

5.6.4 Grant Funded Compensation

New: August 2025

Policy: Piedmont Community College (PCC) maintains a compensation plan which provides a salary rate structure to appropriately compensate all positions of the College in accordance with provisions outlined by both Federal and State grant funded programs.

Purpose/Definitions

Purpose

The purpose of this policy is to provide guidelines for employees regarding compensation for work done under the provision of any grant funded programs within the College.

Definitions

Full-Time Faculty—

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

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

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

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

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

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

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

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

Procedure:

Section 1: Rate of Pay

- 1.1. PCC shall implement the State Board of Community Colleges minimum and maximum base salary amount which may be paid to any individual working within the College.
- 1.2. The College President shall approve the rate of pay for 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.

Section 2: Temporary Personnel

- 2.1. Full-time temporary personnel are paid at a monthly rate of pay under a temporary full-time contract.
- 2.2. Part-time temporary personnel are paid on an hourly rate basis under a part-time temporary contract.

Section 3: Permanent Personnel

- 3.1. Full-time faculty, full-time permanent, and part-time permanent personnel are paid at a monthly rate of pay under an annual contract and subsequent renewals.
 - 3.1.1. Part-time permanent personnel earn leave on a pro-rate basis.

Section 4: Pay Periods

- 4.1. Payday will be the last working day of the month.
 - 4.1.1. Any exceptions to this will be announced prior to the last working day of the month.
- 4.2. A pay period covers the period from the first day of the month to the last day of the month.
 - 4.2.1. No salary advances will be made.

Section 5: Payroll Distribution

- 5.1. All full-time employees receive salary payments via direct deposit.
 - 5.1.1. In the event of an issue with the direct deposit process, the Office of Human Resources and Organizational Development (HROD) will process a paper check.
- 5.2. Part-time employees receive salary payments via direct deposit unless paper checks are approved.
 - 5.2.1. If the paper check is picked up in the Office of HROD, valid identification may be required.
 - 5.2.1.1. The payee may notify the Office of HROD that someone else with valid identification may receive the paper check on their behalf.
- 5.3. Pay advices are posted in the employee portal.

Section 6: Reporting requirements

- 6.1. Colleges shall certify and report annually to all federal and state grant programs and to the NCCC System Office information about college employee pay as of the prescribed reporting date and in the format prescribed by the grant funding agencies and System Office.

Legal Citation: [1C SBCCC 200.94 \(p.76\)](#); [1C SBCCC 400.2 \(p.110\)](#); [1C SBCCC 400.3 \(p. 112\)](#); [1C SBCCC 400.4 \(p.113\)](#)

History: Effective August 2025