in enrollment from the College for two consecutive semesters (i.e., fall and spring or spring and fall). A student is not required to be enrolled during the summer term to maintain continuous enrollment.

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

Procedure:

Section 1: Catalog of Record for Graduation

- 1.1. A student who is in continuous enrollment may graduate under the provisions of the catalog in effect at initial enrollment to the college.
- 1.2. Any student who changes or adds a major may graduate under the requirements of their initial catalog of record OR any subsequently adopted catalog of record.

- 1.3. A student not continuously enrolled until graduation for any reason must reapply to the College and meet the program requirements in the catalog in effect at the time of re-enrollment or any subsequently adopted catalog of record.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, January 2016, July 2021

6.19 Transcripts

Last Revised: March 2023

Policy: Piedmont Community College (PCC) is committed to ensuring the confidentiality of a student's academic materials; therefore, the College requires the student's signature before releasing an official or unofficial student transcript.

Purpose/Definitions:

Purpose

PCC provides students with a structured method to request and obtain a copy of their transcript in compliance with The Family Educational Rights & Privacy Act of 1974 (FERPA).

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Ordering Transcripts (effective July 1, 2020)

- 1.1. PCC has authorized the **National Student Clearinghouse** to provide official transcript ordering via the Web.
 - 1.1.1. Transcripts may be requested 24 hours a day, seven days a week.
 - 1.1.2. Online transcript requests submitted outside of current [hours of operation](#) will be processed in the order received when the College re-opens.
 - 1.1.3. To begin the ordering process, log into the [National Student Clearinghouse](#) secure site.

- 1.1.3.1. The site includes delivery options and fees. Multiple transcripts can be ordered in a single session. There is a nominal fee charged per copy. (See list of fees posted on the [college website](#).)
- 1.1.4. Transcripts may be ordered using any major credit card or debit card. Cards will only be charged after the order has been completed.
- 1.1.5. Signed authorization is required to issue transcripts to ensure confidentiality and to comply with federal regulations.
 - 1.1.5.1. The **Clearinghouse's** online ordering service will generate a consent form that may be signed online or that may be returned to the **Clearinghouse** by fax, mail, or as a scanned email attachment.
- 1.1.6. Order updates will be emailed from the **Clearinghouse**. Orders may also be tracked online.
- 1.2. For help or questions about the **Clearinghouse's** transcript ordering service, contact them by email at transcripts@studentclearinghouse.org or phone: (703)-742-4200.
- 1.3. Students without a MasterCard or Visa credit/debit card or who are requesting a transcript prior to 1970 may order transcripts using the Transcript Request Form by mail or in person at the Student Development Office. Request forms are available on the [College's website](#).
- 1.4. Unofficial transcripts can be printed free of charge from [Self-Service](#).
 - 1.4.1. At the end of the 1-year period after separation from the College, students will not be able to access their unofficial transcripts through Self-Service. They will be required to complete the official transcript request online through the **National Student Clearinghouse**.
- 1.5. GED® or HiSET® transcript requests must be made through [DiplomaSender](#).
 - 1.5.1. Requests for transcripts prior to 2001 must be made by completing the [Request for PCC Transcript](#) form and submitting it to the Records Office. There is a nominal fee charged per copy. (See list of fees posted on the [college website](#).)

Section 2: Transcripts from Other Colleges

- 2.1. PCC cannot provide copies of transcripts from other schools. If such transcripts are needed, please contact those schools directly.

Legal Citation: The Family Educational Rights & Privacy Act ([FERPA](#)) (20 U.S.C. § 1232g; 34 CFR Part 99)

History: Effective December 1974. Revised: October 2001, February 2012, April 2020, March 2023

6.20 Academic Honors

Last Revised: April 2021

Policy: Piedmont Community College recognizes outstanding academic performance each semester by publishing the President's Honor Roll, Dean's List, and Part-time Honors List.

Purpose/Definitions: The President's Honor Roll, Dean's List and Part-time Honors List are published after each semester to recognize outstanding academic achievement by students.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Honors Criteria

- 1.1. All work attempted in a semester is considered in determining a student's eligibility for the academic honors.
- 1.2. Students receiving a D, F, R, W, WE, I, or IE grade for any course is ineligible for any of the lists in the semester in which the grade is received.

Section 2: President's Honor Roll

- 2.1. Program students who complete at least 12 credit hours in the fall or spring semester or 9 credit hours for summer term and earn a 4.0 grade point average.

Section 3: Dean's List

- 3.1. Program students who complete at least 12 credit hours in the fall or spring semester or 9 credit hours for summer term and earn a grade point average of less than 4.0 but no lower than 3.5.

Section 4: Part-time Honors List

- 4.1. Program students who complete at least two courses in the fall or spring semester for a minimum of six credit hours, but no more than 11 credit hours, or 6 credit hours and no more than 8 for summer term and earn at least a 3.5 grade point average.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, July 2012, April 2021

6.20.1 Curriculum Latin Honors

Last Revised: September 2021

Policy: Piedmont Community College (PCC) recognizes outstanding students who have distinguished themselves through scholarship with the use of the Latin Honors system by awarding degrees cum laude, magna cum laude, and summa cum laude.

Purpose/Definitions:

Purpose

The purpose of this policy is to salute or honor outstanding students who have distinguished themselves through scholarship with the use of the Latin Honors system that is used widely by two- and four-year educational institutions. It provides the College the opportunity to highlight its focus on academic excellence.

Definitions

Latin Honors—an award of distinction given to students that meet or exceed specific grade point average thresholds. The three most common honors include summa cum laude, magna cum laude, and cum laude.

Summa Cum Laude—an academic level of distinction that educational institutions use to signify an academic degree that was received “with highest honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.75.

Magna Cum Laude—an academic level of distinction that educational institutions use to signify an academic degree that was received “with great honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.40.

Cum Laude—an academic level of distinction that educational institutions use to signify an academic degree that was received “with honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.20.

PCC Cumulative Grade Point Average—equivalent of the cumulative scholastic average based on PCC courses.

Transcript—academic record of a student’s completed coursework, the grades earned for each, as well as the cumulative PCC GPA.

GPA—Grade Point Average; equivalent of the cumulative scholastic average.

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

Procedure:

Section 1: Determining eligibility

- 1.1. The Registrar’s Office will determine which students will graduate with honors based on their cumulative, PCC institutional GPA and total number of earned hours taken at PCC.
- 1.2. Students are eligible for Latin Honors if they:
 - 1.2.1. earn a minimum of 30 credit hours in Curriculum degree programs; or
 - 1.2.2. earn a minimum of 50 percent of the credit hours in their diploma program, if the diploma is the highest credential confirmed.
- 1.3. GPA calculations for Latin Honors will be based on credits earned at PCC.
- 1.4. Latin Honors are determined by a student’s cumulative GPA at the completion of the semester for which they are certified for graduation.
- 1.5. Graduation GPAs are calculated based on PCC courses numbered 100 and above.
- 1.6. Students entering and completing a second associate degree or diploma following completion of the initial degree are eligible to receive the Latin Honors designation.

Section 2: Determining the Latin Honor level

- 2.1. To ensure that students who are eligible for Latin Honors are recognized in the graduation program, the Registrar will rank the candidates according to their cumulative GPA.
- 2.2. Credit hours earned with a P or S are not considered in the determination.
- 2.3. Latin Honors are awarded based on the following guidelines:
 - 2.3.1. Summa Cum Laude will be awarded to graduates whose cumulative GPA is at least 3.75.

2.3.2. Magna Cum Laude will be awarded to graduates whose cumulative GPA is at least 3.40.

2.3.3. Cum Laude will be awarded to graduates whose cumulative GPA is at least 3.20.

Section 3: Awarding the honor

3.1. At the end of each semester, students who complete their graduation requirements are awarded Latin Honors if they meet the requirements.

3.2. Latin Honors are not awarded until all outstanding "I" (Incomplete) grades are satisfied.

3.3. Latin Honors will be inscribed on the degree or diploma and noted on the official transcript of record.

Section 4: Student Rights

4.1. Students have the right to appeal grades in accordance with PCC Policy 7.12.3 Final Grade Appeal Process which, depending on the outcome, could change a student's cumulative GPA, thereby making them either eligible or ineligible for Latin Honors.

Legal Citation: N/A

History: Effective April 2017; Revised November 2018, September 2021—Cross-references PCC Policy 7.12.3 Final Grade Appeal Process

6.24 Continuing Education Unit (CEU)

Last Revised: July 2023

Policy: Piedmont Community College (PCC) awards Continuing Education Units (CEU) which allow students to attain or maintain required skills to succeed in the workforce.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide programs and courses for those who desire professional, business, and workforce training that can result in the awarding of certificates of completion and/or CEUs.

Definition

Continuing Education Unit (CEU)—a unit of measure denoting ten contact hours of participation in class.

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

Procedure:

Section 1: Awarding of CEUs

- 1.1. For continuing education programs, the College awards CEUs in accordance with the CEU definition and to meet local and regional workforce demands.
-

Legal Citation: [N.C.G.S. 115D-1](#); [N.C.G.S. 115D-5](#); [1D SBCCC 300.5](#)

History: Effective April 10, 1975; Revised March 1, 1977, June 19, 1981, October 12, 1988, October 2001, May 2021, July 2023

6.34 Program Advisory Committees

Last Revised: November 2022

Policy: Piedmont Community College (PCC) prepares the educational pipeline for a workforce that meets local needs with career interests, abilities, skills, and knowledge for now and in the future.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe advisory committees as a key component for workforce and technical education programs.

Program advisory committees are organized to advise faculty and staff concerning specific workforce programs and career clusters. Curriculum, equipment, and projected workforce employment needs are three (3) areas of special concern for program committees. Each committee is composed of individuals who have expertise in the program area. In addition, student participation provides feedback to committee members.

Definitions

Advisory Committee—a group of persons, usually from outside the field of education, selected because of their knowledge and expertise to advise educators regarding technical programs and workforce needs.

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

Procedure:

Section 1: Responsibilities

- 1.1. Each program advisory committee is responsible for advising PCC concerning the workforce needs of business and industry including program quality.

- 1.1.1. Committee rosters and minutes are held in the instructional deans' respective areas.
- 1.2. The advisory committee plays a major role in assisting the development and review of the total education plan for that curriculum, including ensuring courses have relevant content, utilizing current equipment and software, and having adequate facilities.
- 1.3. It is important that advisory committee members understand that the role of the committee is advisory in nature; the committee does not possess administrative, policymaking, or legislative authority.
 - 1.3.1. An invitation is sent from the President and/or designee to potential advisory committee members.
- 1.4. The committee's role should be to assist the institution in a multitude of ways including possible guest appearances, providing work-based learning opportunities, mentoring, allowing students to shadow, accepting on-site workplace tours, setting up faculty externships, and possibly accepting student internships.

Section 2: Terms of Service

- 2.1. Advisory committee members generally serve two years.
 - 2.1.1. Members may be invited to serve on a committee for a longer period of time.
 - 2.1.2. Meetings occur a minimum of once per year and more often, as needed.

Legal Citation: N/A

History: Effective October 12, 1988; Revised January 15, 1992; October 2001, May 2021, November 2022

6.35 Distance Learning

Last Revised: May 2024

Policy: Piedmont Community College (PCC) is committed to similar success for students in Distance Learning (DL) courses and programs as for traditional face-to-face students.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines regarding student learning via DL.

Definitions

Blended—college curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

Distance Learning (DL)—an approach to learning where instruction takes place outside the traditional classroom setting. Instructors use electronic or a blend of face-to-face and electronic delivery methods to develop and furnish content for instruction and interaction with students.

Hybrid—college curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.

Hyflex—a multi-modal instructional delivery method where the College has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

Online—college curriculum or continuing education course in which 100% of the instruction is delivered online either synchronously or asynchronously.

Quality Matters—an international, inter-institutional program that uses a set of approved rubrics to evaluate the quality of online courses.

Traditional Instruction—college curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the instructor in the physical presence of students.

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

Procedure:

Section 1: Quality Expectations

- 1.1. Distance learning conducted at PCC will comply with quality standards as outlined by the Department of Education and in accordance with the College's accrediting entity.
- 1.2. DL courses shall meet at least the same quality standards applicable to on-campus instruction as well as quality standards specifically applicable to distance learning instruction.
- 1.3. For degree-seeking students, the same policies concerning admissions requirements, scholastic standards, and other administrative processes apply to distance learning programs as they do for on-campus programs.
- 1.4. All courses, including distance learning courses, will be monitored and evaluated on a regular basis by the appropriate instructional dean (or designee) and evaluation results will be used for continuous program improvement. This should follow procedures similar to those in effect for face-to-face courses.
- 1.5. PCC utilizes the Quality Matters rubric as a guideline for course development and delivery.

Section 2: Requirements and Expectations for DL Faculty

- 2.1. As with traditional courses, PCC's faculty shall assume primary responsibility for and exercise oversight over DL instruction, ensuring both the rigor of courses, curriculum, and the quality of instruction.
- 2.2. Faculty should respond to email correspondence from students within a 24-hour period during the work week (i.e., Monday-Friday, excluding holidays).
 - 2.2.1. Preferred methods of communication should be listed in the syllabus.

- 2.3. Faculty should exhibit due diligence in monitoring student progress and make efforts to contact and engage students who are exhibiting difficulties in the course.
- 2.4. Instructional design should reflect best practice quality standards and provide for a consistent environment and learning experience for students.
 - 2.4.1. Faculty should strive to meet the diverse needs of students and ensure active learning in DL coursework by incorporating a variety of course experiences that address diverse learning styles.

Section 3: Faculty Qualifications

- 3.1. All faculty teaching courses with an online component shall be required to demonstrate competency in online instruction and responsibly facilitate online instruction.

Section 4: Census Data

- 4.1. To continue in an online course, students are required to complete an assignment on or before the census (10%) point of the semester.
 - 4.1.1. To continue in a course with an online component, students must complete an enrollment verification assignment.
 - 4.1.2. Instructors will record the date of each student's first submitted assignment on the attendance roster in the student portal.

Section 5: Training

- 5.1. For courses with an online component, the DL staff will provide training regarding course design and implementation.

Section 6: Approval Process for Distance Delivery

- 6.1. To encourage high quality course offerings, proposals for creating new courses with an online component and proposals for converting existing courses to a distance format will be given careful review.
 - 6.1.1. Faculty will work with their instructional dean and DL staff to coordinate the conversion.
 - 6.1.2. New courses with an online component should be approved no later than the semester prior to the semester of delivery, to allow for sufficient course development.

Section 7: Course Design

- 7.1. Faculty will work with the DL staff to design online components of courses that meet Quality Matters standards.
- 7.2. To provide a consistent online experience for the student, faculty shall follow the College's Learning Management System (LMS) template.
- 7.3. Courses designed for DL delivery must reflect contact hours and instructional time commitments in accordance with PCC's expected student learning outcomes that are equivalent to those for the same courses delivered through traditional formats.
- 7.4. The course syllabus must use the accessible syllabus template provided by DL staff.

Section 8: Online Course Design Practices for Accessibility

- 8.1. Online course content should provide accessible text and images in files, documents, LMS pages, videos, and web pages to meet the needs of diverse learners.
- 8.2. When links to external Web sites are provided to students within an online component of a course, the portion of those external sites intended for student viewing should be reviewed for conformance with the guidelines listed above.

Section 9: Course Load, Compensation, Ownership of Materials, and Copyright

- 9.1. Courses with an online component are typically part of the faculty member's regular teaching load, with the same rate of compensation as traditional courses.
- 9.2. Courses with an online component may also be taught as an overload, at the same rate of compensation as traditional courses taught as an overload.
- 9.3. Any exceptions (e.g., reassigned time for developing courses using new distance technologies) are reviewed on a case-by-case basis, and as per current procedure, must be approved by the instructional dean and Vice President, Instruction.
- 9.4. Faculty who develop courses share ownership with the College.
 - 9.4.1. The instructor has ownership of the course and if the faculty member leaves employment with the College, PCC shall retain the right to continue using the course.
- 9.5. Faculty must keep in mind copyright, trademark, and licensing issues when designing DL courses and therefore should be familiar with PCC's Copyright and Fair Use Policy (Policy 2.16).

Section 10: Student Authentication

- 10.1. PCC uses a secure login and pass code student identification method as an attempt to ensure that the student who registers in a DL course or program is the same student who participates in and completes the course or program and receives the associated credit for the course or program.
 - 10.1.1. At the time of enrollment, students receive a unique username (secure login) and password (secure pass code).
 - 10.1.2. The username and password are used for student identification/authentication purposes for DL course work at no extra cost to the student, with both the username and password used for work submitted online.
- 10.2. The College has systems in place that ensure the users seeking assistance provide identifying documents, such as but not limited to, student ID number, date of birth, or e-mail address verifying their identity before troubleshooting. This practice ensures that only the actual student of record is given access to the course content.
 - 10.2.1. In addition to the secure username and password method, faculty may use proctored exams to authenticate the work of distance learning students. PCC uses a tool which locks down a student's browser while they take a test and has a video monitoring option. PCC Nursing faculty use ExamSoft, an online proctoring tool.
- 10.3. If a faculty member chooses to use additional means of authenticating the work of DL students, students must be informed in writing of any actual and/or projected associated obligations.

Section 11: Student Support

- 11.1. In the case of hybrid and blended courses, information regarding the portion of the course to be done at a distance and the nature of that experience will be provided to students during course registration and will accurately represent the expectations.
- 11.2. PCC students enrolled in distance learning will have access to academic support, including tutoring, library services, advising, course registration, and financial aid assistance appropriate for distance learning students.
 - 11.2.1. Technology assistance is available through the IT helpdesk.

Section 12: Student Privacy

- 12.1. Student privacy in all courses and programs regardless of delivery format is protected as per PCC Policy 7.6 The Family Educational Rights and Privacy Act of 1974.
- 12.2. The College maintains security measures to protect and back up student records. (See PCC Policies 2.23 Technology Resources Acceptable Use and 2.24 Information Access Security.)

Legal Citation: [1B SBCCC 100.1](#); [1G SBCCC 200.93](#)

History: Approved April 2017; Revised June 2021, May 2024

Cross-references PCC Policies 2.16 Copyright and Fair Use, 2.23 Technology Resources Acceptable Use, 2.24 Information Access Security, and 7.6 The Family Educational Rights and Privacy Act of 1974

6.36 Library Services

Last Revised: May 2021

Policy: Piedmont Community College (PCC) maintains Learning Commons (LC) on each campus that provide comprehensive library services to support the goals and objectives of the College.

Purpose/Definitions: The mission of the LC is to provide a comprehensive library services to support the goals and objectives of the College. The chief purpose of the LC is to provide learning opportunities that enable students to achieve their potential. The LC provides carefully selected materials and flexible, diverse services to aid students, faculty, and staff in their pursuit of education, research, information, and creative recreation. To serve the needs of different social, economic, and cultural/ethnic groups, the LC also actively seeks innovative cooperation and networking with local and regional institutions.

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

Procedure:

Section 1: Eligible Borrowers

- 1.1. All PCC faculty, staff, and students are eligible to borrow materials from the library.
- 1.2. Borrowing privileges are also extended to adult residents of Person and Caswell Counties.
- 1.3. Individuals under 16 years of age may not borrow materials unless a parent or guardian assumes responsibility for checking out materials for them.
 - 1.3.1. Parents of individuals under 16 years of age in the Person Early College for Innovation and Leadership (PECIL) program will need to read and sign the Library and Computer Use Policy.
 - 1.3.2. Signed forms will be kept on file in the Library until the student turns 16 years of age. Special arrangements can be made for homebound patrons with the approval of the Dean, Learning Commons.

Section 2: Library Registration

- 2.1. Faculty, staff, and students, and community users wishing to borrow materials and equipment from the library must have a library card registered in the library's database, which is either their student and/or employee identification card or a library-issued card.
- 2.2. Community users must present a valid North Carolina driver's license or state issued picture identification to establish Person or Caswell County residency.

Section 3: Library Identification

- 3.1. Upon request, all eligible borrowers will be issued a library identification card with a barcode at no charge.

Section 4: Loan Periods

- 4.1.

	Students	Faculty/Staff	Community	CCLINC Interlibrary Loan/Consortium
AV material	3 days	End of academic year	Non-circulating*	Non-circulating
Circulating books	30 days	End of academic year	30 days	Based on borrower's loan period
E-readers	15 days	End of academic year	Non-circulating	Non-circulating
Laptops	End of current semester	N/A	Non-circulating	Non-circulating
Hotspots	End of current semester	N/A	Non-circulating	Non-circulating
Periodicals (back issues only)	7 days	7 days	7 days	Non-circulating

Reserve material schedule options				
Library use only	2 hours	3 hours	Non-circulating	Non-circulating
24-hours	24 hours	24 hours	Non-circulating	Non-circulating
3-days	3 days	3 days	Non-circulating	Non-circulating
7-days	7 days	7 days	Non-circulating	Non-circulating
AV equipment	Non-circulating	-End of academic year	3 days	Non-circulating

*With a valid reason and at the discretion of the library staff, these materials can be checked out for three (3) days. Community Users may not borrow equipment for personal use.

Section 5: Maximum Number of Items That May be Checked Out

- 5.1. To ensure that the library has an adequate supply of materials, no more than 10 items may be checked out at one time by faculty, staff, and students.
- 5.2. Community patrons will be allowed to check out five items at one time.

Section 6: Renewals

- 6.1. A patron may renew materials two times provided the materials are not needed for another borrower and are not overdue.
 - 6.1.1. This renewal may be done in person at the library's information desk, over the phone, or online.

Section 7: Holds

- 7.1. A patron may place a hold on a circulating book, or media that are presently checked out by another patron.
 - 7.1.1. Instructions for placing a hold appear on the CCLINC online catalog.
 - 7.1.2. When holds are filled for circulating books, the patron is notified by phone and/or email.
 - 7.1.2.1. The next day, SIRSI generates a notice that is sent to the patron.

- 7.1.2.2. The item is held for seven days.
- 7.1.2.3. When holds are filled for other media, the patron is notified by phone and/or email, and the media is held for two days.
- 7.2. When a circulating book or other media has as many as three holds on it, the loan period is reduced to seven days.
 - 7.2.1. If a hold has not been filled by the hold expiration date (or by 30 days if a hold expiration date has not been indicated), the patron is notified that the hold is cancelled.

Section 8: Recalls

- 8.1. Circulating books and media may be recalled at the discretion of the library staff.
 - 8.1.1. The original borrower is guaranteed to have the materials for seven days and upon recall notification has seven days to return the material.
- 8.2. Patrons wishing to have materials recalled should explain the request to the library staff. Patrons' records are strictly confidential, and information concerning who has an item checked out will not be released.

Section 9: Materials Not Returned

- 9.1. Students who do not return/renew a laptop within 14 days after the due date and who are not registered for the subsequent semester, will have a \$200 hold placed on their account.
 - 9.1.1. Once the item is returned or the hold is paid, the hold will be taken off the account.
- 9.2. Registered students who need lap-tops or hot-spots for multiple semesters will need to renew each semester.
- 9.3. Hot spots will be deactivated if not returned/renewed within 14 days of the due date.

Section 10: Overdue Notices and Charges

- 10.1. Overdue notices are sent as a courtesy.
 - 10.1.1. It is the responsibility of the patron to monitor their library transactions and to have a current mailing address and e-mail address on file in the library patron database.

- 10.1.2. Patrons cannot check out materials if they currently have an overdue item.
 - 10.1.2.1. E-mail reminder—E-mailed seven (7) days prior to the item due date.
 - 10.1.2.2. First Notice—First notice of an overdue item is sent when an item is seven (7) days overdue.
 - 10.1.2.3. Second Notice—Second notice of an overdue item is generated when an item is 14 days (two weeks) overdue. The patron is reminded that unless all library charges are cleared, library privileges will be rescinded.
 - 10.1.2.4. Notice—Final notice of an overdue item is sent when material is 21 days (three weeks) overdue. This notice advises the patron of the replacement cost of the book. The patron is also advised that unless the debt is cleared, no materials can be checked out from the library.

Section 11: Replacement Cost of Lost or Damaged Materials

11.1. Books

- 11.1.1. Library staff use the amount of the item from the catalog record to determine the replacement cost of books.
- 11.1.2. If the cost cannot be found by using the catalog record, the publisher or Amazon website can be used to determine the replacement cost of the book.
- 11.1.3. A patron may supply a replacement copy of the same edition of the book.

11.2. Media and Equipment

- 11.2.1. Library acquisition records are used to determine the replacement cost of media and equipment.
- 11.2.2. If there is no library acquisition record for the title or equipment, library staff will consult catalogues and/or State Contract for replacement costs.
- 11.2.3. A patron may supply a replacement copy of the same edition of the lost media or same type of equipment.

11.3. Damaged Material

- 11.3.1. Library staff determines the fee for damaged materials.
- 11.3.2. If material is damaged beyond use, the material must be paid for according to the guidelines in the section, Replacement Cost of Lost or Damaged Materials.

11.4. Mutilation and Theft of Materials

- 11.4.1. The library's position on the mutilation and theft of learning resources is based on the North Carolina Criminal Law Statute, N.C.G.S. 14-398 and the ACRL, "Guidelines Regarding Thefts in Libraries," Chicago: ALA/ACRL 1994.
- 11.4.2. Any patron who willfully destroys or removes library property will be considered in violation of Piedmont Community College's Student Code of Conduct and will be referred to the Vice President, Student Development for disciplinary action.

Legal Citation: [N.C.G.S. 14-398](#); ["Guidelines Regarding Thefts in Libraries", Chicago: ALA/ACRL 1994](#)

History: Effective October 1988; Revised September 1996, February 2012, May 2021

6.37 Instructional Live Works Projects

Last Revised: March 2021

Policy: Piedmont Community College will utilize Instructional Live Works Projects in compliance with North Carolina State Board of Community Colleges Code (SBCCC) 1H SBCCC 300.1, to enhance instruction and student learning.

Purpose/Definitions:

Purpose

This policy provides procedures to be followed should a Live Works Project be engaged.

Definitions

Instructional Live Works Projects—(1) educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel equipment not owned by the college; or (2) educational programs that construct structures that are sold, produce goods that are sold or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

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

Procedure:

Section 1: Authorized Projects

- 1.1. Live Works Projects are authorized only when the service or work to be performed is related directly to the instruction being conducted at the time the project is undertaken.
- 1.2. Live Works Projects will be authorized in the following areas:

1.2.1. Curriculum Classes

1.2.2. Continuing Education Classes

Section 2: Parts/Materials/Supplies

- 2.1. Clients/students will be required to pay for all needed parts, materials, and supplies.
- 2.2. If a part is no longer available, the project will not proceed.

Section 3: Live Work Supervision

- 3.1. Faculty/Instructors will be responsible for ensuring that instructional objectives are obtained, and effective teaching techniques are employed.
- 3.2. Faculty/Instructors will also ensure that all Live Works Projects are performed on campus.
- 3.3. Projects must be approved by the appropriate instructional dean and vice president.
- 3.4. Faculty/Instructors will not perform Live Works Projects if students are not involved.

Section 4: Fees

- 4.1. Fees for Live Works Projects sales or services are approved by the appropriate instructional dean.
- 4.2. All funds for Instructional Live Works Projects will be received and validated through the Business Office.
 - 4.2.1. Funds will be deposited into separate unrestricted institutional accounts by program and campus.

Section 5: Quality of Service

- 5.1. Patrons will be informed via the Instructional Live Works Project Liability Release Statement (See Exhibits 6.37A and 6.37B) that services are performed by students and that the college cannot be responsible for the quality of the services performed.

Section 6: General Regulations—Prior to the start of any work

- 6.1. Priority for accepting projects is as follows:
 - 6.1.1. Students within the curriculum
 - 6.1.2. Other students

- 6.1.3. Institutional personnel
- 6.1.4. Public clients on a written, documented, chronological order (waiting list)
- 6.2. If multiple requests are made, clients will be approved on a first-come, first served basis.
- 6.3. Live Works Projects payments are due before the owner removes the project from the institution.
- 6.4. As nearly as possible, Live Works Projects charges should cover the actual cost of the supplies or parts paid for by the College.
 - 6.4.1. A price list of approximate charges will be developed by the faculty in charge of the class where the work is done.
 - 6.4.2. These charges will include the cost of all parts used and the cost of supplies used in the repair or project completion.
- 6.5. Live Works Projects procedures and charges should be thoroughly understood by the client prior to work being done.
 - 6.5.1. In the case of extensive repair, it is the prerogative of the College to secure prepayment.
- 6.6. A Liability Release Statement (see Exhibit 6.37A) signed by the client, must be completed for contracted projects and for services performed upon an individual.
 - 6.6.1. In the Cosmetology Department, a Liability Release Card is held on file to be signed by the patron at each visit (See Exhibit 6.37B).
 - 6.6.2. The faculty member/Instructor will keep one copy of the liability release statement on file for three years.
- 6.7. Live Works Projects items must be removed from campus within 3 business days following completion of work unless the instructor provides additional time in writing.

Section 7: General Regulations–Completed Work

- 7.1. Items produced using institutional supplies become the property of the College.
 - 7.1.1. The student producing the product has the first option to purchase.

- 7.1.2. The purchase price will reflect as nearly as possible the actual cost of the supplies and materials to the institution plus 15% to cover the cost of wear and tear, breakage of tool bits, blades, etc.
- 7.1.3. The charge for bluing in Gunsmithing will include the costs for buffing compounds, buffing wheels, sanding belts, chemicals and gas.
- 7.2. Students have the option to combine General Regulations–Prior to the Start of Work (Section 6) and General Regulations–Completed Work (Section 7) and bring their own items to be repaired and furnish their own supplies.
 - 7.2.1. In this instance, the product remains the property of the student.
 - 7.2.2. The live project cost for these items will consist of the supplies and materials used in processing.

Legal Citation: [1H SBCCC 300.1](#)

History: Effective September 1978, Revised December 1985, October 2001, January 2016, March 2021

Exhibit 6.37A



Piedmont Community College
Instructional Live Works Project
Liability Release Statement

Piedmont Community College will utilize Instructional Live Works Projects in compliance with State Board of Community College Code 1H SBCCC 300.1 and Piedmont Community College policy 6.37 and the regulations applicable thereto, to enhance instruction and student learning.

Instructional Live Works Projects are defined as: (1) educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the college; or (2) educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

I understand and agree to the following terms and agreements of purchasing a live work project(s) from Piedmont Community College:

- All services and/or goods produced shall be performed by students under the supervision of their instructor. In consideration of the normal charge for services and/or goods produced, I hereby release, hold harmless and indemnify the school, its students, instructors, agents, representatives, and/or employee(s) from and against all loss, cost, damage or expense, including reasonable legal expenses and fees, with respect to personal injury or property damage arising out of and in anyway connected with the performance of these services and/or goods produced, whether direct or consequential.
- The live works project will be used in the usual course of business and is not being resold.
- Piedmont Community College is not responsible for personal property.
- Payment is due before projects can be removed from the institution/worksite.
- All live work projects must be removed from worksite within **3** business days following the completion of work unless the instructor provides additional time in writing.

- The purchase price will reflect as nearly as possible the actual cost of the supplies and materials to the institution, plus 15% to cover the cost of wear and tear, breakage of tool bits, blades, etc....

Item Description	Purchase Amount
(type here)	\$(enter amount)

By signing this form, I agree to all terms and conditions listed above

Print Name

Address

Signature

Date

Revised March 2021

Exhibit 6.37B

**Piedmont Community College
Client/Mannequin Record Card**

Personal Information

Client Name or Mannequin	Date
Address	Student Name
Email address	Teacher Initial
Telephone	Client _____ Mannequin _____
Wash hands _____ Proper set up _____ Proper Drape _____ Follow Proper Procedure _____ Apply Safety /Blood Spill procedure (if applicable) _____	Sanitation & Decontamination _____

Hairstyles:

Shampoo	Shampoo & thermal curl	Updo	Facial
Haircut	Shampoo & Flat iron	Lock styles	Lash &brow tint
Shampoo & Haircut	Blow-out natural hair style	Artificial Extension	Wax: eyebrow/lip
Shampoo & set	Shampoo press & Curl		Manicure
Shampoo & Blow-dry style	Shampoo & wrap		Pedicure
Fingerwave /pincurl	Braids		

Treatment: Hair or scalp: protein-\$3.00 hot oil-\$3.00 Stimulating /moisturizing-\$5.00 protein strengtheners-\$8.00

Products used on client or mannequin:

Shampoo _____ Conditioner _____
Setting products _____ Styling products _____

Scalp Analysis

Normal	Itchy	Dry	Oily	Flakes/ Pimples/ Scalp abrasion
--------	-------	-----	------	---------------------------------

Hair Analysis

Density	Low	Average	High	Processing time
Elasticity	Normal	Poor		Yes or No Mild
Porosity	Low	Average	High	Mild Regular Super
Texture	Fine	Medium	Coarse	Mild Regular Super

Result of Service _____ Satisfactory _____ Unsatisfactory

Recommendation: Retail/ Rebooking

Shampoo _____ Conditioners _____
Maintenance Product _____
Reschedule _____ weekly _____ bi-weeks _____ monthly
Recommended service _____

Comments:

RELEASE OF LIABILITY

I understand that *All* services are provided by students and supervised by License Cosmetologists therefore, I am receiving a price reduction for these services. Piedmont Community College cannot be held responsible for the quality of the services performed. I hereby understand and agree to release and hold harmless Piedmont Community College, its faculty and staff and enrolled students of all liability or injuries of any kind, loss or damage to personal property to which I may sustain resulting from the services provided at Piedmont Community College, rendered by the Cosmetology Department.

By signing the RELEASE OF LIABILITY, I have read and fully understand and agree to be bound by the terms.

Instructor Signature _____

Client Signature _____ **Date** _____

6.38 Child Development Center

Last Revised: April 2024

Policy: Piedmont Community College (PCC) will establish, implement, and operate one or more existing facilities to serve as model child care center(s) to aid the operators of existing facilities in upgrading their skills and abilities. The center will also support observation experiences for students enrolled in early childhood education programs.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline procedures the College follows to create a wholesome, happy, and enriching environment for all children enrolled, and to help children develop a positive self-image and a respect for other children and adults.

Definitions

N/A

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

Procedure:

Section 1: General Provisions

- 1.1. The PCC Child Development Center (CDC) serves children ages 2 to 5 years.
- 1.2. The NC Division of Child Development and Early Education, the governing agency of the PCC CDC, requires that a handbook be provided to the responsible guardian of children enrolled at the PCC CDC.
 - 1.2.1. The Handbook is reviewed annually and covers topics in the areas of philosophy, goals, policies, and procedures of the PCC CDC.

- 1.2.1.1. Contact the Director, Child Development Center for the most current version of the PCC CDC Family Handbook.

Section 2: Prioritizing NC Pre-K Children

- 2.1. In alignment with the NC Department of Health and Human Services (NCDHHS) Division of Child Development and Early Education (DCDEE), the order of priority for enrollment of NC Pre-K Children is as follows:
 - 2.1.1. children who are not in a childcare setting but will qualify under the NC Pre-K Eligibility Guidelines
 - 2.1.2. children already enrolled in the Center who meet the income eligibility guidelines
 - 2.1.3. children who do not meet the income eligibility guidelines but who have an identified disability

Section 3: Prioritizing Other Preschool Children

- 3.1. The order of priority for enrollment of other preschool children is as follows:
 - 3.1.1. children of full-time PCC students
 - 3.1.2. children of part-time PCC students
 - 3.1.3. children of full-time PCC employees
 - 3.1.4. children of part-time PCC employees
 - 3.1.5. other Children

Section 4: Interns and Work-based Learning (WBL) Students

- 4.1. The PCC CDC works with several departments at Piedmont Community College, area high schools, and neighboring colleges to provide a training site for students interested in the field of child care.
- 4.2. Even though interns and WBL students are not paid employees of the PCC CDC, they must complete the application process as if they were a new hire, including criminal record checks and other screenings required by the NCDHHS DCDEE.
- 4.3. All interns and WBL students are supervised at all times by the teachers and/or director.

- 4.3.1. When the PCC CDC hosts an intern or WBL student, parents receive a written letter of notification that includes the student's name.

Legal Citation: [N.C.G.S. 115D-20](#); [NC Pre-K | North Carolina Prekindergarten Program](#)

History: Effective October 1988; Revised April 2013, May 2021, April 2024

6.39 Instructional Safety Equipment

Last Revised: August 2021

Policy: Piedmont Community College (PCC) requires the appropriate use of safety equipment in all classrooms, clinicals, shops, and laboratories.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the use of instructional safety equipment required to protect students and faculty from injury or harm and to ensure safe instruction in classrooms, clinicals, shops, or lab settings.

Definitions

N/A

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

Procedure:

Section 1: Personal Protective Equipment

- 1.1. Each high-risk instructional program must require students, faculty, staff, and guests to wear Personal Protective Equipment (PPE) for protection from exposure to workplace hazards and the risk of injury when working in the classrooms, clinicals, shops, or lab settings.
 - 1.1.1. The faculty will provide training to students as to the appropriate use of PPE.
- 1.2. Appropriate PPE must be utilized by staff, students, and visitors in classrooms, clinical sites, shops, or lab settings, and any other locations when hazardous instructional activity is in progress.

- 1.3. All personal protective clothing and equipment must be of safe design and construction and appropriate for the work to be performed.
 - 1.3.1. The instructor will provide the students with a list of required PPE for each course.
 - 1.3.2. PPE should be kept in each shop for the use of administrators or other visitors.

Section 2: Other Safety Equipment

- 2.1. The College provides safety hoods, ventilation, eye wash stations, showers, chemical storage cabinets, and other safety devices as needed to protect students, faculty, staff, and visitors.
 - 2.1.1. As appropriate, faculty will ensure their students know how to safely use equipment with properly installed safety devices.
 - 2.1.1.1. Any missing or malfunctioning devices should be reported to maintenance or sent for repair.
 - 2.1.2. Students should check that all safety devices and equipment are in good working order prior to use and report any problems to their instructor.

Section 3: Inspections

- 3.1. The North Carolina Community College System Office contracts with Environmental Health & Safety Institute (EHSI) to ensure a safe climate by providing the following:
 - 3.1.1. Safety inspections
 - 3.1.2. OSHA required safety training
 - 3.1.3. Indoor air quality assessments
 - 3.1.4. Fume hood air velocity tests

Legal Citation: N/A

History: Effective October 1988, Revised October 2001, November 2015, January 2016, August 2021

6.40 Independent Study

Last Revised: March 2024

Policy: Piedmont Community College (PCC) is committed to offering courses in varying formats and delivery modes to meet student needs.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide a means for students to complete courses by independent study.

Definitions

Independent Study—a course completed by a student that is not part of an organized class. Enrollment for an Independent Study at PCC is limited to 3 students or less.

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

Procedure:

Section 1: Guidelines to Offer an Independent Study

- 1.1. An independent study may be offered when:
 - 1.1.1. courses needed for graduation have previously been cancelled causing the student to fall behind in their progress
 - 1.1.2. students have been improperly advised
 - 1.1.3. other extenuating circumstances exist that impact student persistence
- 1.2. Students are responsible for taking classes when offered.
 - 1.2.1. Students electing to not take a class “in sequence” will be advised that it could impact their graduation date.

Section 2: Approval Process

- 2.1. The advisor or instructor will fill out the Independent Study Request Form, and forward it with all required signatures to the appropriate instructional dean for approval.
 - 2.1.1. The instructional dean will then forward the request to the Vice President, Instruction after the faculty member has consented to teach the course.
 - 2.1.2. The approved form will be returned to the instructional dean.
 - 2.1.3. A copy of the form will be sent to the Registrar where the information will be uploaded into the student's electronic record to ensure proper FTE reporting.
- 2.2. The instructor for the Independent Study will complete the Piedmont Community College Independent Study Verification form to document student hours.
 - 2.2.1. This form will be submitted at the end of the semester to the instructional dean, who then forwards to the Registrar.

Section 3: Instructional Load

- 3.1. Faculty members who agree to take on an independent study will receive one hour of instructional load for courses with three contact hours or less and two hours of instructional load for courses with four or more contact hours.

Legal Citation: [1G SBCCC 200.93](#)

History: Effective January 2014; Revised January 2021, February 2023, March 2024

Exhibit 6.40A

**PIEDMONT COMMUNITY COLLEGE
INDEPENDENT STUDY REQUEST**

Class Prefix:

Class Number:

Section Number:

Student Name:

Student ID#:

Please check the reason for requesting the Independent Study.

Course needed for graduation previously cancelled

Improper advising

Extenuating Circumstances (explain below)

Comments: _____

Advisor Signature: _____

Request Date: _____

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Instructional Dean Approval: _____

Date: _____

VP, Instruction Approval: _____

Date: _____

The advisor will fill out the Independent Study Request Form, and forward it with their signature, the student's signature, and the instructor's signature to the appropriate instructional dean for approval. The instructional dean will then forward the request to the Vice President, Instruction. The approved form will be returned to the instructional dean. A copy of the form will be sent to the Registrar where the information will be uploaded into the student's electronic record to ensure proper FTE reporting.

COMPLETE A SEPARATE FORM FOR EACH INDEPENDENT STUDY REQUESTED.
Exhibit 6.40B

**PIEDMONT COMMUNITY COLLEGE
INDEPENDENT STUDY VERIFICATION FORM**

The following is a listing of the contact hours completed this semester for _____ Class.
_____ for the study of _____
(Student Name and ID#) (name and sec. #)

Week No.	Week of:	Number of Hours:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
Total		

Signature of Instructor and Date

Signature of Student and Date

*Completed and signed form to be submitted to instructional dean at end of semester.
Dean submits to Registrar.*

Section 7

Students

7.1 Student Identification Cards

Last Revised: February 2024

Policy: Piedmont Community College (PCC) will issue student identification (ID) cards to all students enrolled in classes.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the process through which student identification cards are issued.

Definitions

Chosen first name—an alternative to an individual’s legal first name.

Legal name—an individual’s name as it appears on official governmental documents.

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

Procedure:

Section 1: Issuing Student IDs

- 1.1. Student ID cards will be issued when the student is officially registered for classes.
 - 1.1.1. ID machines are located in the Student Development Office on the Person County Campus and in a designated area on the Caswell County Campus.
- 1.2. Students enrolled in short-term classes and visitors may obtain a temporary campus ID at the reception desk on the Caswell and Person County Campuses.

1.3. Student ID cards will admit students to social, cultural, and educational events on campus, and students must have an ID card available for identification on campus at all times.

1.3.1. Students who do not display or cannot produce a college-issued ID card when requested by any college official, will be escorted to the Student Development Office for verification of enrollment.

Section 2: Updating Student IDs

2.1. The College requires students to provide appropriate documentation of a legal name change before a new student identification card is issued that reflects the changed name.

2.2. The College understands that it may be important to individuals for their college-issued student identification card to reflect their chosen first name. However, as a state institution, and given federal and state regulations that allow the use of student IDs for some official purposes (e.g., voter identification, passport applications), the legal name will be used on student IDs.

Section 3: Replacing IDs

3.1. Students needing a replacement ID will be charged a \$5 replacement fee.

Legal Citation: [N.C.G. S. 115D-20\(7\)](#)

History: Effective October 1988, revised October 2001, reviewed March 2011, revised August 2021, February 2024

7.2 Advising

Last Revised: August 2021

Policy: Piedmont Community College (PCC) supports students in the pursuit of their educational goals by assigning each student an advisor during the admissions process.

Purpose/Definitions:

Purpose

The integrity and success of the advising process depends on an open and ongoing channel of communication between the student and the advisor. The advisor provides the student with information about courses, programs of study, administrative and financial processes, career options, and extracurricular activities.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Advising Process

- 1.1. Advisors will be assigned during the admissions process according to a student's primary major.
- 1.2. The advisor guides the student throughout the student's program of study and provides an appropriate timeline for completion.
- 1.3. Together, the advisor and the student plan the student's schedule each semester to ensure the student meets graduation requirements in a timely manner.
- 1.4. Students should notify the advisor of any schedule changes and provide the advisor with the necessary documentation to process those changes.

Legal Citation: N/A

History: Effective October 1988, revised October 2001, reviewed March 2011, August 2021

7.3 Counseling, Assessment, and Referral Services

Last Revised: November 2021

Policy: Piedmont Community College (PCC) provides counseling, assessment, and referral services for students who may need assistance.

Purpose/Definitions:

Purpose

PCC believes that availability of counseling, assessment, and referral services are critical components for student success. Counselors provide limited personal counseling, career counseling, and advising, as well as instruction in life skills, and intervention for students who may need assistance.

Definitions

N/A

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

Procedure:

Section 1: Counseling and Assessment Services

- 1.1. All students who need counseling and/or assessment services will be directed to Student Development.
- 1.2. The College's professional personnel provide the following services for students:
 - 1.2.1. Information concerning admission and graduation requirements, financial aid, employment trends, distance learning, career counseling, job opportunities, and student policies.

- 1.2.2. Interpretation of assessments and inventories that enable students to better understand their strengths, needs, interests, and values.

Section 2: Referral Services

- 2.1. Counseling staff provides assessment and referral for personal counseling or crisis intervention issues to the student assistance program or local mental health agencies. (See also PCC Policy 7.15 Student Alcohol and Drug Dependency Assistance.)

Legal Citation: N/A

History: Effective October 1988, revised October 2001, reviewed March 2011, November 2021

Cross-references PCC Policy 7.15 Student Alcohol and Drug Dependency Assistance

7.4 Student Government Association

Last Revised: April 2024

Policy: Piedmont Community College (PCC) provides a voice for students through the Student Government Association (SGA).

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the organizational structure and responsibilities of Piedmont Community College's SGA.

Definitions

N/A

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

Procedure:

Section 1: Supervision and governance

- 1.1. All activities of the SGA are directed by the *Constitution and Bylaws of the Student Government Association of Piedmont Community College* (see **Exhibit 7.4A**).
- 1.2. The organization, expenditures, and activities of the SGA are under the supervision of the Vice President, Student Development.
- 1.3. The Vice President, Student Development, appoints an SGA advisor.

Section 2: SGA Governing Body

- 2.1. The executive officers (as defined in the SGA Constitution) will serve as the governing body of the student government and will focus on the following activities:

- 2.1.1. Communication—Finding better ways to communicate what is happening on campus through campus social media, flyers emails, and community resources.
- 2.1.2. Community Relations—Activities such as the Angel Tree, bloodmobile, and other community services.
- 2.1.3. Funding—Managing, allocating, and evaluating the use of budgeted funds generated by the Student Activity Fee and other sources.
- 2.1.4. Leadership Development—Utilizing workshops and conferences to expand the development of student leadership.
- 2.1.5. Student Clubs—Reviewing the activities of current clubs and organizations on campus along with chartering new clubs and organizations.
- 2.1.6. Student Involvement—Increasing students involved in activities, organizations on campus, and encouraging the formation of new clubs and organizations that will encourage increased student involvement.
- 2.1.7. Student Issues—Current issues, needs of students, and needs of future students to be addressed in accordance with SGA policies.
- 2.1.8. Student Representation—The SGA Executive Council will make sure that all students have the opportunity to have their issues heard and addressed.

Legal Citation: N/A

History: Effective February 1976; Revised December 1980, October 2001; Reviewed March 2011; Revised February 2012; Revised October 2019; Reviewed January 2020; Revised (title change) August 2020, September 2022, April 2024

Exhibit 7.4A

PREAMBLE

We, the students of Piedmont Community College, in order to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to promote the growth and development of the College, and to promote college-community relations, hereby establish this Constitution and Bylaws.

ARTICLE I. COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. The Student Government Association will be composed of the SGA Executive Council, and the students of Piedmont Community College.

Section 2. Every registered student will be governed by the Constitution and Bylaws of the Student Government Association.

Section 3. All registered students will have membership in SGA, unless that student is a member of Piedmont Community College faculty or staff as this could be considered a conflict of interest.

ARTICLE II. THE SGA ADVISOR(S)

Section 1. The SGA advisor(s) will consist of faculty and/or staff members appointed by the Vice President, Student Development.

Section 2. The SGA Advisor(s) will serve as a mentor to the SGA Executive Council members by providing overall vision, promoting a democratic approach to planning, decision-making, encouraging teamwork, and monitoring the execution of SGA objectives.

Section 3. The SGA Advisor(s) will monitor the SGA budget and the Treasurer's handling of the SGA budget.

Section 4. The SGA Advisor(s) will uphold the SGA Constitution and strive to abide by the instructions contained within.

Section 5. The SGA Advisor(s) will counsel SGA executive officers concerning instances of non-compliance with the Constitution and Bylaws or poor performance in their duties as SGA Executive Officers as specified in the SGA Constitution. Should an officer require removal from

their position, the SGA Advisor(s) will notify the individual and the Vice President, Student Development.

Section 6. The SGA Advisor(s) will maintain SGA records of financial expenditures, grant requests, election material, results, and any other SGA-pertinent materials.

ARTICLE III. SGA EXECUTIVE COUNCIL

Section 1. AUTHORITY AND COMPOSTION – The executive power of the students will be vested in an SGA Executive Council composed of the Student Government Association President, Vice-President, Secretary, Treasurer, Parliamentarian, Publicity Officer, and the Caswell Member-at-Large. (See **Article IV. Officers**)

Section 2. POWERS – The SGA Executive Council will act as a liaison between the Student Government Association, the administration, and faculty of Piedmont Community College.

Section 3. MEETINGS – The SGA Executive Council will meet at least once a month with the Student Government Association Advisor.

Section 4. COMPENSATION – The SGA Executive Council members will receive a stipend at the end of each semester of active service (fall and spring semesters only) in accordance with the regulations stated in Article VI.

ARTICLE IV. OFFICERS

Section 1. The President of the Student Government Association will:

- a) Be the chief executive officer of the Student Government Association;
- b) Enforce all decisions of the SGA Executive Council and execute all administrative responsibilities of the SGA Executive Council;
- c) Represent the Student Government Association in relations with the administration and with students of other academic institutions;
- d) Sign all documents, minutes, budgets, or other measures approved by the Student Government Association;
- e) Call and preside at all meetings of the Student Government Association;

- f) Approve all disbursements and requisitions of the Student Government Association funds in the absence of the Treasurer;
- g) Serve as an ex-officio member of all the committees of the Student Government Association;
- h) Appoint students to committees where appropriate with approval of the SGA Advisor;
- i) Call special meetings of the SGA Executive Council as necessary;
- j) Serve as an ex-officio member to the Piedmont Community College Board of Trustees; and
- k) Vote only to break a tie.

Section 2. The Vice President of the Student Government Association will:

- a) Preside at all meetings of the SGA Executive Council, and the Student Government Association in the absence of the President;
- b) Assist the Student Government President in the performance of their duties;
- c) Exercise the powers of the Student Government President when the President is unable to do so;
- d) Succeed to the office of President if the President is unable to continue their duties;
- e) Serve as editor of student publications;
- f) Serve as a voting member of the SGA Executive Council; and
- g) Produce and preserve the SGA Executive Council's historical data.

Section 3. The Secretary of the Student Government Association will:

- a) Maintain records and minutes of all meetings of the SGA Executive Council and provide a copy of each to the Vice President, Student Development within five days of all meetings;

- b) Maintain minutes of all meetings of the Student Government Association;
- c) Assist the Student Government Association President in the performance of their duties;
- d) Compose reports as requested by the President;
- e) Attend to all correspondence of the SGA Executive Council; and
- f) Serve as a voting member of the SGA Executive Council.

Section 4. The Treasurer of the Student Government Association will:

- a) Prepare an annual budget in March for presentation to the SGA Executive Council;
 - i. The budget approved by the SGA Executive Council will then be forwarded by the Student Government Association President to the Vice President, Student Development, then to the President of the College for adoption by the Board of Trustees.
 - ii. The budget must show anticipated revenue from student activity fees and projected disbursements for student activities such as student clubs, events, dances, and other socials, the student newspaper, and similar activities.
 - iii. The SGA's financial records will be maintained in the College business office and will be audited by the North Carolina State Auditor's Office.
 - iv. Unspent funds will be carried forward according to the practices, rules, and regulations of the College business office.
- b) Approve all disbursements and requisitions of Student Government Association funds;
- c) Maintain records of all allocations and expenditures of Student Government Association funds;
- d) Have the authority, at the request of the Student Government President, to audit the financial records of any student organization that receives funds from the Student Government Association budget or is recognized and accredited by this Constitution and Bylaws;
- e) Collect and deposit funds from SGA-related fund raising activities; and
- f) Serve as a voting member of the SGA Executive Council.

Section 5. The Parliamentarian of the Student Government Association will:

- a) Establish and maintain parliamentary order at the business meetings of the Piedmont Community College Student Government Association;
- b) Act as advisor to the SGA Executive Council in the interpretation of the Student Government Association Constitution;
- c) Serve as a voting member of the SGA Executive Council;
- d) Oversee the election of SGA Executive Council members as established in the Student Government Association Constitution;
- e) Conduct and report on Student Government Association surveys and research as necessary to establish the constituency, and research any concerns of the membership as deemed necessary by the SGA Executive Council;
- f) Assist in all other areas related to parliamentary procedure as deemed desirable by the SGA Executive Council and the purposes of this organization; and
- g) Interpret the SGA Constitution according to *Robert's Rules of Order, Newly Revised* and the N4CSGA Constitution.

Section 6. The Caswell Member-at-Large will:

- a) Coordinate all activities with the SGA Executive Council at the Caswell Campus;
- b) Serve as a representative of the Caswell Campus in all Student Government decisions;
- c) Serve as the liaison between the Caswell Campus administration and the SGA Executive Council;
- d) Maintain a presence on the Caswell Campus by providing office hours; and
- e) Serve as a voting member of the Executive Council.

Section 7. The Public Information Officer will:

- a) Serve as liaison between the Director, -Public Information and the SGA Executive Council.

- b) Prepare and release publicity to the appropriate media under the direction of the SGA Executive Council;
- c) Release public information to the students of Piedmont Community College, and advisors, as directed by the SGA Executive Council;
- d) Serve as a voting member of the SGA Executive Council;
- e) Serve as media coordinator for the Student Government Association when necessary, and with the approval of the SGA Executive Council;
- f) Direct the printing and publication of any SGA publication;
- g) Assist the Vice President in the maintenance of the historical records of the organization; and
- h) Assist in all other areas related to public information as deemed desirable by the SGA Executive Council and the purpose of the organization as a whole.

ARTICLE V. ELECTION AND POWERS OF THE EXECUTIVE COUNCIL

Section 1. Elections for Student Government Association officers will be held by the third (3rd) Friday in March. If elections cannot be held by this date due to natural events or occurrences, elections will be held once conditions are stable.

Section 2. All candidates for office must announce their candidacy by the established deadline prior to the election and must be prepared to present their qualifications to the student body in written and/or oral presentations according to rules established by the Student Government Association.

Section 3. The office of President and Vice President on the SGA Executive Council is open to students who are or who have been active members of a PCC student club or organization for at least one semester, with membership completed before the spring election. Student(s) must complete at least one semester at PCC prior to running for these SGA offices.

Section 4. A student can run for any open position other than President and Vice President, prior to completing their first semester but will be required to submit qualifications for the position they are running for and go through an interview with the SGA Advisor and election

committee. Candidates must be enrolled in six (6) credit hours and have a cumulative 2.5 G.P. A in an Associate Degree, Diploma, or Certificate by the end of their first semester.

Section 5. Candidates who are dually enrolled high school students must have junior status based on high school enrollment, based on PCC enrollment they must be enrolled in six (6) credit hours and have a cumulative 2.5 G.P. A, in an Associate Degree, Diploma, Certificate, or pathway.

Section 6. All currently enrolled curriculum students may vote in the election for officers.

Section 7. All candidates for office shall be elected by a majority of student votes cast during the time of the annual election.

Section 8. All student votes shall be cast by secret ballot, and no soliciting at the polls will be permitted.

Section 9. The annual election will be under the supervision of the Vice President, Student Development or their designee.

Section 10. The SGA Executive Council is authorized to conduct SGA business between regular scheduled meetings as needed with ratification at the next scheduled meeting.

ARTICLE VI. REGULAR GOVERNING OFFICERS

Section 1. Any officer failing to maintain at least a 2.5 cumulative GPA each semester will forfeit their office and will be ineligible for the semester stipend.

Section 2. Any officer who is absent for more than three (3) regularly scheduled meetings without an official excuse from the SGA Advisor will forfeit their office and be ineligible for the semester stipend.

Section 3. Any officer who does not enroll for a minimum of six (6) credit hours per semester (Fall and Spring only) and who does not earn credit for at least six (6) credit hours per semester (Fall and Spring only) will forfeit their office and will be ineligible for the semester stipend.

Section 4. If an officer resigns, leaves school, or is removed from office, the SGA Executive Council will appoint a person to serve until the next scheduled election for that office. The Vice President, Student Development must approve the selection. The officer who resigns will be ineligible for the semester stipend.

Section 5. If an officer acts in any way in violation of the Piedmont Community College Code of Conduct, they will be treated as any other student and will be subject to the same disciplinary actions. In addition, the Vice President, Student Development has the authority to remove the officer from office, in addition to any other appropriate disciplinary actions. The officer thus removed may appeal this decision through the Grievance and Student Appeal Procedure. If removed from office, the officer will be ineligible for the semester stipend.

Section 6. Collectively, SGA officers must maintain a minimum of 8 posted office hours per week in the SGA office and be available to hear student comments.

ARTICLE VII. MEETINGS

At least one business meeting of the Student Government Association will be held each month. The Student Government President will preside at these meetings and will ask for reports from all committees and clubs. Meetings will alternate between the Caswell and Person Campuses.

ARTICLE VIII. REQUIREMENTS FOR STUDENT CLUBS AND ORGANIZATIONS

Section 1. Club Advisors and Coaches are important positions within Piedmont Community College. Advisors and Coaches are both teachers and mentors to their members. They provide leadership, guidance, support, and growth to their members. Each role comes with a set of responsibilities, as outlined below.

Club Advisor responsibilities:

- a) Advisors must provide information and direction to the club officers.
- b) Advisors must be familiar with the SGA constitution, PCC General Catalog and Student Handbook, and the College's Policy and Procedures Manual (located on the college website), and ensure their club adheres to all requirements.
- c) Advisors must serve as liaison with strong communication regarding meetings, activities, fundraisers, student support, and student travel.
- d) Advisors are expected to allow the duly elected student leadership to exercise primary decision-making authority with regards to scheduling meetings, organization goals and objectives, and activities within the limitations of the expectations above.
- e) Advisors are encouraged to meet with organization officers and members as determined by the organization's constitution.

- f) Advisors must require club members participate in a minimum of (2) SGA events each semester (fall and spring) and either attend the monthly SGA business meetings or submit a club report to be shared at the meeting.
- g) Advisors must attend all events that require travel.
- h) Advisors will oversee the finances of the organization and the appointed club treasurer to ensure the organization adheres to sound fiscal policies and procedures. See PCC Policy 7.9 Student Fundraising for more information.
- i) Advisors will approve financial, travel, and purchase requests. **The club cannot exceed the amount requested from SGA.**
- j) Advisors should be familiar with the organization's constitution and all other governing documents, so that they may advise effectively.
- k) Advisors are required to attend one (1) mandatory advisor training each year. Additional trainings may be offered and required of advisors. Trainings may include new or changed procedures, forms, or software updates.
- l) Advisors should ensure the club properly registers by September 30 of each academic year. Clubs registering after this date require appropriate Student Engagement Director and VP approval.
- m) Advisors will maintain an active student participation roster that will be submitted to the SGA Club Advisor at the end of each term (Fall/Spring).
- n) Advisors should meet with the officers of the organization to discuss expectations for roles and responsibilities and set goals for the academic year. They should attend general meetings as needed and be available outside of those meetings for advice and consultation related to the operations of the organization.
- o) If an advisor resigns from the club or is no longer able to fill the advisor role(s), the advisor must notify the SGA advisor of their resignation and replacement in a written statement at least two (2) weeks, when possible, prior to leaving the club.
 - a. If there is no advisor(s) replacement the student club will be held in inactive status until a replacement is made.
- p) Advisors will receive a \$250 stipend each semester (fall and spring). If there is more than one Advisor, the stipend will be divided evenly between each Advisor.
- q) Advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester.

- r) Advisors who are PCC faculty or staff members must have approval from their supervisor to participate in a club/org advisor role.
- s) Background checks will be required for all advisors who are not PCC employees.
- t) All advisors must sign the statement of commitment form. Please see the SGA Advisor for the *PCC Student Club Advisor Agreement* (see **Exhibit 7.4B**).

Club Sport Coach responsibilities:

- a) Coaches should be familiar with PCC's General College and Student Handbook and the College's Policy and Procedure Manual (located on the college website) and ensure their team adheres to all requirements.
- b) Coaches should be familiar with the local parks and recreation department's policies or guidelines that establish expectations for student or athlete behavior and activities.
- c) Coaches must attend any required team meeting(s) held by the local parks and recreation department, all games, practices, and tournaments. If a Coach is unable to attend an event, they must make arrangements with the Director, Student Engagement to provide coverage.
- d) Coaches must turn in registration documents to the local parks and recreation department's by required deadlines.
- e) Coaches must be the primary contact for the team.
- f) Coaches must have at least one meeting prior to the start of season to discuss games, practices, jersey/shirt numbers, etc., with the team.
- g) Coaches will work with the team to decide on an appropriate practice schedule, including dates and times.
- h) Coaches are responsible for securing keys from the local parks and recreation department's that are needed to open gym/practice facilities and returning them to the local parks and recreation department in a timely manner.
- i) Coaches are responsible for making sure any facilities used by the team are cleaned up and left in appropriate condition.
- j) Coaches will report any PCC code of conduct violations by any participants during scheduled games or practices to the Vice President, Student Development.
- k) If a coach resigns from their position or is no longer able to fill the coaching duties, the coach must notify the Director, Student Engagement of their resignation in writing immediately.

- l) Coaches will receive a \$350 stipend at the end of the intramural sports season if all duties listed in this agreement are performed.
- m) If there is more than one coach, the stipend will be divided evenly between each coach.
- n) A team with 10 or fewer players cannot split into a second team.
- o) Background checks will be required for all coaches who are not PCC employees.
- p) All Coaches must sign the statement of commitment form. Please see the SGA Advisor for the *PCC Club Sports Coaching Agreement* (see **Exhibit 7.4C**).

Section 2. A proposed student club or organization must display evidence of a sound organizational philosophy and must select faculty or staff advisors and recruit at least three (3) student members. Each proposed student club or organization must submit to the SGA a petition for authority and a proposed constitution and bylaws to show just cause for the organization's existence. Each student club or organization will receive its charter after the **SGA advisor has reviewed and the Vice President, Student Development has approved the proposed constitution and bylaws for the club.**

For a Club Sport Team, there must be sufficient interest to be eligible to participate in the local parks and recreation program. A team with 10 or fewer players cannot split into a second team.

Section 3. For a club to be considered eligible to receive funds from the SGA budget, representatives of the club must actively participate in all SGA events. In addition, the club must issue a written request to the President of the SGA specifying the amount needed, how the funds are to be spent, and what funds the club has raised or will raise through the club's own fundraising efforts. The club may not exceed the amount requested from SGA.

Section 4. All club advisors are required to attend one (1) mandatory advisor training each year. The date(s) each semester for advisor training will be established by the SGA advisor and will be in conjunction with the registration deadlines and approval of new clubs/orgs by the VP.

Section 5. Club advisors will receive a stipend of \$250 per semester (at the end of each fall and spring semester) if all the requirements are met. If there is more than one Advisor, the stipend will be divided evenly between each Advisor. Club advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester. Clubs must maintain at least three (3) members per semester and participate in all SGA events. Failure to do so, the advisor will be ineligible for the semester stipend.

Section 6. All clubs must have bylaws/constitution on file. Advisors are permitted to update bylaws/ constitution once a calendar year. Once the update is made, it must be given to the SGA advisor and then approved by the Vice President, Student Development.

Section 7. A group is not considered a club or organization until all the proper paperwork is on file with the SGA Advisor and approved by the Vice President, Student Development. Information meetings may be held to see if students are interested in starting a club or organization. Contact the SGA Advisor for the new club/organization guidelines.

Section 8. In the event the club/organization dissolves, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College or to the Piedmont Community College Foundation.

Section 9. Non-discrimination statement: The SGA will not discriminate in the make-up of its membership, in granting charter for new clubs and organizations, supporting existing clubs and organizations, and funding requests for SGA-supported activities. It is the policy of Piedmont Community College to provide an educational and working environment free from sexual and other unlawful harassment, discrimination, and retaliation. Harassment, discrimination or retaliation against an employee or student on the basis of race, color, religion, creed, gender, nation or ethnic origin, age, disability, veteran or active military status, genetic characteristics, or any other category protected by law is strictly prohibited and will not be tolerated of anyone associated with the College.

ARTICLE IX. ADMINISTRATIVE RELATIONSHIPS

Section 1. It is recognized that any authority vested in the SGA is delegated authority and may be withdrawn by the College administration.

Section 2. Any action taken by the Student Government Association is subject to review and approval by the President of Piedmont Community College.

ARTICLE X. AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by the SGA Executive Officers of the Student Government Association.

Section 2. If an executive officer proposes an amendment to the Constitution, a majority vote of the executive officers is required to approve the amendment. (See **Article XI. Ratification**)

Section 3. Approved amendments will become effective after the proposal for the amendment has been passed.

ARTICLE XI. RATIFICATION

Section 1. To accomplish ratification of the Constitution, it will be presented to eligible students at least one (1) week prior to the referendum. A two-thirds majority of the votes cast in the referendum must be in the affirmative for ratification. The President of the College and the Board of Trustees must approve the document.

Section 2. This Constitution will take effect on the first day of the new semester following ratification.

ARTICLE XII. DISSOLUTION

In the event that the Student Government Association should be dissolved, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College or to the Piedmont Community College Foundation. Should the College or the Foundation be unable, or unwilling, to accept these assets, they will be distributed to a local fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code.

Legal Citation: N/A

History: Ratified November 1990; Amended February 1991, February 2001, March 2005, February 2012, August 2020, August 2022, September 2022, April 2024

Exhibit 7.4B

Piedmont Community College (PCC) Student Club Advisor Agreement

Student Government Association appreciates your commitment to serve as an advisor to a recognized student organization at PCC. The advisor can play an integral role in helping student leaders create an environment within their organization that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interact with the organization.

Advisor Agreement

- Advisors must provide information and direction to the club officers.
- Advisors must be familiar with the SGA constitution, PCC General Catalog and Student Handbook, and the College's Policy and Procedure Manual (located on the college website), and ensure their club adheres to all requirements.
- Advisors must serve as liaison with strong communication regarding meetings, activities, fundraisers, student support, and student travel.
- Advisors are expected to allow the duly elected student leadership to exercise primary decision-making authority with regards to scheduling meetings, organization goals and objectives, and activities within the limitations of the expectations above.
- Advisors are encouraged to meet with organization officers and members as determined by the organization's constitution.
- Advisors must require club members participate in a minimum of (2) SGA events each semester (fall and spring) and either attend the monthly SGA business meetings or submit a club report to be shared at the meeting.
- Advisors must attend all events that require travel.
- Advisors will oversee the finances of the organization and the appointed club treasurer to ensure the organization adheres to sound fiscal policies and procedures. See PCC Policy 7.9 Student Fundraising for more information.
- Advisors will approve financial, travel, and purchase requests. **The club cannot exceed the amount requested from SGA.**
- Advisors should be familiar with the organization's constitution and all other governing documents, so that they may advise effectively.

- Advisors are required to attend one (1) mandatory advisor training each year. Additional trainings may be offered and required of advisors. Trainings may include new or changed procedures, forms, or software updates.
- Advisors should ensure the club properly registers by September 30 of each academic year. Clubs registering after this date require appropriate Student Engagement Director and VP approval.
- Advisors will maintain an active student participation roster that will be submitted to the SGA Club Advisor at the end of each term (Fall/Spring).
- Advisors should meet with the officers of the organization to discuss expectations for roles and responsibilities and set goals for the academic year. They should attend general meetings as needed and be available outside of those meetings for advice and consultation related to the operations of the organization.
- If an Advisor resigns from the club or is no longer able to fill the advisor role(s), the Advisor must notify the SGA advisor of their resignation and replacement in a written statement at least two (2) weeks, when possible, prior to leaving the club.
- Advisors will receive a \$250 stipend each semester (fall and spring). If there is more than one Advisor, the stipend will be divided evenly between each Advisor.
- Advisors cannot advise more than two (2) clubs a semester or receive more than \$500 in stipends per semester.
- Advisors who are PCC faculty or staff members must have approval from their supervisor to participate in a club/org advisor role.
- Background checks will be required for all Advisors who are not PCC employees.

I have read the above Advisor Responsibilities and agree to serve as the official advisor.

Advisor Signature/Date

Co-Advisor Signature/Date

Advisor Supervisor Signature/Date

Co-Advisor Supervisor Signature/Date

Term Effective: _____

Exhibit 7.4C

Piedmont Community College Club Sports Coaching Agreement

Piedmont Community College (PCC) appreciates your commitment to serve as a coach to a recognized club sport at PCC. The coach can play an integral role in helping players create an environment within their sport that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interact with the team.

Coaching Agreement

- Coaches should be familiar with PCC's General College and Student Handbook and the College's Policy and Procedure Manual (located on the college website) and ensure their team adheres to all requirements.
- Coaches should be familiar with the local parks and recreation department's policies or guidelines that establish expectations for student or athlete behavior and activities.
- Coaches must attend any required team meeting(s) held by the local parks and recreation department, all games, practices, and tournaments. If a Coach is unable to attend an event, they must make arrangements with the Director, Student Engagement to provide coverage.
- Coaches must turn in registration documents to the local parks and recreation department's by required deadlines.
- Coaches must be the primary contact for the team.
- Coaches must have at least one meeting prior to the start of season to discuss games, practices, jersey/shirt numbers, etc., with the team.
- Coaches will work with the team to decide on an appropriate practice schedule, including dates and times.
- Coaches are responsible for securing keys from the local parks and recreation department's that are needed to open gym/practice facilities and returning them to the local parks and recreation department in a timely manner.
- Coaches are responsible for making sure any facilities used by the team are cleaned up and left in appropriate condition.
- Coaches will report any PCC code of conduct violations by any participants during scheduled games or practices to the Vice President, Student Development.

- If a coach resigns from their position or is no longer able to fill the coaching duties, the coach must notify the Director, Student Engagement of their resignation in writing immediately.
- Coaches will receive a \$350 stipend at the end of the intramural sports season if all duties listed in this agreement are performed.
- If there is more than one coach, the stipend will be divided evenly between each coach.
- A team with 10 or fewer players cannot split into a second team.
- Background checks will be required for all coaches who are not PCC employees.

I have read the above coaching responsibilities and agree to serve as the official coach to a PCC Club Sports Team.

Please list sport and season:

Head Coach Signature/Date

Assistant Coach Signature /Date

Head Coach Supervisor Signature/Date

Assistant Coach Supervisor Signature/Date

7.5 Code of Conduct

Last Revised: February 2024

Policy: Piedmont Community College (PCC) requires students to conduct themselves in ways that foster a conducive learning environment which upholds the principles of responsibility and respect.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish guidelines for appropriate conduct in order to protect all members of PCC and the community.

Definitions

Assault—threatening or attempting to strike another person

Battery—striking another person

Bullying—any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on college premises or at any college-sponsored function that places a person in actual and reasonable fear of harm to their person or damage to their property or creates a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a college employee’s ability to perform the essential functions of their job. (See PCC Policy 2.17 Unlawful Harassment for more information.)

Cheating—occurs when a student does one of the following:

- receiving, giving, or helping another student to receive or give any information during a quiz, test, exam, or individual assignment
- using unauthorized materials or equipment during a quiz, test or exam (for example, notes or books)
- communicating the subject matter or contents of a quiz, test, or exam (unless specifically authorized to share it) to another student
- taking a quiz, test, or exam for another student
- obtaining quiz, test, or exam questions beforehand
- tampering with the grading of a quiz, test, or exam after it has been corrected

- working with others in completing a take-home quiz, test, or exam, unless the instructor specifically authorizes collaborative work

Expulsion—permanent dismissal from the College. The student is not eligible to return to the College. The student may petition the President to allow for re-instatement after a period of 5 years.

Indecent exposure—occurs when a person willfully exposes the private parts of their person in any public place and in the presence of any other person or persons, except for those places designated for a public purpose where the same sex exposure is incidental to a permitted activity.

Intentional plagiarism—the act of taking intellectual property (words, ideas, images, musical expression, etc.) and passing it off as one's own without giving proper credit to the original source.

Interim Suspension—a short-term suspension of three weeks or less. It may be used as a sanction or an interim measure until a disciplinary hearing can be held if the student's continued presence on campus puts them or the community at risk. The student must leave the campus immediately and not return to campus facilities or activities until the end of the suspension or with permission of the Vice President, Student Development

Loss of Privileges—a violation of the Code of Student Conduct which is related to a specific facility or activity. A student loses the right to use the facility or participate in campus activities for a defined period of time based on the seriousness of the violation.

Probation—a defined period of time (normally one or more semesters) during which any violation of the Student Code of Conduct will result in sanctions ranging from a minimum of an interim suspension to a maximum of expulsion.

Stalking—any severe intrusion on a victim's personal privacy and autonomy. Stalking includes, but is not limited to, a pattern of observing or monitoring the victim or committing violent or intimidating acts, regardless of the means, against the victim.

Suspension for Multiple Terms—suspension for the period outlined in a sanction letter sent by registered mail. While suspended from the College, a student is not allowed on any campus facility or allowed any involvement in student activities without the permission of the Vice President, Student Development.

Suspension for One Term—suspension for the remainder of the current term or the next full term, depending on when the offense is adjudicated. While suspended from the College, a

student is not allowed on any campus facility or allowed any involvement in student activities without the permission of the Vice President, Student Development.

Tobacco products—items such as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.

Unintentional plagiarism—occurs when a student carelessly paraphrases, excessively quotes, or poorly documents/cites source material.

Verbal Warning—discussion of why a behavior or conduct is not appropriate and what should be appropriate behavior. The discussion includes oral notice that continuation of the specified behavior or conduct will be cause for more severe action. A discipline file will also be generated at this time.

Written Warning—written notice in the form of a letter sent to the student’s current address by certified mail outlining the violation of the Code of Student Conduct, corrective actions needed, and what will happen if the behavior or conduct continues.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development and the Vice President, Instruction/CAO have monitoring authority for this policy.

Procedure:

Section 1: Prohibited actions

- 1.1. The following actions are specifically prohibited at PCC under the Code of Student Conduct and may result in disciplinary action.
 - 1.1.1. Deceiving any official of the College by cheating on any assignment, examination, or paper or committing plagiarism.
 - 1.1.2. Possessing or using alcoholic beverages or being under the influence of alcoholic beverages on campus. (See PCC Policy 2.12 Drug-Free College and Substance Abuse for more information.)
 - 1.1.3. Possessing, using, or being under the influence of any narcotic or illegal drug on campus in violation of the laws of the State of North Carolina or of the

United States. (See PCC 2.12 Policy Drug-Free College and Substance Abuse for more information.)

- 1.1.4. Bullying.
- 1.1.5. Violating any of the rules pertaining to Classroom Conduct as published in the PCC Student Handbook.
 - 1.1.5.1. This includes classroom rules regarding safety, dress code, and/or behavior for specific courses included in the course syllabus.
- 1.1.6. Damaging property of the College or the property of another person working at or attending the College.
- 1.1.7. Disobeying the reasonable directions of college employees, including administrators, faculty members, security officers, and other employees.
- 1.1.8. Conducting yourself in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.
- 1.1.9. Skateboarding and Roller Skating.
- 1.1.10. Disrespecting any college employees, particularly when and if disagreements arise.
- 1.1.11. Disrupting the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
- 1.1.12. Presenting to the College or its employees false information or documentation; neither may one knowingly withhold information which may have an effect on their enrollment or status at the College and which is properly and legally requested by the College.
- 1.1.13. Gambling on campus.
- 1.1.14. Possessing a weapon or facsimile of a weapon of any kind on campus, including a knife, stun gun, or any firearm. (See PCC Policy 2.19 Weapons on College Property for more information.)
 - 1.1.14.1. Law enforcement officers are exempt from this prohibition.
- 1.1.15. Violating any federal, state, or local laws.

- 1.1.15.1. Any violations of federal, state, or local laws that occur off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and the order of the campus.
- 1.1.16. Harassing any member of the college community, including other students, employees, or other persons on the college campus.
 - 1.1.16.1. This prohibition includes sexual, verbal, or physical harassment for any reason including race, color, religion, gender, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation. (See PCC Policy 2.17 Unlawful Harassment and Policy 2.18 Sexual Assault for more information.)
- 1.1.17. Indecent Exposure.
- 1.1.18. Stealing the property of another individual or of the College.
 - 1.1.18.1. Students who are caught stealing will be required to make restitution and may be subject to civil or criminal prosecution as well as disciplinary action by the College.
- 1.1.19. Engaging in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of yourself or other students, faculty, and staff.
- 1.1.20. Using tobacco or tobacco products. (See PCC Policy 2.29 Tobacco-Free Campus for more information.)
- 1.1.21. Using the Internet Inappropriately. (See PCC Policy 2.23 Technology Resources Usage Acceptable Use for more information.)
 - 1.1.21.1. Users of college computers acknowledge the policy whenever they sign on to the PCC network.
 - 1.1.21.2. This includes accessing sexually explicit material or downloading music.
 - 1.1.21.3. E-mail accounts are provided for student use; however, no right of privacy exists for use of e-mail.

Section 2: Consequences of violations

- 2.1. The instructor has the authority to dismiss a student from class or to have removed any element that disrupts the learning environment or interferes with the rights of other members to learn.
 - 2.1.1. The instructor has the authority to remove a student from class for the remainder of the class period only.
 - 2.1.2. The instructor will document the reason for dismissing the student and maintain the documentation until the end of the semester.
- 2.2. If an instructor desires that a student be removed from class for more than the remainder of the class period, the instructor must notify the Vice President, Student Development and charge the student with a violation of the Code of Student Conduct.
- 2.3. Any college employee can submit a charge for student violation of the Code of Conduct.
- 2.4. A student charged with a violation of the Code of Student Conduct will receive a written notice of the charges and an appointment for a hearing with the Vice President, Student Development or their designee. Based upon the result of the hearing, the Vice President, Student Development may:
 - 2.4.1. dismiss the charges, or
 - 2.4.2. impose a sanction consistent with the nature of the violation. Sanctions include but are not limited to reprimand/warning, probation, loss of privileges, restitution, suspension, and expulsion.
 - 2.4.3. Depending on the nature of the offense, sanctions for each offense will adhere to the following guidelines:
 - 2.4.3.1. First Offense—verbal warning to expulsion
 - 2.4.3.2. Second Offense—written warning to expulsion
 - 2.4.3.3. Third Offense—probation to expulsion
 - 2.4.3.4. Fourth Offense—loss of privileges to expulsion
 - 2.4.3.5. Fifth Offense—interim suspension to expulsion
 - 2.4.3.6. Sixth Offense—suspension for one term to expulsion

- 2.4.3.7. Seventh Offense—suspension for multiple terms to expulsion
- 2.5. Students may appeal the decision of the Vice President, Student Development by following the procedure outlined in Policy 7.12.2 Student Disciplinary Appeals Procedure.
- 2.6. The Vice President, Student Development will communicate outcomes and ramifications relevant to the charge to the appropriate college personnel.
- 2.7. In addition to college disciplinary actions, legal action may be instituted against the perpetrators.
- 2.8. Violations will be cumulative throughout the student’s tenure at the College.

Legal Citation: [N.C.G.S. 115D-20](#), [N.C.G.S. 115C-407.15](#)

History: Effective August 1977, Revised October 2001, July 2011, October 2011, August 2021, February 2024

Cross-references PCC Policy 2.12 Drug-Free College and Substance Abuse, Policy 2.17 Unlawful Harassment, Policy 2.18 Sexual Assault, Policy 2.19 Weapons on College Property, Policy 2.29 Tobacco-Free Campus, and Policy 2.23 Technology Resources Usage Acceptable Use.

7.5.1 Academic Integrity

Last Revised: November 2023

Policy: Piedmont Community College (PCC) values the principles of personal ethics, integrity, and academic honesty. In accordance with these principles, students are expected to produce original work, to cite references correctly, and to abstain from cheating or plagiarism.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the consequences of plagiarism or cheating.

Definitions

Cheating—occurs when a student does one of the following:

- receiving, giving, or helping another student to receive or give any information during a quiz, test, exam, or individual assignment
- using unauthorized materials or equipment during a quiz, test or exam (for example, notes or books)
- communicating the subject matter or contents of a quiz, test, or exam (unless specifically authorized to share it) to another student
- taking a quiz, test, or exam for another student
- obtaining quiz, test, or exam questions beforehand
- tampering with the grading of a quiz, test, or exam after it has been corrected
- working with others in completing a take-home quiz, test, or exam, unless the instructor specifically authorizes collaborative work

Intentional plagiarism—the act of taking intellectual property (words, ideas, images, musical expression, etc.) and passing it off as one's own without giving proper credit to the original source.

Unintentional plagiarism—occurs when a student carelessly paraphrases, excessively quotes, or poorly documents/cites source material.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority.

Procedure:

Section 1: Plagiarism

- 1.1. Plagiarism will result in disciplinary action, and repeated offenses will lead to increased penalties that may ultimately result in suspension from the College.
 - 1.1.1. A student who unintentionally plagiarizes may receive a warning and instruction on proper citation, style, and usage for the first offense.
 - 1.1.1.1. The instructor has the authority to decide the extent to which the grade on the assignment may be affected.
 - 1.1.1.2. A student who unintentionally plagiarizes a second time in the same course will receive a failing grade for the plagiarized assignment.
 - 1.1.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).
 - 1.1.2. A student who intentionally plagiarizes will receive a grade of zero for the plagiarized assignment.
 - 1.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).
 - 1.1.2.2. If a student intentionally plagiarizes a second time in the same course, they will receive an “F” for the course.

Section 2: Cheating

- 2.1. Cheating will result in disciplinary action, and repeated offenses will lead to increased penalties that may ultimately result in suspension from the College.
 - 2.1.1. For the first instance of cheating, the instructor may assign a failing grade for the assignment.
 - 2.1.1.1. The instructor should complete the Academic Integrity Report Form (Exhibit 7.5.1) for each instance of cheating.

2.1.2. For a second instance of cheating in the same course, the student will receive an “F” for the course.

2.1.2.1. The instructor will notify the appropriate instructional dean and the Vice President, Student Development, using the Plagiarism Academic Integrity Incident Report Form (Exhibit 7.5.1 Academic Integrity Report Form).

2.2. Misrepresentation

2.2.1. Presenting to the College or its employees false information or documentation; neither may one knowingly withhold information which may have an effect on their enrollment or status at the College and which is properly and legally requested by the College.

Section 3: Additional Consequences

3.1. The student is subject to the consequences of PCC Policy 7.5 Code of Conduct, including a loss of privileges or the right to participate in campus activities based on the seriousness of the violation.

3.2. If a student receives three course grades of “F” as a result of plagiarism and/or cheating, as determined by academic records kept in Student Development, they will be suspended for one term, excluding summer, from the College as referenced in PCC Policy 7.5 Code of Conduct.

Legal Citation: [N.C.G. S. 115D-20\(4\)](#)

History: Effective January 2004, reviewed March 2011, July 2011, August 2021, May 2022— updated definitions, November 2023

Cross-references PCC Policy 7.5 Code of Conduct.

Exhibit 7.5.1 Academic Integrity Report Form

**Academic Integrity
Report Form**

In accordance with the Piedmont Community College Policy 7.5.1 Academic Integrity, this form must be completed and forwarded to the Vice President of Student Development when a student commits plagiarism and/or cheating.



Semester and Year	Fall	Spring	Summer
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Instructor's Name: _____

Student's Name: _____

Student's ID: _____

Course Prefix/Number/Title and Section: _____

Assignment Description:

Nature of Violation:

Action Taken by Instructor:

Date of Offense: _____

Date of Report: _____

Instructor

Date

Instructional Dean

Date

Vice President, Student Development

Date

7.6 The Family Educational Rights and Privacy Act of 1974

Last Revised: February 2024

Policy: Piedmont Community College (PCC) complies with the requirements of The Family Educational Rights and Privacy Act of 1974 (FERPA).

Purpose/Definitions:

Purpose

The purpose of this policy is to protect the privacy of student education records.

Definitions

Education Records—any record (in handwriting or in print, or stored on tape, film, computer file, or other medium) that contains information directly related to a student and maintained by PCC or by an agent of the College, except the following:

- a personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record
- records created and maintained by the Director, College Safety or the Title IX Coordinator for law enforcement purposes
- an employment record of an individual whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment
- records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for treatment of a student and made available only to those persons providing the treatment
- alumni records that contain information about a student after they are no longer in attendance at the College and that do not relate to the person as a student

FERPA—a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA requires an educational institution to “establish appropriate procedures” for granting requests for access to education records. The law also states that students must be notified of these procedures and of their rights for access to their education records.

Legal name—an individual’s name as it appears on official governmental documents.

Student—any individual who is or has attended PCC and regarding whom PCC maintains education records.

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

Procedure:

Section 1: Maintenance of Education Records

- 1.1. PCC maintains the following education records as defined by FERPA. (See Exhibit 1.1A Custodial Listing)
- 1.2. PCC is not required to permit access to the following types of information:
 - 1.2.1. financial statements of a student's parents
 - 1.2.2. letters and statements of recommendation for which the student has waived his or her right of access or which were maintained before January 1, 1975
 - 1.2.3. any part of a record pertaining to another student
 - 1.2.4. records concerning an application to attend PCC or a component of the College if that application was denied
 - 1.2.5. records excluded from the FERPA definition of education records, including records of an instructional, supervisory, administrative, and educational nature maintained by college officials for their personal use

Section 2: Student Rights

- 2.1. In accordance with FERPA, students at PCC have the right to:
 - 2.1.1. inspect and review records covered under FERPA
 - 2.1.2. challenge (seek correction of) the content of these records
 - 2.1.3. a formal hearing, if necessary, for a fair consideration of such a challenge

- 2.1.4. place an explanatory statement in the record in the event that a challenge of contents is unsuccessful
- 2.1.5. control, with certain exceptions, the disclosure of the contents of the records
- 2.1.6. be informed of the existence and availability of the College policy covering FERPA rights

Section 3: Inspecting and Reviewing Education Records

- 3.1. Students who wish to inspect and review their education records may do so by submitting a written request to the custodian responsible for the specific record.
 - 3.1.1. The custodian must comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request. Complete guidelines can be found at https://studentprivacy.ed.gov/node/548/#0.1_se34.1.99_15
- 3.2. Copies of education records or record entries, with certain exceptions, may be obtained by the student for a nominal fee. The College reserves the right to deny a copy of an education record under the following conditions:
 - 3.2.1. a student has an outstanding debt as defined in PCC Policies 3.4 Student Tuition and Fees or 6.5 Tuition/Registration and Fees
 - 3.2.2. the requested information compromises the integrity of an exam or assessment
 - 3.2.3. the requested information is for a second-source transcript that exists elsewhere

Section 4: Disclosing Education Records

- 4.1. PCC will disclose information from a student's education records only with the written consent of the student, except for the following disclosures that may be made without consent:
 - 4.1.1. school officials with legitimate educational interest
 - 4.1.2. other schools to which a student is transferring
 - 4.1.3. specified officials for audit or evaluation purposes
 - 4.1.4. appropriate parties in connection with financial aid to a student

- 4.1.5. organizations conducting certain studies for or on behalf of the school
- 4.1.6. accrediting organizations
- 4.1.7. to comply with a judicial order or lawfully issued subpoena
- 4.1.8. appropriate officials in cases of health and safety emergencies
- 4.1.9. state and local authorities, within a juvenile justice system, pursuant to specific State law

Section 5: Release of Academic Information for Deceased Students

- 5.1. The following requirements protect the confidentiality of academic information upon the death of a former student or alumnus of the College:
 - 5.1.1. The Registrar will evaluate each request for the release of a transcript or other academic records of a deceased student on the individual merits of that request and reserves the right to deny the request in whole or to release only part of the academic records that are requested. The Registrar does not release academic records of deceased students to the news media or for research purposes.
 - 5.1.2. The closest living next-of-kin may submit a written request along with a copy of a death certificate or obituary and documentation of the relationship to the deceased individual.
 - 5.1.3. If there is no living next-of-kin, academic records may be requested by the executor of the estate or holder of power of attorney for the deceased. A written request along with a notarized copy of the executor statement or power of attorney is required. Documents must be submitted to the Registrar's Office.

Section 6: Records of Requests for Disclosure

- 6.1. Except for the above-listed nine (9) categories in Section 4, PCC will maintain a record of all requests for and/or disclosures of information from a student's education records.
 - 6.1.1. Such requests will include the following:
 - 6.1.1.1. the name of the party making the request
 - 6.1.1.2. any additional party to whom it may be re-disclosed

6.1.1.3. the legitimate interest the party had in requesting or obtaining the information

6.2. The disclosed record may be reviewed by the eligible student.

Section 7: Directory Information

7.1. PCC designates the following items as Directory Information: student legal name (see PCC Policy 6.17.1 Chosen First Name for more information); PCC student email address; city; program of study; dates of attendance; and credentials and awards received.

7.1.1. PCC does not publish or distribute lists of applicants, current students, or graduates for use by off-campus organizations, without the provision of a data-sharing agreement or Memorandum of Understanding (MOU).

7.2. The College may disclose any of the above items without prior written consent, unless notified in writing to the contrary.

7.2.1. Students must complete the non-disclosure form and submit it to the Registrar.

7.2.2. The non-disclosure form can be found on the [College's website](#) [Home → Services and Support → Electronic Forms → FERPA-Non-Disclosure] and copies are available in the Student Development Office.

7.2.3. This notification becomes effective within 14 business days of the date the request was received.

Section 8: Challenging the Contents of an Education Record

8.1. Students have the right to request correction of education records that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

8.1.1. A student must submit a written request to the Registrar or the appropriate custodian in order to amend a record. In this request, the student must identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

8.1.2. The Registrar or the appropriate custodian may comply with the request, or they may decide not to comply. If they decide not to comply, the Registrar or the appropriate custodian will notify the student of the decision and advise the

student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights as outlined in PCC Policy 7.12 Student Grievance Process.

Section 9: Reporting FERPA Violations

- 9.1. Students can report violations of FERPA legislation to the Vice President, Student Development and/or the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA requirements. Complaints can be made to the U.S. Department of Education Student Privacy Policy Office, 400 Maryland Avenue SW, Washington, DC 20202-8520 or via the website: <https://studentprivacy.ed.gov/file-a-complaint>

Section 10: Annual Notification

- 10.1. A college or university is required by Title 34 § 99.34 of the Code of Federal Regulations to provide students with annual notification of their FERPA rights. Students will be notified annually of their FERPA rights by publication of those rights in the PCC General Catalog & Student Handbook and on the [College's website](#) [Home → Catalog]
- 10.2. Additional information on FERPA may be accessed at the U.S. Department of Education website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Legal Citation: 20 U.S.C. § 1232g, 34 CFR Part 99; [U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)

History: Effective September 1975; Revised October 1988, October 2001, July 2007, January 2012, October 2019, September 2021; December 2021, May 2022—updated definitions, March 2023, February 2024

Cross references PCC Policies 3.4 Student Tuition and Fees; 6.5 Tuition/Registration and Fees, 6.17.1 Chosen First Name, and 7.12 Student Grievance Process

Exhibit 1.1A Custodial Listing

Maintenance of Education Records- Custodial Listing

Record	Office	Custodian
Cumulative Curriculum Academic record (Current Student Records students, former students, and graduates)	Student Development	Registrar
Cumulative Continuing Education record (Current Student Records students, former students, and graduates)	Adult Basic Skills Customized Training Programs Workforce Development Occupational Extension/Correction Education	Instructional Dean(s)
Disciplinary	Student Development	VP, Student Development
Financial Aid	Student Development	Director, Financial Aid/Veterans Affairs
Student Financial Accounts	Business Office	Controller
Safety	College Safety Office	Director, College Safety
Title IX	Title IX	Title IX Coordinator and Deputy Title IX Coordinator
Health Records	Student Development	Counselor/Advisor, Disability Services and Dean, Health and Public Safety or designee
Veterans Affairs	Student Development	Financial Aid Specialist
Student Progress to Degree Plans	Academic Advisor	Academic Advisors
Student educational records not included above	Appropriate Office	Appropriate Office
Photographs	Advancement and Communications	Director, Marketing and Communications/PIO
Photographs – Student IDs	Student Development	VP, Student Development or designee

7.8 Student-Generated Publications

Last Revised: November 2021

Policy: Piedmont Community College (PCC) requires that all student-generated publications be approved by the relevant club advisor and the Director, Student Engagement.

Purpose/Definitions:

Purpose

Student-generated publications will be used to inform faculty, staff, and the student body of activities, events, or general information related to PCC. (Student-generated publications developed as a result of coursework will be subject to Policy 2.16.1 Intellectual Property.)

Definitions

Social media—web sites and applications used for social networking or web-based social interaction. Social media is often consumer-generated and results in sharing content, interacting, and often, developing communities around similar interests.

Student-generated publications—any publication (examples include social media, flyers, PCC Pacer articles, etc.) created by the Student Government Association (SGA), student clubs and organizations, or an individual student.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development; and the Vice President, Advancement and Communications have monitoring authority.

Procedure:

Section 1: SGA Student-Generated Publications

1.1. The Director, Student Engagement, is responsible for monitoring SGA student-generated publications.

1.1.1. Students interested in working on student-generated publications should contact the SGA for more information.

Section 2: Clubs and Organizations Student-Generated Publications

- 2.1. Club and organization advisors are responsible for monitoring club and organization student-generated publications.
- 2.2. The Director, Student Engagement should approve all publications created by clubs or organizations before posting.

Section 3: Individual Student-Generated Publications

- 3.1. The student is responsible for contacting the Director, Student Engagement for final approval before posting any student-generated publication.

Section 4: Student-Generated Publications Requirements

- 4.1. All student-generated publications must be consistent with the policies and procedures of PCC.
- 4.2. All student-generated publications must be consistent with the PCC Style Guide.
- 4.3. Social media publications must adhere to PCC Policy 8.3 Social Media.

Legal Citation: N/A

History: Effective March 1978; Revised October 1988, October 2001, October 2011, November 2021

Cross-references PCC Policy 2.16.1 Intellectual Property and Policy 8.3 Social Media.

7.9 Student Fundraising

Last Revised: May 2021

Policy: Piedmont Community College values the principles of personal ethics, integrity, civic responsibility, and accountability. All student fundraising activities must reflect the integrity of the College and follow the acceptable accounting practices established by the College's Business Office. Student fundraising initiatives must not conflict with those of the Piedmont Community College Foundation.

Purpose/Definitions: The College encourages participation in student organizations and activities. A student's experience at Piedmont Community College should not begin and end in the classroom. Various activities, opportunities, and functions of a social and professional nature, including fundraising, are offered in order to provide a well-rounded campus atmosphere.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Student Development and the Vice President, Advancement and Communications have monitoring authority.

Procedure:

Section 1: Approval of Fundraising Activity

- 1.1. The club/organization advisor for the student organization will complete the top portion of the Student Fundraising Activity Form (Exhibit 7.9) and submit it to the SGA Advisor for approval.
 - 1.1.1. To avoid jeopardizing the continued generosity and good will of the campus community or the general public, the SGA Advisor will consult with the Vice President, Advancement and Communications to ensure that the fundraising activity does not conflict with other College efforts.
- 1.2. Permission to use College-owned facilities, equipment and supplies for fundraising must be requested at least one week prior to a fundraising event.

Section 2: Deposit/Use of Funds

- 2.1. All funds, cash or check, are subject to the North Carolina daily deposit law. (N.C.G.S. 147-77)
- 2.2. Within one (1) week of completing the fundraising activity, the lower portion of the Student Fundraising Activity Form, "Profit and Loss Statement," must be completed and funds must be deposited in the Business Office.
 - 2.2.1. The Business Office will retain the completed, original form and send a copy to the SGA Advisor.
- 2.3. Funds collected by organizations must be used for the purpose for which the fundraising was approved.
 - 2.3.1. If a student organization ceases to exist, the funds raised and deposited in the organization's PCC institutional account will remain the property of the College.
 - 2.3.1.1. The Student Government Association will recommend a means of proper disposition of these funds to the College President. In turn, the President will communicate this recommendation to the Board of Trustees for final approval.

Section 3: Compliance

- 3.1. The Business Office has the option to audit, without prior notice, any fundraising activities of a PCC student organization.
- 3.2. Failure by a student organization to comply with the above policies will be considered grounds for charter revocation.

Legal Citation: [N.C.G. S. 115D-20\(5\)](#); [N.C.G.S. 147-77](#)

History: Effective March 1978; Revised April 1987, October 1988, October 2001, October 2011, May 2021

- 1) Club/Organization Advisor submits form to the SGA Advisor and any requests for equipment/supplies to the appropriate person(s)
- 2) SGA Advisor submits request to the Vice President, Student Development who forwards to the Vice President, Advancement and Communications
- 3) Vice President, Advancement and Communications approves/disapproves request and returns the form to the SGA Advisor
- 4) SGA Advisor notifies the Club/Organization Advisor of the Foundation decision and discusses the status of any needed supplies and/or equipment

PCC 1136 9/2001 updated 4/2011, 4/2021, 5/2021

7.10 Student Housing

Last Revised: July 2021

Policy: Piedmont Community College (PCC) is a non-residential institution and does not provide student housing.

Purpose/Definitions: N/A

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

Procedure:

Section 1: General Information

- 1.1. PCC does not have any dormitories, residence halls, or on-campus housing.
 - 1.2. Information about local realtors will be shared upon request.
 - 1.3. Students may also post roommate requests on College bulletin boards in the Student Center in Building E (Person County Campus) and the Canteen in Building K (Caswell County Campus).
 - 1.4. The College assumes no liability for any housing arrangements.
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Legal Citation: N/A

History: Effective May 1976, revised October 1988, revised October 2001, reviewed March 2011; revised July 2021

7.12 Student Grievance Process

Last Revised: November 2022

Policy: Piedmont Community College (PCC) encourages the resolution of all non-discipline related disputes involving students through open and informal communication between the affected parties. If a non-discipline dispute remains unresolved, students are provided due process to seek a resolution.

Purpose

The student grievance procedure provides a process for resolving student disputes with employees. This procedure applies to all student issues, including but not limited to academic issues, student services, or administrative concerns.

The grievance procedure may be used by persons who were enrolled as students at PCC at the time the incident occurred. The person filing the grievance must be the subject of alleged unfair treatment that is related to their status as a student or program participant. A grievance cannot be filed on behalf of another person.

Definitions

Academic Disputes—grievances involving final course grades or satisfactory completion of instructional program requirements.

Appeal—the procedure for further consideration of a grievance if the student or employee believes there were exceptional circumstances that affected the grievance procedure decision. An appeal should not be pursued if either the student or the employee simply disagrees with the decisions made during the grievance procedure.

Complainant—an individual who is alleged to be the victim of misconduct.

Complaint—a document that outlines the stated reason for which the student is requesting action.

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Formal—the informal communication regarding an incident has not led to resolution through initial steps in the procedure and rises to the level of complaint, and the student files an official grievance form. All formal grievances are documented and logged in the Vice President, Student Development’s office.

Grievance—a formal or informal written statement by an individual student indicating that they feel they have been adversely affected by a violation, misapplication, or misinterpretation of the NC General Statutes, College policies, rules, or regulations. A grievance must specify the statute, policy, rule, or regulation in question, and the details of the alleged violation, misapplication, or misinterpretation of the same.

Incident—the situation or circumstance that the student perceives as grievable.

Informal—the communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Student Development-have monitoring authority.

Procedure:

Section 1: Step One—Informal

- 1.1. In the event the alleged grievance lies with an instructor/staff member, the student must first contact the instructor/staff member to inform them of the alleged grievance and attempt to informally resolve the matter unless the grievance involves unlawful harassment, sexual assault, or a Title IX violation.
 - 1.1.1. If the complaint does involve unlawful harassment, sexual assault, or a Title IX violation, the grievance process begins with Step Three—Formal Grievance. (See PCC Policy 2.18 Sexual Assault, Policy 2.17 Unlawful Harassment, and Policy 2.6 Title IX Complaint Process for additional information.)
- 1.2. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level.

- 1.3. In the event that the student is unsatisfied with the resolution reached at the informal conference, they may proceed to Step Two within 10 days after the informal conference.
- 1.4. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

Section 2: Step Two—Informal

- 2.1. The student meets with the employee's supervisor to present the grievance within 10 days of the meeting with the employee in an attempt to resolve the issue.
- 2.2. All parties should document the facts and possible outcome for their own records.
 - 2.2.1. If the issue is not resolved at this step, the supervisor provides information about the **formal** grievance procedure to the student, which begins with Step 3.

Section 3: Step Three—Formal Grievance

- 3.1. If the grievance is not resolved at Step Two (given the nature of grievance or if the grievance involves an employee and their direct supervisor, Step Three begins the process) the student may file a written grievance with the Vice President, Student Development.
- 3.2. The complaint must be filed within five (5) days after the student is informed of the formal grievance process by either the supervisor (from Step 2 of the process) or the Vice President, Student Development (if the grievance process started with Step 3).
- 3.3. In the complaint document, the student must state specifically
 - 3.3.1. the full name, address, and telephone number of the complainant
 - 3.3.2. the full name and title of the person against whom the complaint is made
 - 3.3.3. the action or failure of action complained of
 - 3.3.4. the remedy sought.
- 3.4. The Vice President, Student Development (or, depending on the nature of the grievance, another appropriate vice president) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance.

- 3.5. The vice president shall provide their written decision within 10 days after receipt of the grievance.
- 3.6. In the event that the student is unsatisfied with the resolution reached by the vice president, they may proceed to Step Four within 10 days after receipt of the vice president's written determination.
- 3.7. Not proceeding to Step Four within the time period will result in the grievance not being heard and the matter being closed.

Section 4: Step Four—Appeal

- 4.1. If the student is not satisfied with the vice president's determination, the student may appeal to the President.
 - 4.1.1. The appeal must be in writing and must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter.
 - 4.1.2. The President will conduct a formal review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination.
 - 4.1.3. The President may, at their discretion, establish a committee to investigate the matter further and make a recommendation to the President.
- 4.2. At the conclusion of the investigation and not later than 15 days after receipt of the student's appeal (unless a committee is needed then within 30 days), the President shall provide a written decision to the student.
 - 4.2.1. The President's decision is final at the local level.

Section 5: State-level Appeal Option

- 5.1. After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal.
- 5.2. The Portal is hosted by the Licensure Division of the University of North Carolina System Office.
 - 5.2.1. The Portal can be found online at: <https://studentcomplaints.northcarolina.edu>.
 - 5.2.2. A student can also complete and submit a [Student Complaint Form \(PDF\)](#).

5.2.3. For more information, send an email to: studentcomplaint@northcarolina.edu.

Legal Citation: [N.C.G.S. 115D-20\(7\)](#)

History: Effective March 1984; Revised October 1988, October 2001, October 2011, November 2019, May 2021, May 2022—updated definitions, November 2022

Cross-references PCC Policies 2.18 Sexual Assault, 2.17 Unlawful Harassment, and 2.6 Title IX Complaint Process

7.12.1 Residency Appeal and Reconsideration Process

Last Revised: November 2022

Policy: Students who have been determined as nonresidents by Residency Determination Service (RDS) may request a reconsideration or appeal of their determination for tuition purposes through RDS.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide information regarding RDS and its reconsideration and appeal process.

Definitions

RDS Appeal—the RDS Appeal is for students who believe their active residency determination is incorrect - either from an initial consideration or a reconsideration. Students have the ability to request the RDS Appeal online, submit additional information and documentation to support their claim, and meet face-to-face (or via technology) to review their appeal.

SEAA Appeal—the SEAA Appeal is the final administrative step in the residency process. The appeal is conducted by a statewide committee comprised of representatives from the North Carolina Community College System, North Carolina Independent Colleges and Universities, State Education Assistance Authority, and The University of North Carolina System. No additional documentation or information is permitted by RDS or the student in this appeal.

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

Procedure:

Section 1: General Information

- 1.1. The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes.
- 1.2. Students classified as nonresidents must pay the out-of-state rate.

Section 2: RDS Reconsideration or Appeal

- 2.1. The RDS Appeal process is for students whose circumstances have not changed but who believe their residency classification is incorrect.
 - 2.1.1. Students have the ability to provide additional information and documentation relating to their appeal request and participate in a face-to-face appeal hearing with RDS.
- 2.2. Students may request an Appeal if they believe that the RDS process has failed to accurately consider important information regarding their residency claim. There are two types of appeal:
 - 2.2.1. RDS Appeal
 - 2.2.2. SEAA Appeal
- 2.3. To request a reconsideration or appeal, students must go to www.NCresidency.org.
 - 2.3.1. Both the RDS Appeal and SEAA Appeal require submitting a notification to appeal within 10 calendar days of the determination the student is appealing.
 - 2.3.2. Requests for appeal after 10 calendar days are not permitted.

Legal Citation: [N.C.G.S. 116-143.1](#)

History: Effective October 1988; Revised October 2001, October 2011, February 2019, November 2022

7.12.2 Student Disciplinary Appeals Process

Last Revised: November 2022

Policy: Piedmont Community College values the principles of personal ethics, civic responsibility, and accountability and has adopted basic rules of student conduct. Due process is provided for students to address discipline that is imposed as a result of a violation of the Code of Student Conduct.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide a process for a student to appeal disciplinary action that they believe has been imposed unfairly.

Definitions

Complaint—a document that outlines the stated reason for which the student is requesting action.

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Disciplinary Appeal—request for reconsideration of a suspension, expulsion, probation, or any other action taken by the College administration against a student as a result of a violation of the Code of Student Conduct. A disciplinary appeal must specify the action from which appeal is taken and must state the reason for the disciplinary action.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction; and the Vice President, Student Development have monitoring authority.

Procedure:

Section 1: Disciplinary Appeal

- 1.1. A student may appeal a disciplinary action to the Vice President, Instruction if they believe it has been imposed unfairly by the Vice President, Student Development.
 - 1.1.1. Upon receipt of a request for appeal, the Vice President, Instruction activates a Review Committee, the first of a two-level, local appeal process.
 - 1.1.1.1. Level 1 – Review Committee
 - 1.1.1.2. Level 2 – President
- 1.2. The appeal must be filed with the Office of the Vice President, Instruction within 10 days after the student receives the decision of the Vice President, Student Development regarding the violation of the Code of Student Conduct.
 - 1.2.1. In the appeal document, the student must include:
 - 1.2.1.1. the full name, address, and telephone number of the complainant
 - 1.2.1.2. the action or failure of action complained of
 - 1.2.1.3. the remedy sought

Section 2: Level 1 – Review Committee Composition and Responsibilities

- 2.1. The Review Committee will have an odd number of members, with a minimum of two faculty members, one staff member, one student, and the Vice President, Instruction who will serve as chairperson.
- 2.2. The chairperson will have the following duties and powers:
 - 2.2.1. to select the other members of the committee, except the one (1) student, who will be approved by the Student Government Association President
 - 2.2.2. to schedule and notify all parties of the date, time, and place of the hearing
 - 2.2.3. to assure the presence of a full committee at the hearing
 - 2.2.4. to be available before the hearing to answer any questions from the parties or their representatives about the nature and conduct of the hearing

- 2.2.5. to have full charge of the hearing, to have the authority to direct its proceedings and control the conduct of all persons present, subject to the general directions contained in this procedure
- 2.2.6. to write, on behalf of the committee, the findings of fact and recommendations for disposition of the complaint, which responsibility may be delegated by the chairperson to another member of the committee

Section 3: Review Committee Hearing Procedures

- 3.1. The Vice President, Instruction will provide the Review Committee members with all pertinent information.
- 3.2. No one who is directly involved in the circumstances surrounding the complaint or who may give testimony to the Review Committee may serve on the committee.
- 3.3. Within 10 days after receiving the appeal, the chairperson will schedule a meeting of the Review Committee, giving at least a three (3) day notice of the date, place, and time to the student.
- 3.4. The Review Committee will comply with the following procedure in the hearing of the complaint.
 - 3.4.1. The hearing will begin with a statement by the student of the essential facts of the complaint and the remedy sought.
 - 3.4.2. The student may then present evidence or call witnesses to support the complaint.
 - 3.4.2.1. All witnesses are subject to cross examination by the chairperson and the members of the Review Committee.
 - 3.4.3. The Vice President, Student Development may then present any evidence to explain their decision or to refute any evidence presented by the student.
 - 3.4.3.1. Any witnesses presented are likewise subject to cross-examination by the student and the Committee members.
 - 3.4.4. If the Review Committee desires additional witnesses, it may call them on its own authority.
 - 3.4.5. Witnesses will testify in person when possible.

- 3.4.5.1. If a necessary witness is not available, a written statement signed by them may be substituted.
- 3.4.5.2. The Review Committee will consider only such evidence as it deems to be fair and reliable.
- 3.4.6. The hearing will be private and may be attended only by members of the Review Committee, the Vice President, Student Development, and the student and their representative.
 - 3.4.6.1. Witnesses who are not a party to the complaint may be present only when they are giving information to the Review Committee.
 - 3.4.6.2. The student may be accompanied by another person at the hearing.
 - 3.4.6.2.1. If the student is to be represented by legal counsel, the student will notify the chairperson.
 - 3.4.6.2.1.1. Such representation will be at the expense of the student.
 - 3.4.6.2.1.2. The person accompanying the student may present witnesses, question witnesses, make a statement concerning the complaint, and otherwise assist the student.
- 3.4.7. The Review Committee will record the essential aspects of any evidence presented orally at the hearing.
 - 3.4.7.1. The chairperson will maintain responsibility for securing written matter presented at the hearing.
- 3.4.8. The recommendation of the Review Committee will be by majority vote and will rest solely upon the evidence properly presented at the hearing.
 - 3.4.8.1. The Committee will have the power
 - 3.4.8.1.1. to adopt, reject, or modify the decision from which review is requested
 - 3.4.8.1.2. to decide what, if any, remedies are necessary and proper
 - 3.4.8.1.3. to order those remedies implemented

3.4.8.2. Within three (3) days after the hearing, the committee will summarize the evidence, make findings of fact based thereon, and set forth its recommendations in a written report.

3.4.8.2.1. The chairperson or designee will write the report, and a copy will be delivered to the student.

3.4.8.2.2. Within five (5) days after receiving the decision of the Review Committee, the student may request that the decision be reviewed by the President, thus activating the second level of the appeal process.

Section 4: Level 2 - President

4.1. The request for review of the Level 1 decision must be in writing and delivered to the Office of the President within five (5) days of receipt of the Review Committee decision.

4.1.1. The request must include the

4.1.1.1. essential facts of the complaint

4.1.1.2. reasons for appeal

4.1.1.3. remedy sought

4.2. Within three (3) days after the Office of the President receives the request to review the decision of the Review Committee, the chairperson of the Review Committee will deliver to the President all prior decisions, the record of the Review Committee, and all other written materials relating to the complaint.

4.3. Within 10 days after receiving a request for review, the President will review the request, the prior decision, the record of the Review Committee, and all other written materials relating to the complaint.

4.3.1. No additional evidence or argument will be presented to the President, and their review will be limited to one or more of the following grounds:

4.3.1.1. the decision was arbitrary or capricious

4.3.1.2. the decision was not supported by substantial evidence

4.3.1.3. a fair hearing was not afforded to the student

- 4.4. On the basis of this review, the President may affirm, modify, or reverse the decision from which review is requested and require such remedial action as they deem necessary.

- 4.4.1. The decision of the President will be final at the local level.

Section 5: Limitations and/or Extenuating Circumstances

- 5.1. In the event the student fails to meet any of the time requirements set forth above, the complaint will be terminated.
- 5.2. If any representative of the College fails to meet any of the time requirements set forth above, the student may proceed to the next level in the procedure.
- 5.3. If illness, absence from the community, or other good cause makes observing the time limitations impossible, an extension of time may be permitted.
 - 5.3.1. To be effective, the extension must be mutually agreed upon, stated in writing, and signed by both parties.
 - 5.3.2. The party requesting additional time will have the burden of justifying and obtaining the extension.

Section 6: State-level Appeal Option

- 6.1. After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal.
- 6.2. The Portal is hosted by the Licensure Division of the University of North Carolina System Office.
 - 6.2.1. The Portal can be found online at: <https://studentcomplaints.northcarolina.edu>.
 - 6.2.2. A student can also complete and submit a [Student Complaint Form \(PDF\)](#).
 - 6.2.3. For more information, send an email to: studentcomplaint@northcarolina.edu.

Legal Citation: [N.C.G.S. 115D-20\(7\)](#)

History: Effective March 1984; Revised October 1988, October 2001, October 2011, May 2021, May 2022—updated definitions, November 2022

7.12.3 Final Grade Appeal Process

Last Revised: November 2022

Policy: Piedmont Community College (PCC) encourages the resolution of all final course grade disputes through open and informal communication between the affected parties. If a final course grade-related dispute remains unresolved, students are provided due process to seek a resolution.

Purpose/Definitions:

Purpose

The final grade appeals process refers only to the formal appeal of a final course grade.

Definitions

Days (Business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority.

Procedure:

Section 1: Grounds for the Appeal of a Final Course Grade

1.1. Grounds for the appeal of a final course grade are as follows:

1.1.1. A mechanical error occurred in the determination of the final grade.

1.1.2. The grade assigned is contrary to criteria provided in the course syllabus.

- 1.1.3. Course requirements or procedures violate college policy or regulations. Examples include but are not limited to PCC Policy 2.3 Affirmative Action and Equal Opportunity Plan and Policy 2.6 Title IX Complaint Process.

Section 2: Appeals Process—Instructor Level

- 2.1. All final course grade appeals must be initiated within five (5) days from the date the grade is posted in the student portal.
- 2.2. The student will contact the instructor if they are in question of their final course grade.
 - 2.2.1. If the instructor agrees to change the student's final grade, the instructor will follow the procedures outlined in PCC Policy 6.12 or Policy 6.12.1 as appropriate to change the grade.
 - 2.2.2. If the instructor does not agree to change the student's grade, the student may either accept the instructor's decision or choose to advance the grade appeal to the instructional dean.
 - 2.2.2.1. Failure to advance the appeals process to the dean within five (5) days ends the process.
- 2.3. If the instructor fails to respond within five (5) days from the time the student initiates the request, the student may proceed to the next level in the procedure.

Section 3: Appeals Process—Dean Level

- 3.1. To continue the appeals process from Section 2, the student must complete the Final Grade Appeal Form (Exhibit 7.12.3) and contact the appropriate instructional dean within five (5) days of the meeting with the instructor.
- 3.2. The dean will consider the appeal, render judgment within five (5) days after receiving the form, and complete the dean's portion of the Final Grade Appeal Form.
 - 3.2.1. The dean will provide the student and instructor a copy of the Final Grade Appeal Form and forward a copy to the Office of the Vice President, Student Development.
 - 3.2.1.1. The student may either accept the dean's decision or choose to advance the grade appeal to the Vice President, Instruction.

- 3.2.1.1.1. Failure to advance the appeals process to the Vice President within five (5) days ends the process.

Section 4: Appeals Process—Vice President Level

- 4.1. If the student intends to continue the appeals process from Section 3, the student will, within five (5) days, contact the Vice President, Instruction who may require both the instructor and the student to present their cases.
- 4.2. The Vice President, Instruction will render judgment within five (5) days after receiving the form and complete the Vice President's portion of the Final Grade Appeal Form.
 - 4.2.1. The Vice President, Instruction will provide the student, instructor, and dean a copy of the Final Grade Appeal Form and forward the final copy to the Office of the Vice President, Student Development.
- 4.3. The Vice President, Instruction's decision is final at the local level.

Section 5: State-level Appeal Option

- 5.1. After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal.
- 5.2. The Portal is hosted by the Licensure Division of the University of North Carolina System Office.
 - 5.2.1. The Portal can be found online at: <https://studentcomplaints.northcarolina.edu>
 - 5.2.2. A student can also complete and submit a Student Complaint Form (PDF).
 - 5.2.3. For more information, send an email to: studentcomplaint@northcarolina.edu

Section 6: Subsequent Enrollment

- 6.1. If a student is in the appeals process after a semester or summer session has started, they will be allowed to enroll in the next course level with the understanding that if the appeal is denied, they will have to withdraw from the course.
 - 6.1.1. The student is expected to make satisfactory payment arrangements for tuition and fees for the next course level in accordance with published due dates during the grade appeal process.

Legal Citation: N/A

History: Effective October 1988; Revised January 1992; October 2001 (as part of 6.13, Grading Policies), October 2011, January 2016, July 2021—cross-references PCC Policy 2.3 Affirmative Action and Equal Opportunity Plan and Policy 2.6 Title IX Complaint Process, November 2022

Exhibit 7.12.3

PIEDMONT COMMUNITY COLLEGE
FINAL GRADE APPEAL FORM

Student Name _____ Student ID _____
Term/Year _____ Course and Section _____
Title _____ Instructor _____
Date grade was posted in student portal _____

- Instructor Level – The student must discuss the grade appeal with the instructor within five (5) business days from the date the grade is posted in the student portal.
- Dean Level - If the instructor does not agree to change the student's grade, the student may either accept the instructor's decision or choose to advance the grade appeal to the instructional dean. The student must contact the appropriate instructional dean within five (5) business days of the meeting with the instructor with the completed Final Grade Appeal Form and any appropriate documentation.
- Vice President Level - If the student intends to continue the appeals process, the student will, within five (5) business days of notification of the dean's decision, contact the Vice President, Instruction who may require both the instructor and the student to present their cases.

Instructor Level:

The student and the instructor met on _____ (date) to discuss the grade appeal within the given timeline with no satisfactory resolution.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Dean Level:

The student presented the completed Final Grade Appeal Form with appropriate documentation to the instructional dean on _____ (date).

Dean's decision: Approved _____ Denied _____ Old Grade _____ New Grade _____

Explanation: _____

Dean Signature _____ Date _____

Send signed copy of this form to the student, instructor, and the Office of the Vice President, Student Development
Received in Student Development by _____ Date _____

Vice President Level:

The student has presented the completed Final Grade Appeal Form with appropriate documentation to the Vice President, Instruction within the given timeline.

Vice President's decision: Approved _____ Denied _____ Old Grade _____ New Grade _____

Explanation: _____

Vice President's Signature _____ Date _____

Send signed copy of this form to the student, instructor, dean, and the Office of the Vice President, Student Development
Received in Student Development by _____ Date _____

7.12.4 Financial Aid Suspension Appeal Process

Last Revised: March 2024

Policy: Piedmont Community College (PCC) requires that all students receiving Federal or State student aid must maintain Satisfactory Academic Progress (SAP) as defined by the U.S. Department of Education.

Purpose/Definitions:

Purpose

The purpose of this policy is to comply with Federal and State regulations that require students receiving financial aid to maintain satisfactory academic progress.

Definitions

Financial Aid Suspension—a designation used when students fail to reestablish satisfactory academic progress, thus becoming ineligible to receive financial aid.

Financial Aid Warning—a designation used when students do not make satisfactory academic progress (SAP).

Maximum Time Frame—150% of the length of the educational program as published in the PCC General Catalog and Student Handbook.

Minimum Grade Point Average (GPA)—students must maintain a cumulative GPA at or above 2.0. This minimum GPA calculation is specific to financial aid calculations and uses grades for all attempted hours except grades of WE and IE. Note: The minimum GPA for financial aid calculations should not be confused with the minimum GPA required for graduation (see PCC Policy 6.12 Grading System – Curriculum).

Minimum Semester Credit Hour Completion Rate—the student must earn 67% of the cumulative credit hours attempted (hours earned, divided by hours attempted), where earned hours include A, B, C, D, P, P1, P2, P3, and CE (Credit by Exam), and attempted hours include all grades except WE and IE. For example, a first-year student who enrolls in 12 hours for the fall term must have completed at least 8.04 hours at the end of the fall term.

Satisfactory Academic Progress (SAP)—a standard defined in federal financial aid guidelines that stipulates a student maintain a 2.0 overall financial aid GPA, maintain a 67% completion rate of all courses attempted, and complete their program of study within a 150% timeframe of

the published program length. Note: Financial aid satisfactory academic progress (SAP) should not be confused with standards of academic progress as described in PCC Policy 6.13 Standards of Academic Progress.

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

Procedure:

Section 1: Financial Aid Warning

- 1.1. Students who fail to maintain the following SAP standards will be placed on Financial Aid Warning for one semester:
 - 1.1.1. Minimum GPA
 - 1.1.2. Minimum Semester Credit Hour Completion Rate
- 1.2. During the warning period, students are eligible to receive financial aid.
 - 1.2.1. At the end of the warning period, SAP will be evaluated to determine whether the standards in item 1.1 have been met.
- 1.3. Students who do not meet SAP will be placed on Financial Aid Suspension.

Section 2: Financial Aid Suspension

- 2.1. Students are placed on Financial Aid Suspension when either of the following occurs:
 - 2.1.1. Failure to meet SAP standards after a period of Financial Aid Warning.
 - 2.1.2. Failure to complete a degree within the maximum timeframe for their primary program of study.
 - 2.1.2.1. For example, a student enrolled in the Business Administration Associate Degree program (60 hours required) will be able to attempt 90 hours.
- 2.2. Students on Financial Aid Suspension are ineligible to receive Federal or State financial aid.

Section 3: Financial Aid Suspension Appeal Process

- 3.1. Students with mitigating circumstances may appeal their financial aid suspension.
 - 3.1.1. Examples of mitigating circumstances may include injury, illness, illness of immediate family, death of a relative, or undue hardship due to special circumstances beyond a student's control.
- 3.2. Students may submit the Satisfactory Academic Progress Appeal Request form, along with their documentation to the Financial Aid office.
 - 3.2.1. The Satisfactory Academic Progress Appeal Request form is updated each semester and is available on the [PCC website](#) (Home → How to Pay → Financial Aid → Financial Aid Forms & Maintaining Your Funding → Satisfactory Academic Progress Appeal Request).
 - 3.2.2. The Appeals Request will be reviewed by an Appeals Committee.
 - 3.2.2.1. The Committee is selected by the Director, Financial Aid/Veterans Affairs.
 - 3.2.2.2. The Committee will consist of three Student Development staff excluding financial aid staff.
 - 3.2.2.3. The Committee will review the student's appeal and provide the Financial Aid Office with the decision.
 - 3.2.2.4. The Financial Aid Office will notify the student in writing of the committee's decision.
 - 3.2.3. If an appeal is denied, a student may follow the College's grievance procedure if they feel the policy has not been applied correctly (See PCC Policy 7.12 Student Grievance Process).
 - 3.2.4. Students who have their appeal(s) approved are required to achieve a 100% completion pass rate of all courses and maintain a 2.5 or higher term GPA until SAP is reestablished.
 - 3.2.4.1. Students who fail to meet the requirements of the appeal will be placed back on Financial Aid Suspension.
- 3.3. Students with extreme mitigating circumstances hindering their academic progress during their term of enrollment on appeal may submit a second and final appeal to the Dean, Enrollment Services.

Legal Citation: [Department of Education Student Federal Aid Handbook- Student Eligibility – SAP; North Carolina State Education Assistance Authority \(NCSEAA\)](#)

History: Effective February 2012; Revised September 2021, March 2024

Cross-references PCC Policy 6.12 Grading System – Curriculum, Policy 6.13 Standards of Academic Progress, and Policy 7.12 Student Grievance Process

7.13 Student Fees

Last Revised: June 2023

Policy: Piedmont Community College charges Student Fees each semester to students attending the College. Student fees are considered to be in addition to tuition and registration fees.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the process for establishing and giving notice thereof regarding student fees that provide funds for items and services not covered by tuition and registration fees.

Definitions

Card Fees—fees that are charged to students for cards issued for licenses or certification by professional affiliated organizations.

College Access, Parking, and Security (CAPS) Fees—fees that are charged to use the campus facilities, including parking.

Continuing Education Registration Fees—fees that are charged to students for Occupational Extension courses or Self-Support courses.

Instructional Technology Fees—fees that are charged to support the procurement, operation of, and repair of instructional technology including supplies and materials that accompany the technology as well as the access of college resources through distance learning.

Other Fees—means fees to support costs of goods or services provided by the college that are not required for enrollment. Examples include, but are not limited to, student health and other insurance fees, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, high school equivalency test fees, and fees to participate in a specific event or activity. The local board of trustees shall set other fee rates based on the estimated cost of providing the good or service ([1E SBCCC 700.6](#)).

Graduation and Advancement—fees that are charged to support graduation activities. Fee includes one printed credential—certificate, diploma, or associate degree; cap and gown; and participation in Commencement ceremony.

Transcript fees—fees that are charged for the processing of official transcript request.

Required Specific Fees—fees charged to students to support other required academic costs for consumable goods or services that are specifically required for a course. Such academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, lab and other consumable supplies ([1E SBCCC 700.5](#)).

Student Activity Fees—fees that are charged to support student activities. Non-curriculum students are not required to pay the fee but have an option to do so if they wish to participate in student activity programs.

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

Procedure:

Section 1: Notification of Fees

- 1.1. Students are apprised of and pay for fees during the registration process.
- 1.2. Increases in Student Fees must be approved by the Piedmont Community College Board of Trustees and adhere to the North Carolina State Board of Community Colleges Code (see citations below).
- 1.3. Refer to Piedmont Community College’s website (www.piedmontcc.edu) for the most recent student fees.

Legal Citation: [1E SBCCC 100.1](#), [1E SBCCC 200.1](#), [1E SBCCC 300.1](#), [1E SBCCC 400.1](#), [1E SBCCC 500.1](#), [1E SBCCC 600.2](#), [1E SBCCC 600.3](#), [1E SBCCC 700.1](#), [1E SBCCC 700.2](#), [1E SBCCC 700.3](#), [1E SBCCC 700.4](#), [1E SBCCC 700.5](#), [1E SBCCC 700.6](#)

History: Effective October 12, 1988; Revised October 2001, April 2011, April 2015, April 2020, August 2020, May 2022 (updated definitions), June 2023

7.14 Student Insurance

Last Revised: March 2023

Policy: All students enrolled in degree, diploma, and certificate programs at Piedmont Community College (PCC) are strongly encouraged to purchase student accident insurance and/or health insurance. Students enrolled in certain programs are also required to pay a fee for malpractice insurance.

Purpose/Definitions:

Purpose

This policy outlines the process for enrolling or declining enrollment in student insurance plans.

Definitions

Required Specific Fees—fees charged to students to support other required academic costs for consumable goods or services that are specifically required for a course. Such academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, lab and other consumable supplies ([1E SBCCC 700.5](#)).

Student accident insurance—covers accidents that occur on campus and while traveling to and from the College and to and from off-campus locations.

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

Procedure:

Section 1: Student Accident Insurance

- 1.1. Students pay the student accident insurance fee (unless declined) as part of the basic registration fee.
 - 1.1.1. Students may obtain policy information and claim forms in the Business Office.
 - 1.1.2. Student accident insurance is a limited policy, covering only bodily injuries due to accidents.

1.1.3. A student who wishes to decline the student accident insurance should notify the cashier in the College's Business Office.

1.2. Students enrolled in clinical courses, internships, externships, practicums, and cooperative work experiences that require malpractice insurance will be charged at registration each term they are enrolled as outlined in Policy 7.13 Student Fees.

Section 2: Student Health Insurance

2.1. Students enrolled in at least one college course who wish to enroll in the optional North Carolina Community College Student Insurance Plan may do so by contacting the vendor directly at <http://www.studentccsi.com/>

Legal Citation: [1E SBCCC 700.1](#); [N.C.G.S. 115D-5](#)

History: Effective July 1978; revised October 1988, October 2001, October 2011, July 2021, May 2022—updated definitions, March 2023

Cross-references PCC Policy 7.13 Student Fees

7.15 Student Alcohol and Drug Dependency Assistance

Last Revised: November 2021

Policy: Piedmont Community College (PCC) provides assistance in an effective and confidential manner to students who abuse drugs and/or alcohol or develop dependencies.

Purpose/Definitions:

Purpose

PCC recognizes that any of its students can abuse drugs and alcohol and develop dependencies. Drug and alcohol dependencies may seriously impair the student's academic performance, well-being, and safety and that of others.

Any student who abuses or has a drug or alcohol dependency may receive assistance through Student Development counseling services and/or referred to PCC's student assistance program or local mental health centers.

Definitions

N/A

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

Procedure:

Section 1: Drug and Alcohol Assistance

- 1.1. The individual student will decide whether or not to seek assistance through the counseling and referral program. (See PCC Policy 7.3 Counseling, Assessment, and Referral Services for more information.)

Section 2: Consequences of Drug and Alcohol Use

- 2.1. The College does not condone the possession or use of alcoholic beverages or controlled substances on its campuses.

- 2.2. Any student who possesses, uses, sells, gives, or in any way transfers alcoholic beverages or controlled substances on college premises or as part of any college-sponsored activity will be subject to disciplinary action. (See Policy 2.12 Drug-Free College and Substance Abuse for more information.)
- 2.3. Any student behavior that interferes with the lawful operation of the College will be dealt with as a disciplinary matter. (See PCC Policy 7.5 Code of Conduct for more information.)

Legal Citation: N/A

History: Effective July 1987; Revised October 1988, October 2001, October 2011, November 2021

Cross-references PCC Policy 2.12 Drug-Free College and Substance Abuse; Policy 7.3 Counseling, Assessment, and Referral Services; and Policy 7.5 Code of Conduct

7.16 Infectious Diseases

Last Revised: February 2024

Policy: Piedmont Community College (PCC) actively promotes the good health, safety and well-being of students and employees to such extent or degree as possible while prohibiting discrimination against persons with infectious diseases.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure a safe and healthy working and learning environment.

Definitions

Communicable disease—an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment.

[N.C.G.S. 130A-2(1)(c)]

Communicable diseases include, but are not limited to, influenza, tuberculosis, conjunctivitis, infectious mononucleosis, human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) and AIDS related complex (ARC), Hepatitis-A (infectious hepatitis), Hepatitis-B (serum hepatitis) meningitis, sexually transmitted diseases, measles, chickenpox, and whooping cough. PCC may choose to broaden this definition in accordance with information received from the Centers for Disease Control and Prevention (CDC).

Note: The most recent list of [reportable diseases](#) as established by the NC Commission for Public Health is found in the Administrative Code 10A NCAC 41A .0101. The list is updated as new diseases emerge.

N.C.G.S. 130A-141.1 also authorizes the State Health Director to issue a temporary order requiring health care providers to report symptoms, diseases, conditions, or other health-related information when necessary to conduct a public health investigation or surveillance of an illness, condition, or symptoms that may indicate the existence of other communicable diseases or conditions that present a danger to the public health.

Information related to communicable diseases, warning signs, and protective measures are available from the Person or Caswell County Health Department, Centers for Disease Control and Prevention and Occupational Safety and Health Administration (OSHA).

Epidemic—a disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.

Face covering—a covering, whether made at home or commercially, that is designed to cover the wearer’s mouth and nose to reduce the spread of respiratory droplets produced when a person coughs, sneezes, or talks.

High-Risk Students—those students in a certain age group or who have serious underlying medical conditions and might be at higher risk for severe illness from a communicable disease as identified by the Centers for Communicable Diseases or NC DHHS Division of Public Health.

Incubation Period—the time, usually in days, between exposure to an illness and the onset of symptoms.

Infectious diseases—illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), meaning they are capable of spreading from one person to another.

Isolation—a control measure issued by a local health director or the state health director under [N.C.G.S. 130A-145](#) limiting the movement or action of persons or animals infected or reasonably suspected to be infected with a communicable disease or condition for the period of communicability to prevent the spread of the communicable disease or condition, as described in [N.C.G.S. 130A-2\(3a\)](#).

Pandemic—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

Quarantine—a control measure issued by a local health director or the state health director under GS 130A-145 limiting the movement or action of persons or animals who have been exposed to or are reasonably suspected of having been exposed to a communicable disease or condition for the period of time necessary to prevent the spread of the communicable disease or condition, as described in GS 130A-2(7a).

Social Distancing—actions taken to reduce the opportunities for close contact between people in order to limit the spread of a communicable disease.

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

Procedure:

Section 1: Non-Discrimination

- 1.1. PCC will not discriminate against individuals with infectious diseases and will take precaution to ensure that information about individual health conditions remains confidential, in accordance with FERPA, The Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA), and other federal, state, and local laws.
- 1.2. PCC reserves the right to exclude a person with a communicable disease from employment, programs, and functions if the College finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the College.

Section 2: Reporting

- 2.1. Any college student who knows or has a reason to believe they have an infectious disease has an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.
 - 2.1.1. A student (curriculum and continuing education) must notify the Vice President, Student Development to determine the appropriate response to their health needs, including reasonable accommodations they may be entitled to by law, based on healthcare provider documentation.
 - 2.1.2. A student who believes they are infected with an infectious disease should seek advice from a healthcare provider.
- 2.2. All medical information regarding an individual's infectious disease shall be kept confidential, and no person, group, agency, insurer, employer, or institution shall be provided any medical information without the prior, specific written consent of a student or employee unless providing such information is required by state and/or federal law.

Section 3: Safely Handling Blood and other Body Fluids

- 3.1. PCC publicizes and observes safety guidelines published by OSHA for handling of blood and other body fluids and secretions in all health care programs on campus and in other college contexts in which such fluids or secretions may be encountered.
- 3.2. The guidelines are located on the College's website as part of the College Safety Plan.

Section 4: Vaccination and Testing Requirements

- 4.1. Students whose placement, program, or course includes interactions with an external partner or organization, or in an external setting, are required to adhere to all regulations of the external organization, including but not limited to, vaccination and drug screen requirements.

Section 5: Emergency Closing

- 5.1. Under the North Carolina Emergency Management Act, the Governor and the General Assembly have the authority to declare a state of emergency, including a state of emergency based on threats posed by communicable diseases or conditions.
- 5.2. During a state of emergency, the Governor has broad powers to issue emergency orders to protect the public health and safety, including orders to close a State facility or workplace.
 - 5.2.1. Social distancing, use of face coverings, isolation, and quarantine are examples of public health control measures.
 - 5.2.2. Under state public health law, the State Health Director and local health directors have specific authority to order isolation or quarantine when and so long as the public health is endangered, all other reasonable means for correcting the problem have been exhausted, and no less restrictive alternative exists.
 - 5.2.3. In the absence of such orders, the President shall consult with local/State Public Health officials to determine the severity of the individual situation and to determine what actions shall be taken (including the closure of the College, by facility or location).
 - 5.2.4. The College will comply with and adhere to any control measures, other orders, or instructions from State or local public health agencies to prevent transmission of a communicable disease.
- 5.3. The College shall follow NC Division of Public Health's guidelines, when deciding how to inform students.

Legal Citation: [N.C.G.S. 130A-2\(1c\)](#) ; [N.C.G.S. 130A-2\(3a\)](#); [N.C.G.S. 130A-145](#); NC Administrative Code [10A NCAC 41A .0101](#); NC State Board of Community Colleges Code [1C SBCCC 200.94](#)

For additional information about communicable diseases, surveillance and reporting, disease laws and rules, and public health preparedness and response, please refer to the OSHR website for links to the NC Division of Public Health and US Department of Labor.

<https://oshr.nc.gov/policies-forms/workplace-wellness/communicable-disease-emergency>

History: Effective October 1987, revised July 1992, January 2011, April 2020, July 2020, May 2022—updated definitions, September 2022, February 2024

7.17 Role of Students in Institutional Decision-Making

Last Revised: September 2021

Policy: Piedmont Community College (PCC) encourages and provides opportunities for students to participate in the College's institutional decision-making process through the Student Government Association (SGA) or by serving on College Institutional Standing Committees.

Purpose/Definitions:

Purpose

The purpose of this policy is to develop student leadership skills and to enhance student learning by providing opportunities for students to participate in institutional decision-making activities.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice-President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Committee Appointments

- 1.1. The President of the SGA is ex-officio a non-voting member of the PCC Board of Trustees.
- 1.2. Students are appointed to and approved by the President of the College to serve as active members on the following institutional standing committees:
 - 1.2.1. Curriculum
 - 1.2.2. Distance Learning
 - 1.2.3. Diversity/Global Awareness

- 1.2.4. Enrollment Management
 - 1.2.5. Environment/Safety
 - 1.2.6. Institutional Effectiveness
 - 1.2.7. Learning Commons
 - 1.2.8. Marketing
 - 1.2.9. QEP Steering
 - 1.2.10. Student Affairs
 - 1.2.11. Technology
- 1.3. Students serving on program advisory committees are appointed by faculty in the program area.
- 1.4. Other college ad hoc committees or task force groups are established periodically and may seek student representation.

Legal Citation: The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 12.3

History: Effective October 2001; Revised October 2011, September 2021

Section 8

The College and the Public

8.1 Public Information

Last Revised: March 2023

Policy: Piedmont Community College (PCC) and its Board of Trustees are committed to operating in an environment of openness and transparency by providing students, employees, and the general public with complete and accurate information concerning official actions of the Board and College programs, services, and activities.

Purpose/Definitions:

Purpose

This policy explains the College's commitment to honest, open, and professional communications about the College.

Definitions

Classroom materials—handouts, flyers, brochures, newsletters, reports, or other materials created specifically for instructional use and disseminated to students. Classroom or teaching materials are not covered in Policy 8.1 Public Information.

External publications—materials distributed or displayed off campus, including, but not limited to, recruiting materials, class schedules, catalogs, handbooks, promotional and informational brochures, banners, billboards, newsletters, exhibits, and special reports. Major student-oriented publications such as the Student Handbook and Planner and The Pacer student newspaper are considered external publications.

Image—a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction that is made by electronic, mechanical, or other means.

Internal publications—materials distributed or displayed on campus, e.g., newsletters, brochures, flyers, programs, invitations, and on-campus promotions. Internal communications are intended for college faculty and staff and, in some cases, for students.

News media—newspapers, radio, television, magazines, professional newsletters, websites, blogs, and other electronic news sources.

Signage—includes directional signs, informational signs, maps, legally-required notification signs, College vehicle signs, and building, room, and window signs to assist campus visitors.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The President and the Vice President, Advancement and Communications have monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. The President and the College’s Office of Advancement and Communications will provide information to the public regarding policies, administrative operation, objectives, plans, educational programs, and achievements.
- 1.2. The Vice President, Advancement and Communications will oversee all external communications for the College, including marketing, advertising, media relations, and publications (Policy 2.15 Publications).
- 1.3. All media inquiries, requests, news releases, and story ideas should be directed to the Vice President, Advancement and Communications.
 - 1.3.1. The Office of Advancement and Communications is located in Buildings C & D on the Person County Campus and can be reached through the PCC switchboard at (336) 599-1181.

Section 2: Advertising Guidelines

- 2.1. PCC advertises its programs, activities, and services through news media and other appropriate venues within its service area of Person and Caswell counties and in other locations as appropriate.
 - 2.1.1. The design and placement of all advertising is determined by the size and characteristics of the target audience and by the budget available for each advertising campaign.
 - 2.1.2. No news releases or advertisements will be released to media outside of the College’s service area in North Carolina unless permission has been received from the community colleges in the areas involved.

Section 3: Branding Guidelines

- 3.1. The College maintains an effective brand identity through the consistent and professional visual presentation of the College, thus protecting the College's image.
 - 3.1.1. At the heart of the branding process is the proper use of the College logo.
 - 3.1.2. The College carefully manages contexts which display the logo, the professional and graphic quality of the logo, and the application of consistent regulation for the use of the logo to build the brand that distinguishes PCC in the marketplace.
- 3.2. The Office of Advancement and Communications is responsible for managing the brand and for maintaining the integrity of any use of the PCC logo.
 - 3.2.1. Requests for use of the logo on any promotional products must be approved by the Office of Advancement and Communications staff prior to production.
 - 3.2.2. Persons using the PCC logo on internal publications must follow the specific guidelines in the PCC Style Guide for PCC logo use.
 - 3.2.3. PCC logo assets are available on the College's shared drive.

Section 4: College Website

- 4.1. The College's website (www.piedmontcc.edu) is a primary means of disseminating information to students, faculty, staff, and the public.
 - 4.1.1. This site is the only official website for the College.
 - 4.1.1.1. Other websites representing the College or its programs or services are prohibited.
- 4.2. The Office of Advancement and Communications is responsible for the design, development, monitoring, and maintenance of the College's website, as well as for the training of PCC employees in using the website's Content Management System to update website information.
 - 4.2.1. All areas of the College are responsible for updating their sections of the website following the guidelines established by the Office of Advancement and Communications (see Policy 8.2 College Website).

Section 5: Community Relations

- 5.1. Guided by the principles of integrity and transparent communication, the President leads the College's community relations efforts.
 - 5.1.1. However, all College personnel are responsible for promoting positive community relations that will encourage understanding and support for the College and its mission among the citizens of the service area.
- 5.2. The College is committed to promoting cooperative relationships with others who play an important role in the education process, including local governmental agencies, community organizations, and other educational institutions, including local public school systems.
 - 5.2.1. The College will establish cooperative working relationships with other public and private agencies within the framework provided by state laws and regulations.

Section 6: Media Relations

- 6.1. The Office of Advancement and Communications is the initial point of contact for all media requests.
 - 6.1.1. Any media requests received by college personnel should be directed to the Vice President, Advancement and Communications.
 - 6.1.2. Official spokespersons for the College are the President and the Vice President, Advancement and Communications. Either spokesperson may authorize employees to speak as college representatives.
 - 6.1.2.1. Employees should not initiate media contacts without authorization and should report all media requests to the Vice President, Advancement and Communications as soon as they are received.
- 6.2. The Office of Advancement and Communications staff prepares and distributes College news releases as appropriate.
 - 6.2.1. All news releases go to local media (The Courier-Times and The Caswell Messenger newspapers, Radio Roxboro and WRNC cable television), and the College Website. Some releases go to other media as appropriate.
- 6.3. The Office of Advancement and Communications accepts news releases and requests for news releases from the President, vice presidents, deans, and directors.

- 6.3.1. News releases will be written following the College styles as specified in the PCC Style Guide which is available on the College's shared drive.
- 6.3.2. News releases must be submitted to the Office of Advancement and Communications for editing, approval, and release no later than Wednesday of the week prior to the requested release date for local media.
 - 6.3.2.1. A minimum two-week deadline will apply for releases sent to non-local media or releases requiring interviews, fact gathering, and writing by the Office of Advancement and Communications staff. For clarification, consult the staff when making these requests and to determine deadlines.

Section 7: Model Release Forms

- 7.1. The Office of Advancement and Communications requires any person whose personal image is used by the College to complete and sign a Model Release Form before the image is used for any purpose.
 - 7.1.1. Model Release Forms are available on the College's shared drive, as Exhibit 8.1A Model Release Form, and Exhibit 8.1B Formulario Modelo PCC.
 - 7.1.2. Students will receive a Model Release Form as part of the registration process.
 - 7.1.2.1. Completed release forms will be maintained in students' college files.
 - 7.1.3. Employees will receive Model Release Forms for completion when they are photographed for their identification badges.
 - 7.1.3.1. Completed forms will be transferred and maintained in the Office of Advancement and Communications.
 - 7.1.4. Students or employees who do not wish to have their images used by the College should state their desire to be excluded at the time images are being made, whether in photographs, videos, films or any other method.
 - 7.1.4.1. Images made during the College's public events, such as graduation or a college-wide activity, are not subject to this procedure.

Section 8: Photography

- 8.1. The Office of Advancement and Communications uses photographs to present and promote the College when possible.

- 8.2. The Office of Advancement and Communications staff provides limited photography services for major college events, particularly when the photographs have the potential for marketing or archival projects.
- 8.3. The Office of Advancement and Communications staff encourages other College personnel to familiarize themselves with basic photography principles and to photograph events and achievements in their own areas as needed.
 - 8.3.1. The Office of Advancement and Communications staff will provide advice on photographing events upon request or during staff development sessions.

Section 9: Publications

- 9.1. Procedures for major internal and external publication development, review, and printing are the responsibility of the Office of Advancement and Communications staff.
- 9.2. The Office of Advancement and Communications staff must approve in advance any request for the use, copying, or reprinting of any PCC publication or part of a publication by a non-College organization (see Policy 2.15 Publications).
- 9.3. External publications must be approved by the Office of Advancement and Communications staff and must comply with all legal and institutional requirements before they can be printed or produced.
 - 9.3.1. Most internal publications (those distributed on campus) and any publications generated for instructional use do not require the approval of the Office of Advancement and Communications staff unless they will be distributed to the general public at on-campus functions, e.g., honor society induction ceremonies, student performances, graduations.
 - 9.3.1.1. These items will be considered external publications and will require prior approval by the Office of Advancement and Communications staff.
 - 9.3.2. Templates created by the Office of Advancement and Communications are available on the College's shared drive.
 - 9.3.2.1. These templates include full College branding and are available for letterhead, envelopes, business cards, email signatures, screensavers, online meeting backgrounds, agendas, flyers, and slide decks.
- 9.4. The Office of Advancement and Communications staff will provide advice and review for any publications upon request.

9.4.1. Requests must be made in advance to allow adequate time for review.

Section 10: Required Statements

10.1. PCC must publish the following accreditation statement in the College Catalog and on its website verbatim:

10.1.1. Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Piedmont Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

10.2. PCC will include a statement of nondiscrimination on its website and other publications as appropriate.

10.2.1. Piedmont Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President, Administrative Services, P.O. Box 1197, Roxboro, NC 27573-1197, (336) 599-1181. For further information on notice of non-discrimination, the OCR office for North Carolina is located at: Washington DC (Metro), Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Telephone Number: (202) 453-6020; e-mail: OCR.DC@ed.gov.

Section 11: Signage

11.1. The Vice President, Administrative Services/CFO and the Vice President, Advancement and Communications are responsible for permanent campus signage, both external and internal.

11.2. Signage must meet legal requirements and must follow College style guidelines in order to reflect the appropriate public image for the College.

11.2.1. No permanent signs will be placed without the approval of the Vice President, Advancement and Communications and the Vice President, Administrative Services. Placement of signage is dependent upon needs, legal requirements, and available financial resources.

Section 12: Social Media

12.1. The Office of Advancement and Communications staff will continue to adapt to changing social media trends as they develop. Refer to Policy 8.3 Social Media for more information.

Legal Citation: N/A

History: Effective October 1991; Revised January 1992, October 2001, January 2012; November 2021, March 2023

Cross-references PCC Policies 2.15 Publications, 8.2 College Website, and 8.3 Social Media.

Exhibit 8.1A: Model Release Form

Updated 8/2019



PCC Model Release Form

Piedmont Community College needs permission from you to use your name or personal image in all forms and media for editorial, promotional, advertising, trade, or any other lawful purposes. Check the appropriate boxes below:

- I am a Full Time employee at PCC
- I am a Part Time employee at PCC
- I am a PCC Student
- I am a former PCC Student
- I am a parent or community member (non-student)
- I give PCC permission
- I do not give PCC permission

Name (please print): _____

Address: _____

City, State & Zip: _____

Signature: _____ Date: _____

If the above individual is under the age of 18:

I, _____, am the parent or legal guardian of the individual named above and have read this release. I checked the appropriate boxes listed above.

(please print)

Signature: _____ Date: _____

PO Box 1197, Roxboro, NC 27573-1197 · ph: (336) 599-1181 · fx: (336) 597-3817

P.O Box 1150, Yanceyville, NC 27379-1150 · ph: (336) 694-5707 · fx: (336) 694-7086

www.piedmontcc.edu

Exhibit 8.1B: Formulario Modelo PCC



Formulario Modelo PCC

Por este medio doy a Piedmont Community College el derecho irrevocable a utilizar mi nombre o la imagen personal en todas las formas y los medios de comunicacion y de todas maneras, para editorial, promoción, publicidad, comercio o cualquier otro fin lícito.

La Firma (Signature):

La Fecha (Date): _____

Nombre (escribir con letra de molde) (Name – printed)

El Domicilio (Address):

La Ciudad (City), Estado (State) & El Código Postal (Zip Code):

Si debajo 18 años de edad, firma del tutor (If under age 18, guardian's signature):

La Fecha (Date): _____

P.O Box 1150 · Yanceyville NC 27379-1150 · ph: 336.694.5707 · fx: 336.694.7086

PO Box 1197 · Roxboro NC 27573-1197 · ph: 336.599.1181 · fx: 336.597.3817

www.piedmontcc.edu

8.2 College Website

Last Revised: July 2023

Policy: Piedmont Community College (PCC) provides up-to-date and accurate information about college programs and services, as well as college closings, news items, and activities via the College's official website.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish guidelines for operating and maintaining a high quality, marketing and service-oriented web presence, including a coordinated presentation of accurate and important information directed to a variety of constituents.

Definitions

External websites—those sites relating to PCC's programs or activities that may require their own website and would not be included under the official College web address (www.piedmontcc.edu). An example of an external website is the College Foundation of North Carolina website (www.cfnc.org).

Unit—the term used to refer to the area or department responsible for posting information to the PCC website as specified in the approved workflow for the website.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President and the Vice President, Information Technology/CIO have monitoring authority for this policy.

Procedure:

Section 1: General Information

- 1.1. The College's website (www.piedmontcc.edu) is the only official website for PCC.
- 1.2. The Vice President, Information Technology/CIO is responsible for managing the PCC web presence.

1.3. The guidelines specified in this document apply to all units.

1.3.1. A unit editor may post information to the PCC website, following established procedures to ensure that the website is operated and maintained in a consistent and secure manner and that the site complies with local, state, and federal laws.

Section 2: Mandatory Standards

2.1. All web pages are required to follow the PCC Style Guide.

2.2. Editors are encouraged to work with the Graphic Designer/Website Editor to ensure topics, content, and all external websites are appropriate and relevant to PCC and its programs and services.

2.3. All web pages published or hosted by the College must comply with the World Wide Web Consortium's standard: Web Content Accessibility Guidelines (WCAG). (See PCC Policy 2.4.1 Accessibility of Information and Communication Technology for more information.)

2.3.1. Where compliance is not technically possible or may require extraordinary measures due to the nature of the information and the intent of the web page, a request for exception must be made to the Vice President, Information Technology/CIO.

2.3.1.1. Under this exception, information from associated web pages must be made available to individuals with a disability in an equally effective manner.

Section 3: Commercial Advertising

3.1. Commercial advertising is not permitted on pages published on the PCC website.

3.1.1. This restriction includes banner advertisements, text links, or graphic images that promote a commercial service unless approved by the Vice President, Information Technology/CIO.

3.1.2. External employment opportunities are permitted through a login accessible career portal.

Section 4: Copyright

4.1. Copyright laws apply to electronic publishing as well as to print publishing.

- 4.1.1. Editors must have permission from copyright owners to copy and display text, graphics, or photographs on their pages.
- 4.1.2. Editors must have a reasonable basis for believing that their use of the copyrighted materials of others constitutes fair use or that the materials are in the public domain. (See Policy 2.16 Copyright and Fair Use for more information.)

Section 5: Personal Business and Web Resources

- 5.1. College resources may not be used to create web pages for personal business, personal gain, or partisan political purposes, except as permitted by other College policies or by law.

Section 6: Technical Support

- 6.1. Information Technology Services provides technical support for the website for editors.

Legal Citation: [WCAG Guidelines](#)

History: Effective January 2012; Revised November 2021—incorporated content then deleted PCC Policy 8.2.1 Web Accessibility, July 2023

Cross-references PCC Policy 2.4.1 Accessibility of Information and Communication Technology and Policy 2.16 Copyright and Fair Use

8.3 Social Media

Last Revised: November 2021

Policy: Piedmont Community College (PCC) uses social media as a tool to inform and develop a community, as well as further engage with students, parents, alumni, and friends of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to set guidelines for the use of official PCC social media accounts.

Definitions

Social media—web sites and applications used for social networking or web-based social interaction. Social media is often consumer-generated and results in sharing content, interacting and often developing communities around similar interests.

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

Procedure:

Section 1: Officially Recognized College Social Media Accounts

- 1.1. No individual employee may create an official PCC social media account.
 - 1.1.1. All official PCC social media accounts will be created by the Advancement and Communications Office staff.
 - 1.1.2. A member of the Advancement and Communications Office staff will be an administrator on all official PCC social media sites.
- 1.2. To request the creation a new social media account on behalf of PCC, complete and submit the Social Media Request Form (Exhibit 8.3 Social Media Request Form) to the Vice President, Advancement and Communications.

- 1.3. The Vice President, Advancement and Communications has authority to remove any accounts from their particular social media web sites if the account has become stagnant or under-utilized.

Section 2: General Provisions

- 2.1. The Office of Advancement and Communications will maintain a list of all social networking application domain names in use, the names of all employee administrators/editors of these accounts, the associated user identifications and passwords currently active for each account.
- 2.2. Should a PCC employee editor of an account leave the College for any reason, they should contact the Office of Advancement and Communications as part of their exiting procedures.
 - 2.2.1. An administrator will change all passwords and account information to maintain College control of the site.
 - 2.2.2. The appropriate supervisor will have the responsibility of naming a new editor for the account.
- 2.3. PCC employees identified as administrators/editors of accounts are held responsible for managing and monitoring content of their officially recognized accounts.
 - 2.3.1. Administrators/editors are responsible for removing content that may violate College policies and procedures.
- 2.4. Social networking communications, like college e-mails, are public records and are subject to the North Carolina Open Meetings Law. Posts made by college employees and any feedback by college employees or the public become part of the public record. As with college e-mail, social media communications are subject to monitoring and disclosure to third parties.
- 2.5. If any employee becomes aware of social media activity that would be deemed distasteful or fail the good judgment test, please contact the Office of Advancement and Communications.

Section 3: Content

- 3.1. Editors are encouraged to work with the Communications Specialist to ensure topics and content are appropriate and relevant to PCC and its programs and services.
- 3.2. Use good judgment about content and respect privacy laws.

- 3.2.1. Do not include confidential information about yourself, the College, its staff, or its students as doing so may result in disciplinary action in accordance with PCC Policy 5.19 Employee Disciplinary Policy.
- 3.3. You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
 - 3.3.1. By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
 - 3.3.2. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations.
 - 3.3.2.1. Provide a link to the original material if applicable. (See Policy 2.16 Copyright and Fair Use Policy for more information.)
 - 3.3.3. You must have signed PCC Model Release forms on file for any College students or employees whose photos appear on a social media site. (Policy 8.1 Public Information)
- 3.4. Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.
 - 3.4.1. You may not use the PCC name to promote any opinion, product, cause, or political candidate.
- 3.5. PCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
 - 3.5.1. Inappropriate social media content will be removed from the respective site by the Office of Advancement and Communications.

Legal Citation: U.S. Copyright Laws ([17 U.S.C. §§ 101-108](#)) and the Digital Millennium Copyright Act of 1998 ([17 U.S.C. §§ 120](#))

History: Effective January 2012; Revised November 2012, Cross-references PCC Policy 2.16 Copyright and Fair Use Policy, Policy 5.19 Employee Disciplinary Policy, and Policy 8.1 Public Information

Exhibit 8.3

Social Media Request Form

Piedmont Community College recognizes that social media are useful technologies in communicating with college constituencies and in enabling transparent communication. All social media sites representing the College must follow established College procedures. College employees should exercise good judgment when using official College online media sites to ensure that communications are appropriate, professional, maintain the security of the College’s network, and comply with local, state and federal laws and with the College’s technology security procedures.

To request a Social Networking account, please complete this form in its entirety. Please note that the Office of Advancement and Communications may decline to accept the request due to present existence of a similar account, use of similar account, or insufficient provisional information. All Social Networking accounts must adhere to the Piedmont Community College Policy 8.3 Social Media Policy. A representative will contact you within approximately two weeks to discuss your request. If you have additional questions, please contact Daniel Statum at daniel.statum@piedmontcc.edu or (336) 322-2197.

General Information (please print or type) :

Site Name	
Department/Club/Organization	
Primary Site Editor	
E-mail / Phone	
Secondary Site Editor	
E-mail / Phone	
Username for posting (if applicable)	

Purpose of Page:

Select a Social Network:

Facebook	Twitter	YouTube
Other (please list)		

Important: We realize you'll have more details than this to give us regarding this account. Please have those details ready before submitting this form. Someone from the Public Information Office will follow up with you to get the details.

I agree to the terms and conditions contained in PCC Policy 8.3 Social Media.

Primary Site Administrator _____

Secondary Site Administrator _____

Approval of Dean/Director _____

Authorization of VP/President _____

8.4 Naming Rights

Last Revised: February 2023

Policy: Piedmont Community College (PCC) solicits private support through naming opportunities while also showing appropriate recognition to donors for their generosity.

Purpose/Definitions:

Purpose

The purpose of this policy is to assure that appropriate reflection, consistency, and fairness are given to major naming possibilities and that the history of Person and Caswell counties and PCC are considered.

Definitions

N/A

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 Related to Naming

- 1.1. Naming decisions and the associated honor should be fitting and of value for all parties involved.
 - 1.1.1. Because these considerations can encourage others to give, this policy is intended as a guide and encourages flexibility on a case-by-case basis.
 - 1.1.2. Opportunities for naming are available subject to conditions specified in the PCC Foundation By-Laws, Section III Fiscal Management which can be found on the [PCC Foundation webpage](#) on the College's website.
- 1.2. It is the responsibility of individuals negotiating on behalf of PCC to advise potential benefactors that their gift may be recognized by naming per the PCC Foundation By-Laws.

- 1.3. The naming of physical entities is intended to be in place for the life of the specific space.
 - 1.3.1. If, in the determination of the PCC Board of Trustees and the PCC Foundation Board of Directors, circumstances change so that the purpose for which the physical entity was established is significantly altered or if the physical entity is no longer needed or habitable, the PCC President, in consultation with the PCC Board of Trustees, the PCC Foundation Board of Directors, and the donor(s), if possible, will determine an appropriate way to recognize the donor's naming gift in perpetuity.
- 1.4. In the unlikely event the PCC Board of Trustees determines in its sole reasonable and good faith opinion that circumstances have changed such that the donor's naming rights would adversely impact the reputation, image, mission or integrity of PCC, the PCC President, in consultation with the PCC Board of Trustees and the Vice President, Advancement and Communications may, without recourse and without obligation to return any gifts received, exercise its right to remove the name from the property facilities.
- 1.5. Floors, auditoriums, lobbies, labs, classrooms, and outdoor areas are also available for donor recognition. Contribution levels will be determined on a case-by-case basis and are based on size, location, and function within the capital project.
- 1.6. All naming gifts must be documented in a formal gift agreement. (See Exhibit 8.4 Piedmont Community College Naming Gift Agreement).

Section 2: Naming Criteria

- 2.1. Major naming opportunities are available when a gift of monetary value deemed appropriate in accordance with the PCC Foundation By-Laws is received.
- 2.2. Major naming opportunities may reflect the names of individuals, families, organizations, foundations, corporations, or memorials requested by donors.

Section 3: Gift Pledge

- 3.1. Naming will go into effect immediately with a clear and documented understanding that the naming will be altered or removed if the full pledge is not paid in a mutually agreed upon time frame (maximum of three (3) years).
- 3.2. If PCC receives only partial funding from the donor and that amount is less than the required naming threshold, yet sufficient enough for an alternative naming

opportunity, PCC will renegotiate the gift agreement with the donor to agree on a suitable naming opportunity.

Section 4: Methods of Recognizing Naming Commitment

- 4.1. No person from PCC will announce the naming of any physical entity prior to the final approval by the PCC President.
- 4.2. The Vice President, Advancement and Communications, in consultation with the donor, will make final decisions related to methods of recognizing major naming contributions including, but not limited to, the following:
 - 4.2.1. Public announcements: the right to determine content, timing, location, and frequency of any announcements associated with the gift.
 - 4.2.2. Physical markers: the right to approve the color, design, and size of any physical marker that provides information about the designee, donor and/or the nature of the gift or honor.

Legal Citation: N/A

History: Effective July 2014; Revised September 2021, February 2023

Exhibit 8.4 Piedmont Community College Naming Gift Agreement



Piedmont Community College Gift Agreement

This Gift Agreement (Agreement), effective as of _____ (Effective Date), is made and entered into between _____, (Donor Name) whose address is _____ (Donor Address) and Piedmont Community College (PCC). Based upon the provisions listed below, and in consideration of the mutual promises and benefits, the parties agree as follows:

PROVISIONS

The Donor wishes to make a charitable gift to PCC for the use and benefit of the College as set forth in this Agreement.

The College and the Piedmont Community College Foundation (PCC Foundation) accept this gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

- Gift.** The Donor hereby pledges to PCC the following gift:
\$ _____ (Gift Amount).
- Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to the PCC Foundation over a period of _____ years (not to exceed three years). Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$ _____ and will continue thereafter according to the following schedule:

<u>Amount of payment by Donor</u>	<u>Due Date</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

The Donor may accelerate the payment of any or all of this pledge at any time at the Donor's discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments will be paid by the Donor to the PCC Foundation via check, electronic funds transfer, stocks or other securities, or other methods acceptable to the Donor and the College.

3. **Use of the Gift.** The Gift will be used _____

4. **Acknowledgment.** In consideration for the Gift, the College and PCC Foundation will acknowledge the Gift by naming the _____

(area or location to be named, including the facility to which it belongs)

The new name of this area or location, marked by a plaque, will be _____

(official name)

5. **Termination of Naming.** As stated in PCC Policy 8.4 (Naming Rights), in the unlikely event the PCC Board of Trustees determines in its sole reasonable and good faith opinion that circumstances have changed such that the Donor's naming rights would adversely impact the reputation, image, mission or integrity of PCC, the PCC President, in consultation with the PCC Board of Trustees and the Vice President, Advancement & Communications, may, without recourse and without obligation to return any gifts received, exercise its right to remove the name from the property facilities.

6. **Modification of Naming.** The naming of physical entities is intended to be in place for the life of the specific space. If, in the determination of the PCC Board of Trustees and the PCC Foundation Board of Directors, circumstances change so that the purpose for which the physical entity was established is significantly altered or if the physical entity is no longer needed or habitable, the PCC President, in consultation with the PCC Board of Trustees, the PCC Foundation Board of Directors, and the Donor, if possible, will determine an appropriate way to recognize the Donor's naming gift in perpetuity.

7. **Publicity.** For purposes of publicizing the gift and the naming, PCC requests the right to photograph the Donor and use the names and images of the Donor in photographic, audiovisual, digital or any other form of medium (the Media Materials) and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing College's development and business activities.
11. **Naming Committee Approval.** This Agreement and the recognition and naming provided for in this agreement are subject to the approval by the Executive Committee of the Foundation Board of Directors, Board of Trustees, and Vice President, Advancement & Communications.

ACCEPTED AND AGREED TO:

Donor

President, Piedmont Community College

Printed Name

Printed Name

Signature

Signature

Donor

Vice President, Advancement & Communications

Printed Name

Printed Name

Signature

Signature

8.6 Solicitation by Private or Non-College Individuals or Groups

Last Revised: March 2022

Policy: Piedmont Community College (PCC) allows approved solicitation on any property owned or leased by, or operated under the jurisdiction of, the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedure to be followed by any private or non-college individual, organization, agency, or group approved to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned or leased by, or operated under the jurisdiction of, Piedmont Community College.

Definitions

Image—a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction that is made by electronic, mechanical, or other means.

Solicitation—any oral or written request, made directly or indirectly, for money, property, financial assistance, or any other thing of value whether or not the person making the solicitation receives any contribution ([N.C.G.S. 131F-2](#)).

Solicitor—any private or non-college individual, organization, agency, or group desiring to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned, leased, or operated under the jurisdiction of PCC.

Approval Authority/Monitoring Authority: PCC'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: General Provisions

- 1.1. This policy does not apply to individuals or organizations who are invited to campus by authorized PCC administrative personnel as part of an approved college activity or event. PCC is an authorized voting precinct; therefore, on election days, this policy does not apply to individuals or organizations associated with campaign parties and/or interests as long as the individuals or organizations comply with federal, state, and local voting precinct laws and regulations ([N.C.G.S. 163-166.4](#)).
- 1.2. Compliance with the procedures and guidelines listed below is required to distribute literature and other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned, leased, or operated under the jurisdiction of PCC.
 - 1.2.1. No person shall physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them to fighting or lead to a breach of the peace.
 - 1.2.2. Note that images involving voluntary participation in public or commercial settings are allowed by N.C.G.S. 14-190.5A.

Section 2: Acquiring Permission

- 2.1. A written request must be submitted to the Executive Assistant to the Vice President, Administrative Services/CFO at least five (5) business days prior to the requested date of solicitation. (See Exhibit 8.6 Solicitation or Gatherings by Private Individuals or Non-College Groups Form.)
 - 2.1.1. Information on the form is used to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated areas.
 - 2.1.2. In acting on requests, individuals/groups who are sponsored by members of the College community will be preferred.
 - 2.1.3. All approved solicitation events will be allowed in accordance with posted college hours and the College's calendar.
- 2.2. Request forms are available in the H. James Owen Administrative Building on PCC's Person County Campus and in the Office of the Director, Caswell County Campus Operations, and electronically in a shared, central location.

- 2.3. Once the request has been received, the Vice President, Administrative Services/CFO or designee will have three (3) business days to provide a response to the primary contact person listed on the form.
 - 2.3.1. Decisions will take into account:
 - 2.3.1.1. Any special circumstances that may relate to college activities.
 - 2.3.1.2. Availability of the designated public speaking areas.
 - 2.3.2. Decisions will be content-neutral.
- 2.4. Access will be granted on a first-come, first-served, space-available basis.
- 2.5. Unless otherwise approved, access to the designated public speaking areas will be limited to one-and-a-half hours at a time and not more than once a month per campus unless unforeseen circumstances arise that require immediate disbandment due to safety precautions.

Section 3: Check-in Requirement

- 3.1. Upon arriving on PCC's campus:
 - 3.1.1. If solicitation is on the Person County Campus, solicitors must report to the receptionist's desk, located in the H. James Owen Administration Building (Building A), to check-in before proceeding to the designated area.
 - 3.1.2. If solicitation is on the Caswell County Campus, solicitors must report to the receptionist's desk located in the lobby of the Building K to check-in before proceeding to designated area.
 - 3.1.3. If solicitation is approved at other PCC locations, a set check-in area will be provided to the requestor.

Section 4: Distribution of Written Material and Other Items

- 4.1. The distribution of literature within the designated area is acceptable. The College reserves the right to assign the distribution of literature to an indoor location if appropriate.
 - 4.1.1. PCC prohibits any non-college individual, agency, organization, or group from using any surface such as internal or external walls, glass surfaces, trees, lamp posts, or the like located on any property owned, leased, or operated under the jurisdiction of the College to display any written or otherwise visual materials.

- 4.2. Pamphlets, publications, advertisements, and any other such materials may not be distributed through any non-approved form of the College's internal mail or email system.
 - 4.2.1. Such materials may, however, be distributed by hand pursuant to an approved request in compliance with the provisions of this policy.
 - 4.2.2. Distribution of lawful written materials or items will not be denied based solely on the content or the viewpoints expressed in the materials or items.
- 4.3. Any individual, organization, agency, or group that distributes written materials or other items on any property which is owned, leased, or operated under the jurisdiction of the College shall be responsible for cleaning up the area before departing.
 - 4.3.1. Failure to leave the assigned site in good condition (litter-free) upon completion of the approved solicitation time may result in the denial of future requests.

Section 5: Designated Areas

- 5.1. The College hereby creates on its property a limited public forum for use by individuals or groups not invited by or associated with the College. The following areas, and other areas as approved upon request, are designated for this purpose.
 - 5.1.1. Person County Campus
 - 5.1.1.1. In front of the main entrance to the Timberlake Art Gallery
 - 5.1.1.2. In front of-Building S
 - 5.1.1.3. Lobby in Building E (Student lounge/dining area)
 - 5.1.2. Caswell County Campus
 - 5.1.2.1. Lower Patio in front of Building K
 - 5.1.2.2. Lobby in Building K

Section 6: Amplification Systems

- 6.1. Amplification systems pose a significant potential for disruption of College operations. Therefore, public address and amplification systems may not be used without prior approval. This includes, but is not limited to, megaphones, bullhorns, and PA systems.

Section 7: Grounds for Denial of Access or Removal from PCC Property

7.1. The following actions may result in the denial of future solicitation requests and/or removal from PCC property:

7.1.1. failure to comply with this policy.

7.1.2. substantially or materially interfering with or disrupting any other lawful activity.

7.1.3. committing any act likely to create an imminent safety or health hazard.

Legal Citation: [N.C.G.S. 14-190.5A](#); [N.C.G.S. 15A-287](#), [N.C.G.S. 131F-2](#), [N.C.G.S. 163-166.4](#); *Bloedorn v. Grube*, No. 10-10168, 2011 WL 284473 (11th Cir. 1/28/11)

History: Drafted October 1988, Revised October 2001, April 2011, November 2021—Exhibit is shared by PCC Policy 8.12 Free Speech and Public Assembly; Revised March 2022

Exhibit 8.6

Solicitation or Gatherings by Private Individuals or Non-College Groups Form

Piedmont Community College is committed to supporting freedom of speech and recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution. However, it is also the responsibility of the College to provide a suitable environment for its students, faculty and staff to study, conduct research, and perform other activities without undue interference or disturbance.

Before completing this form, please read PCC Policy 8.6 and Policy 8.12 in their entirety to ensure compliance with college policy. This form shall be completed and submitted to the Executive Assistant to the VP, Administrative Services/CFO at least five (5) business days in advance.

Requesting organization or person _____

Describe primary topic or purpose of planned activity _____

Primary contact person _____

Phone number _____

Mailing address _____

Email address _____

Contact person, day of event _____

Phone number _____

Mailing address _____

Email address _____

Today's date _____

Proposed date* of solicitation or public assembly _____

Proposed time* of solicitation or public assembly _____

*Approved registrations are good for 1 ½ hour appearance in one month. Refer to policy as to time restrictions.

Campus and location ** at which solicitation or public assembly is to be held _____

**Refer to policy for designated areas allowed for solicitation or public assembly. PCC does not provide equipment or materials of any kind.

Your signature below acknowledges that you:

- **Have read and agree to abide by PCC Policy 8.6 – Solicitation by Private Individuals or Non-College Groups and PCC Policy 8.12 Free Speech. (Particular attention should be paid to the policies in regards to Distribution of Written Material and signage.)**
- **Agree to be responsible for any damages to college facilities as a result of your event & agree to ensure that the area is clean upon your departure.**

Signature of Applicant _____ Date _____

Signature of VP, Admin. Services/CFO _____ Date _____

8.7 Visitation

Last Revised: May 2024

Policy: Piedmont Community College (PCC) strives to create an environment that is safe and academically sound for PCC students, faculty, and staff while providing generous community access.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines and information for visitors to PCC's facilities.

Definition

Visitor—any individual who is on campus for a short period of time and for a specific purpose and is not a current student, faculty, staff, or person seeking College services.

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.

Procedure:

Section 1: Visitation Guidelines

- 1.1. Visitors are welcome at PCC facilities and are expected to conduct themselves in a manner that supports a safe environment conducive to learning.
- 1.2. Visitors who do not conduct themselves in a manner that supports a safe environment conducive to learning will be asked by authorized personnel to leave and/or will be referred to law enforcement authorities, if necessary.
- 1.3. PCC employees may ask visitors to present a form of identification and state their business.

- 1.4. Visitors who would like a tour of the campus may request this at the reception desk in Building A on the Person County Campus or Building K on the Caswell County Campus or by calling either campus, and arrangements will be made for a guide.
 - 1.4.1. [Campus maps](#) and [contact phone numbers](#) are provided on the College's website.
 - 1.4.2. A [virtual tour](#) of campus is available via the College's website.
- 1.5. Students are encouraged to invite their families to attend College events, such as planned student activities, Awards Night, Graduation, etc.
- 1.6. Children are welcome to visit College facilities under adult supervision for brief and occasional visits.
- 1.7. Visitors should avoid entering classes that are in session unless specifically requested by the instructor for instructional purposes.
- 1.8. Visitors on campus for solicitation purposes must adhere to PCC Policy 8.6 Solicitation.

Legal Citation: [N.C.G.S. 115D-20\(7\)](#)

History: Effective August 1977; Revised October 2001, January 2012, March 2013, September 2013 (procedures only), July 2021, May 2024

Cross-references PCC Policy 8.6 Solicitation.

8.8 Public Complaints

Last Revised: November 2021

Policy: Piedmont Community College’s (PCC) Board of Trustees (BOT) accepts constructive criticism motivated by a desire to improve the quality of the College’s educational programs or to enable the College to perform its mission more effectively.

Purpose/Definitions:

Purpose

This purpose of this policy is to outline the process through which the public may express complaints in a method that is fairly and reasonably administered.

Definitions

Public—persons who are not students, faculty, staff, or trustees of PCC.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The President and the Vice President, Advancement and Communications have monitoring authority for this policy.

Procedure:

Section 1: General Complaint Guidelines

- 1.1. Any member of the public who has a complaint against PCC may attempt to resolve the issue by communicating with the PCC employee(s) directly involved in the issue.
 - 1.1.1. If a successful resolution is not reached, the complainant may then communicate with the administrator of the division involved.
 - 1.1.2. If a successful resolution has still not been reached, the complainant may lodge a formal written complaint to the Executive Assistant to the President and Board of Trustees.
 - 1.1.2.1. A response will be provided within a reasonable period of time.

Section 2: Complaints Regarding Accreditation

- 2.1. To address issues of significant non-compliance to the College's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), formal written complaints may be submitted by following the Commission's Complaints against SACSCOC or its Accredited Institutions Policy.

Legal Citation: [The Commission's Complaints against SACSCOC or its Accredited Institutions Policy](#)

History: Effective October 1988; Revised October 2001, January 2012, November 2021

8.12 Free Speech and Public Assembly

Last Revised: December 2022

Policy: Piedmont Community College (PCC) encourages its community to exercise the right to freedom of speech, petition, and peaceable assembly granted by the First Amendment to the Constitution of the United States of America.

Purpose/Definitions:

Purpose

This policy informs members of the College community and the public of the ways they may engage in constitutionally protected speech, petition, assembly, and expression at PCC. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

Definitions

Image—A photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction that is made by electronic, mechanical, or other means.

Solicitor—Any private or non-college individual, organization, agency, or group desiring to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, political, religious or other views on any property owned, leased, or operated under the jurisdiction of PCC.

Approval Authority/Monitoring Authority: PCC's Board of Trustees has approval authority for this policy. The College's Executive Council has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. The College will protect the rights of freedom of speech, petition, and peaceful assembly.

- 1.1.1. Faculty, staff, students, and visitors should note that some forms of expression (e.g., obscenity, defamation, fighting words, harassment, incitement to imminent lawless action) are not constitutionally protected.
- 1.2. Note that images involving voluntary participation in public or commercial settings are allowed by N.C.G.S. 14-190.5A.
- 1.3. Any acts that cause a material and substantial disruption to normal operations of the College including but not limited to instruction, college business, or actions which interfere with the rights of others will not be tolerated.
 - 1.3.1. Faculty, staff, and students engaging in material and substantial disruptive activity may be subject to disciplinary action.
 - 1.3.2. Any participant actively engaged in a material and substantial disruptive activity may face criminal charges.

Section 2: Acquiring Permission

- 2.1. A written request must be submitted to the Executive Assistant to the Vice President, Administrative Services/CFO at least fifteen (15) business days prior to the requested date of solicitation. (See Exhibit 8.12 Solicitation or Gatherings by Private Individuals or Non-College Groups Form.)
 - 2.1.1. Information on the form is used to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated areas.
 - 2.1.2. In acting on requests, individuals/groups who are sponsored by members of the College community will be preferred.
 - 2.1.3. All approved solicitation events will be allowed in accordance with posted college hours and the College's calendar.
- 2.2. Request forms are available in the H. James Owen Administrative Building on PCC's Person County Campus and in the Office of the Director, Caswell County Campus Operations, and electronically in a shared, central location.
- 2.3. Once the request has been received, the Vice President, Administrative Services/CFO or designee will have three (3) business days to provide a response to the primary contact person listed on the form.
 - 2.3.1. Decisions will take into account:

- 2.3.1.1. Any special circumstances that may relate to college activities.
- 2.3.1.2. Availability of the designated public speaking areas.
- 2.3.2. Decisions will be content-neutral.
- 2.4. Access will be granted on a first-come, first-served, space-available basis.
- 2.5. Access to the designated public speaking areas will be limited to one-and-a-half hours at a time and not more than once a month per campus unless unforeseen circumstances arise that require immediate disbandment due to safety precautions.

Section 3: Designated Free Speech Areas

- 3.1. The College hereby creates on its property a limited public forum for use by individuals or groups not invited by or associated with the College. The following areas, and other areas as approved upon request, are designated for this purpose.
 - 3.1.1. Person County Campus
 - 3.1.1.1. In front of the main entrance to the Timberlake Art Gallery
 - 3.1.1.2. In front of Building S
 - 3.1.1.3. Lobby in Building E (Student lounge/dining area)
 - 3.1.2. Caswell County Campus
 - 3.1.2.1. Lower Patio in front of Building K
 - 3.1.2.2. Lobby in Building K
- 3.2. Individuals and groups are expected to leave the area clean and litter-free following their event.

Section 4: Guidelines for Speech and Public Assembly

- 4.1. Amplification Systems
 - 4.1.1. Amplification systems pose a significant potential for disruption of college operations. Therefore, public address and amplification systems may not be used without prior approval. This includes, but is not limited to, megaphones, bullhorns, and PA systems.

4.2. The Right to Dissent

- 4.2.1. The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time.
- 4.2.2. The speaker is entitled to communicate their message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time.
 - 4.2.2.1. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker.
 - 4.2.2.2. The audience must respect the right to dissent.

4.3. Distribution of Written Material and Other Items

- 4.3.1. The distribution of literature within the free speech area is acceptable. The College reserves the right to assign the distribution of literature to an indoor location if appropriate.
 - 4.3.1.1. PCC prohibits any non-College individual, agency, organization, or group from using any surface such as internal or external walls, glass surfaces, trees, lamp posts, or the like located on any property owned, leased, or operated under the jurisdiction of the College to display any written or otherwise visual materials.
- 4.3.2. Pamphlets, publications, advertisements, and any other such materials may not be distributed by solicitors through any non-approved form of the College's internal mail or email system.
 - 4.3.2.1. Such materials may, however, be distributed by hand pursuant to an approved request in compliance with the provisions of this policy.
 - 4.3.2.2. Distribution of lawful written materials or items will not be denied based solely on the content or the viewpoints expressed in the materials or items.

4.4. Symbolic Protest

- 4.4.1. During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity occupying an area for free speech/expression to express themselves.

4.5. Picketing and Marches

4.5.1. Campus marches and picketing are permitted in the approved designated area.

4.5.1.1. Requests to picket or march should follow the procedure outlined in Section 2 of this policy.

4.5.2. Picketers/marchers must march in an orderly fashion.

4.5.2.1. Picketers shall not at any time nor in any way obstruct, interfere with, or block persons entering or exiting vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

Section 5: Interference with Free Speech or Public Assembly

5.1. No person shall physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them to fighting or lead to a breach of the peace.

5.2. Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by college officials or law enforcement.

5.2.1. Failure to do so may result in disciplinary action and/or criminal prosecution.

Section 6: Grounds for Denial of Access or Removal from PCC Property

6.1. The following actions may result in the denial of future requests to assemble and/or removal from PCC property:

6.1.1. failure to comply with this policy

6.1.2. substantially or materially interfering with or disrupting any other lawful activity

6.1.3. committing any act likely to create an imminent safety or health hazard

Legal Citation: [U.S. Const. amend I](#); [N.C.G.S. 14-190.5A](#)

History: Effective November 2021—Exhibit is shared by PCC Policy 8.6 Solicitation by Private or Non-College Individuals or Groups; Revised March 2022, December 2022

Exhibit 8.12

Solicitation or Gatherings by Private Individuals or Non-College Groups Form

Piedmont Community College is committed to supporting freedom of speech and recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution. However, it is also the responsibility of the College to provide a suitable environment for its students, faculty and staff to study, conduct research, and perform other activities without undue interference or disturbance.

Before completing this form, please read PCC Policy 8.6 and Policy 8.12 in their entirety to ensure compliance with college policy. This form shall be completed and submitted to the Executive Assistant to the VP, Administrative Services/CFO at least fifteen (15) business days in advance.

I. Applicant Information

Organization: _____

Address: _____	City: _____	State: _____	Zip: _____
Daytime Phone Number: _____	Cell Number: _____	Email: _____	

Primary Contact: _____

Address: _____	City: _____	State: _____	Zip: _____
Daytime Phone Number: _____	Cell Number: _____	Email: _____	

Contact person, day of event: _____

Address: _____	City: _____	State: _____	Zip: _____
Daytime Phone Number: _____	Cell Number: _____	Email: _____	

II. General Event Information

Please provide the common name by which the event is to be known:

Please select the type of event:

- | | | |
|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Run/Walk Race | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Ceremony | <input type="checkbox"/> Festival/Street Fair | <input type="checkbox"/> Other _____ |

Please provide a brief description of the purpose of the proposed event:

Please indicate the following:

- a. Proposed Event Date(s): _____
- b. Proposed Time Period(s) of the Event: _____
- c. Location of Event: _____
- d. Approximate Number of People to Attend the Event: _____

*Approved registrations are good for 1 ½ hour appearance in one month. Refer to policy as to time restrictions.

Please provide a general description of the activities planned during the event:

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: _____

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

Campus and location** at which solicitation or public assembly is to be held _____

**Refer to policy for designated areas allowed for solicitation or public assembly. PCC does not provide equipment or materials of any kind.

Your signature below acknowledges that you:

- **Have read and agree to abide by PCC Policy 8.6 – Solicitation by Private Individuals or Non-College Groups and PCC Policy 8.12 Free Speech. (Particular attention should be paid to the policies in regards to Distribution of Written Material and signage.)**
- **Agree to be responsible for any damages to college facilities as a result of your event & agree to ensure that the area is clean upon your departure.**

Signature of Applicant _____ Date _____

Signature of VP, Admin. Services/CFO _____ Date _____

8.13 Public Information Requests

Last Revised: July 2023

Policy: Piedmont Community College (PCC) is open and responsive to information requests from the public.

Purpose/Definitions:

Purpose

The purpose of this policy is to prescribe a mechanism for accepting and fulfilling requests for the College's public records.

Definitions

Minimal cost—the actual cost of reproducing the public record or public information.

Public records—all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions (N.C.G.S. 132-1(a)).

Trade secret—business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (N.C.G.S. 66-152).

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

Procedure:

Section 1: General Provisions

- 1.1. The public records and public information compiled by the College are the property of the people.
 - 1.1.1. Copies of the College's public records and public information may be obtained free or at minimal cost unless otherwise specifically provided by law.
- 1.2. Any public record is subject to public access unless an exception allows otherwise. Exceptions are set forth in Chapter 132 of the North Carolina General Statutes, the provisions of which are incorporated herein by reference. In the event of any conflict between the provisions of this policy and Chapter 132, the latter shall govern.
 - 1.2.1. Statutory exceptions generally are of two types:
 - 1.2.1.1. Confidential records which *must* not be made available for public inspection, including:
 - 1.2.1.1.1. trade secrets
 - 1.2.1.1.2. library user records
 - 1.2.1.1.3. an attorney's written communications regarding actual or potential legal claims produced in the scope of the attorney's duties when representing the College
 - 1.2.1.1.4. medical and counseling records
 - 1.2.1.1.5. personnel records not related to the transaction of college business
 - 1.2.1.1.6. information about PCC applicants
 - 1.2.1.1.7. internal audit work papers
 - 1.2.1.1.8. bids for public contracts before the contract is awarded
 - 1.2.1.2. Non-public records which are not confidential but *may* be withheld from public release, including
 - 1.2.1.2.1. law enforcement records
 - 1.2.1.2.2. student records

- 1.2.1.2.3. research data that has not been published or patented
- 1.2.1.2.4. minutes of public body closed session meetings
- 1.2.1.2.5. records maintained by the College which are unrelated to official business

Section 2: Requesting Public Information

- 2.1. Requests for public information may be made electronically at www.piedmontcc.edu/foia or by submitting a Public Records Request Form (See Exhibit 8.13) via U.S. Mail.
- 2.2. Requests for student information are addressed in PCC Policy 7.6 The Family Educational Rights and Privacy Act of 1974.
- 2.3. Requests for personnel records are addressed in PCC Policy 5.7.1 Employee Personnel File.

Section 3: Response Rate and Fees

- 3.1. Individuals submitting a public records request will receive notification via email within three business days with confirmation their request was received.
 - 3.1.1. If the request is unclear or does not sufficiently identify the requested information, the requester will be contacted for clarification.
 - 3.1.1.1. If clarification is not received, the request may be denied.
 - 3.1.2. The request will be reviewed to ensure that the information requested is available and not restricted from public access.
- 3.2. Every effort will be made to provide records within a reasonable timeframe. Delivery times will vary depending on factors such as:
 - 3.2.1. the size and volume of the request
 - 3.2.2. whether the request requires additional preparation or review
- 3.3. The requestor will be charged for the actual cost of the paper or other medium, if any, on which copies are provided.
 - 3.3.1. Actual cost shall be determined as provided in N.C.G.S. 132-6.2.

Section 4: Retention of Public Records

4.1. Requirements regarding the retention of public records are established by the State Division of Archives and History, Government Records Branch.

4.1.1. These requirements vary based upon the content of the record, not the form of the record. See the Colleges in the [North Carolina Community College System Retention and Disposition Schedule](#) for more information.

Legal Citation: [N.C.G.S. 66-156](#) (Preservation of Secrecy); [N.C.G.S. 125-19](#) (Confidentiality of Library User Records); [N.C.G.S. 132](#) (Public Records); [N.C.G.S. 132-6.2](#) (Provisions of copies of public records; fees); [N.C.G.S. 143-748](#) (Confidentiality of internal audit work papers)

History: Effective May 2022; revised July 2023

Cross-references PCC Policies 5.7.1 Employee Personnel File and 7.6 The Family Educational Rights and Privacy Act of 1974

Exhibit 8.13



Public Information Request Form

To request public records from Piedmont Community College, complete this form and return it via U.S. Mail addressed to:

ATTN: Vice President Information Technology & CIO
Piedmont Community College
P.O. Box 1197
Roxboro, NC 27573

Name (first and last): _____

Title: _____

Organization: _____

Address: _____

Street Address _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Country _____

Email: _____

Phone: _____

Request Description: _____
