

## PERSONNEL

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## INTRODUCTION

Chapter 115D of the General Statutes of North Carolina authorizes the North Carolina State Board of Community Colleges to promulgate regulations for the operation of the institutions in the Community College System.

Copies of Chapter 115D, General Statutes of North Carolina, and the North Carolina Administrative Code, Title 23, North Carolina Community College System: Chapter 2, are available in the Business Office and the Learning Resource Center to all employees

LEGAL REFERENCE J.S. 115-D

HISTORY NOTE: Effective October 12, 1988

## HOURS OF OPERATION

The hours of operation of the College and working hours of all personnel shall be determined by the administration, subject to the advice and consent of the Board of Trustees.

HISTORY NOTE: Effective October 12, 1988

## WORKING HOURS

Normal working hours for administrative, clerical, and support staff personnel are from 8:00 a.m. to 5:00 p.m., with an hour for lunch, Monday through Thursday. Normal working hours on Friday are 8:00 a. m. to 4:00 p.m., with an hour for lunch. A 15-minute break in the morning and the afternoon is permissible. In order to fully staff the necessary areas outside the normal working hours, an adjusted work schedule for an individual may be worked out with the immediate supervisor subject to the President's approval.

Working hours for instructional staff are contingent on their teaching schedule, their office hours, and other responsibilities and are approved by the appropriate vice president.

1. College and Office Hours - The College is in operation from 7:30 a.m. to 10:00 p.m., Monday through Friday, and from 9:00 a.m. to 3:00 p.m. on Saturday. The President has the authority to revise the work hours for the Summer Semester.

Administrative and support staff are expected to observe the working hours of the College from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday, unless they are assigned another time schedule.

2. Late Arrivals - If circumstances preclude the arrival on campus at the appointed time, the employee is to telephone his immediate supervisor of his expected arrival time.
3. Departure During Work Hours - If employees depart the campus during their normal working hours, they are to advise their immediate supervisor(s) or other normal contact person(s) as appropriate of the absence and expected time of return.

HISTORY NOTE: Effective February 24, 1976; Revised October 12, 1988; October, 2001

## COMPENSATORY TIME

Compensatory time may be earned by eligible employees in Pay Grade IV and below on an equivalent-time basis for hours worked beyond the normal 8-hour workday and in accordance with the following conditions.

1. Compensatory time will be given for 30 minutes or more of hours worked on an equivalent-time basis.
2. The need for an employee to work beyond the normal workday, and the number of hours worked, shall be determined and approved by the employee's immediate supervisor prior to the time work is performed.
3. If an employee is required to work in excess of the normal eight (8) hour workday, he will report an equal amount of time late the next morning. Compensatory time will not be held for use on Friday afternoon or carried over to a subsequent week. In extreme circumstances if a work week exceeding 40 hours is required of a Grade IV and below employee, that employee will earn compensatory time at a rate of one and one-half (1.5) hours for any time worked in excess of 40 hours per week.
4. Employees who are scheduled to work on Saturday in support of an on-campus or off-campus activity must be given an equal number of hours off during the week preceding the Saturday work.
5. No consideration shall be given for unused compensatory time upon separation of the employee from services with the College.
6. A record of compensatory time will be maintained on the employee's petty leave/compensatory time record card.

HISTORY NOTE: Effective February 24, 1976; Revised: May 13, 1985; October 12, 1988

## LEAVE

Administration of the leave program within the scope of established policy shall be the responsibility of the Vice President for Administrative Services. Paid leave for absences during the scheduled working hours shall be charged to the appropriate leave account of the employee.

An Application for Leave form is to be completed for all leave except petty leave. It is to be used for requesting annual leave and other such anticipated leave prior to taking it, as well as for reporting sick leave when the employee returns. It is the employee's responsibility to complete the duplicate form; submit it to their immediate supervisor, who in turn submits it to the vice president or his designee for approval, who in turn submits it to the Personnel Office. One copy will be returned to the employee and the other copy will be kept in the Personnel Office for inclusion in the employee's personnel file.

In addition to the instructions on the form, the following definitions should be observed in checking which kind of leave each particular application is for: "sickness" should be checked for absences to be charged to sick leave as provided for in the explanation of Piedmont Community College's Sick Leave Policy; "annual" should be checked for vacations, personal reasons, or for any other instances when an absence occurs; "other" should be checked for absences such as civil leave, maternity leave, birthday leave, educational leave (both with and without pay), funeral leave, etc., with an explanation added in the space provided.

A Leave Record Card will be provided for the employee's convenience in keeping a record of leave earned and leave taken.

HISTORY NOTE: Effective February 24, 1976; Revised October 12, 1988; October, 2001

## EDUCATIONAL LEAVE WITH PAY

The term “educational leave” refers to 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.

"Educational Leave With Pay" may be granted to employees of Piedmont Community College upon the recommendation of the appropriate vice president and the approval of the President. Requests for educational leave with pay should be filed at least two months in advance of the starting date of the absence. The employee must submit a written request stating the degree being pursued and the educational institution to be attended. An approved Application for Leave form must also be attached. The employee should check the “Other” section on the Application for Leave Form and specify educational leave with pay in the blank. A response should be expected within two weeks. In addition, the following criteria are applicable.

1. The employee is presently employed full-time on a 9, 10, 11, or 12-month basis.
2. The employee must have a minimum of one complete year of service to Piedmont Community College before he is eligible for educational leave with pay.
3. The employee must be under contract to the College for the next fiscal year or there must be reasonable assurance from the employee's appropriate vice president that the contract of employment will be extended for the coming year.
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.
5. Up to 90 workdays (720 hours) may be made available to an employee within any three-year period for educational leave with pay. The 90 workdays do not have to be consecutive.

6. An employee who fails to honor the contract stipulated in subparagraph 3 of this rule shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the 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).

HISTORY NOTE: Effective February 24, 1976; Revised April 30, 1984, September 9, 1986; October, 2001

LEGAL REFERENCE: NCAC 2D.0103.

## EDUCATIONAL LEAVE WITHOUT PAY

The President may grant educational leave without pay for up to 90 workdays (720 hours) within any three-year period upon the recommendation of the appropriate vice president. Requests for educational leave without pay should be filed at least two months in advance of the starting date of the absence. The employee must submit a written request stating the degree being pursued and the educational institution to be attended. An approved Application for Leave Form must also be attached. The employee should check the "Other" section on the Application for Leave Form and specify educational leave without pay in the blank. A response should be expected within two weeks.

The President, in consultation with the appropriate vice president, may grant extended educational leave without pay for up to one year. The position cannot be held open or guaranteed upon the employee's return.

HISTORY NOTE: Effective June 27, 1974; Revised February 24, 1976; October, 2001

## OTHER TYPES OF LEAVE WITHOUT PAY

Leave without pay may be granted to a full-time or permanent part-time employee for parental leave or educational purposes which will better equip the employee for the performance of assigned duties and responsibilities; to do special work for the federal government and in cases of emergency or when the state is to profit by the experience gained or the work performed; for vacation purposes; or for other reasons deemed justified by the President. A person with a negative leave balance must settle the account before going on leave without pay (LWOP).

1. Maximum Amount - Leave without pay normally shall not exceed six months, but may be extended based on individual circumstances. The President should agree upon any leave longer than twelve months.
2. Employee Responsibility - The employee shall submit a written request with an accompanying Application for Leave Form to the supervisor for leave without pay. The employee is obligated to return to duty within or at the end of the time granted. If the employee cannot return to work, the College should be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.
3. College Responsibility - The decision to grant leave without pay is an administrative one for which the President must assume full responsibility. Factors to be considered are needs of the employee requesting leave, workload, need for filling employee's job, chances of employee returning to duty, and the obligation of the College to reinstate the employee to a position of like status and pay. IT IS THE RESPONSIBILITY OF THE COLLEGE TO ADMINISTER LEAVE WITHOUT PAY IN A MANNER THAT IS EQUITABLE TO ALL OF ITS EMPLOYEES. 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. If it is necessary to fill a position vacant by leave without pay, the position may be filled with a temporary or time-limited permanent appointment, whichever is appropriate.
4. Retention of Benefits
  - a) The employee shall retain all accumulated sick leave, retirement status, and time earned toward the next annual salary increase. Eligibility to earn leave and to earn time toward salary increase ceases on the date leave without pay for education purposes begins, and while drawing workers' compensation.

- b) 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. All annual leave must be exhausted before going on leave without pay for vacation purposes. If an employee requests leave for personal reasons for a period not to exceed 10 workdays, annual leave must be used if available. The President must approve exceptions to this rule. 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. If leave without pay extends through December 31, any annual leave accumulation above 240 hours shall be converted to sick leave. When exhausting leave, the employee continues to earn leave, is eligible to take sick leave, is entitled to holidays and is eligible for salary increases during that period. General provisions are included under the heading "Annual Leave". If the employee does not return to work following leave without pay, the employee shall be paid for any accumulated annual leave at the time of separation. 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).
5. Longevity Date - 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. In cases of military leave without pay, educational leave, and while drawing workers' compensation, the longevity date does not change.

HISTORY NOTE: Effective October 12, 1988; Revised August 20, 1996; October, 2001

## MILITARY LEAVE

Leave with pay shall be granted to members of reserve components of the U. S. Armed Forces for certain periods of active duty training and for state military duty. Reserve components of the U. S. Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component; it is an Air Force Auxiliary and its members are not subject to obligatory service. The National Guard is unique among the reserve components in that it has a dual role, serving both as a Federal Reserve component and as the State Militia. In its role as the State Militia, the North Carolina Army National Guard and the North Carolina Air National Guard respond to the Governor who is their Commander-in-Chief and serve as the military arm of the state government. Therefore, the National Guard is subject to active state duty upon order of the Governor.

1. Periods of Entitlement for All Reserve Components: Military leave with pay shall 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. On rare occasions, due to annual training (summer camp) being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For instance, the employee may be required to attend annual training for federal fiscal year 00 in November and for federal fiscal year 01 in November. For this purpose only, an employee shall be granted an additional 96 hours military leave during the same calendar year as required.
2. Additional periods of Entitlement for National Guard Members:
  - a) Infrequent, special activities in the interest of the state, usually not exceeding one day, when so ordered by the Governor or his authorized representative;
  - b) Active state duty (domestic disturbances, disasters, search and rescue, etc.) for periods not exceeding 30 consecutive calendar days; for periods in excess of 30 days, employees shall be entitled to military leave with differential pay between military pay and regular state pay if military pay is the lesser. 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.
3. Periods of Entitlement for Civil Air Patrol: 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. The Secretary of Crime Control & Public Safety upon request of the employing agency may verify such service.

4. Unacceptable Periods:  
Employees shall not be entitled to military leave for the following periods:
  - a) Regularly scheduled unit assemblies usually occurring on weekends and referred to as "drills." 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. If necessary the employee's work schedule shall be appropriately rearranged to enable the employee to attend these assemblies. The employing agency may require an employee to provide a unit training schedule which lists training dates for a month or more in advance. Employing agencies are not required to excuse an employee for military service performed under the circumstances defined in b), c) and d) of this item.
  - b) Duties resulting from disciplinary actions imposed by military authorities;
  - c) For unscheduled or incidental military activities such as volunteer work at military facilities, unofficial military activities, etc.;
  - d) For inactive duty training such (drills) performed for the convenience of the member, such as equivalent training split unit assemblies, make-up drills, etc.
5. Employee Responsibilities: It is the responsibility of the employee to submit an Application for Leave form and submit a copy of his orders or other appropriate documentation evidencing performance of required military duty.
6. Retention and Continuation of Benefits: During the period of military leave with pay, no employee shall incur any loss of state service or suffer any adverse service rating. The employee shall continue to earn and accumulate sick and annual leave, aggregate service credit, and receive any promotion or salary increases for which otherwise eligible.
7. Leave for Physical Examination for Military Service: An employee shall be granted time off when required to undergo a physical examination relating to military service.
8. Military Leave with Differential Pay: Military leave with differential pay between military pay and regular state pay, if military pay is the lesser, shall be granted for active state duty for periods in excess of 30 consecutive days.

9. Military Leave Without Pay: Military leave without pay shall be granted for certain periods of active duty or for attendance at service schools. 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.
10. Additional Information: If additional information is required, reference should be made to the North Carolina Office of State Personnel Manual.

HISTORY NOTE Effective February~24, 1976; Revised August 17, 1981;  
October 12, 1988

LEGAL REFERENCE:G.S.115A-5; 11 D-5; 127A-116; NCAC 2D.0100

## ANNUAL LEAVE

1. Purpose and Uses - The primary purpose of paid annual leave is to allow and encourage every employee to renew his physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

This leave may also be requested for other periods of absence for personal reasons; absences due to adverse weather conditions; and for personal illness or illnesses in the immediate family, in lieu of sick leave.

Time lost for late reporting may be charged to the annual leave account. Deductions should be made from the employee's pay where excessive tardiness or absenteeism occurs.

2. Scheduling Leave - Annual leave shall be taken only upon authorization of the President for those reporting directly to him and the appropriate vice president or his designee in all other instances and at such time or times when it will least interfere with the efficient operation of the College. 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. 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, but that the Trustees shall define how the time so used shall be reported to differentiate it in verifiable form to distinguish it from any annual leave taken.
3. Faculty Leave Requests – Faculty must place a high priority in meeting all classes as scheduled. Therefore, faculty are encouraged to schedule all leaves at times when classes are not in session. The College recognizes that this may not always be possible and allows for faculty to request a maximum of two days of annual leave during an academic year on a day when classes are scheduled. The Application for Leave form must be submitted a minimum of two weeks in advance and must be approved by the appropriate vice president. Faculty are responsible for arranging for appropriate class coverage, which must be approved by the appropriate dean.

4. Leave Credits - Annual leave credits shall be provided for a full-time or permanent part-time (half-time or more) employee who is working or on paid leave for one-half of the regularly scheduled workdays in a month. The rate is based on length of aggregate state service. Leave for part-time employees shall be counted as a percentage of total amount provided to a full-time employee.

<b><u>Years of Aggregate Service</u></b>	<b><u>Current Hours Earned Each Month</u></b>	<b><u>Current Hours Earned in One Year/Days Per Year</u></b>
Less than 2 years	7.83	93.96/11.75
2 but less than 5 years	9.17	110.04/13.75
5 but less than 10 years	11.17	134.04/16.75
10 but less than 15 years	13.17	158.04/19.75
15 but less than 20 years	15.17	182.04/22.75
20 years or more	17.17	206.04/25.75

Aggregate State Service Defined - Aggregate state service shall be credited for full-time or permanent part-time (half-time or over) employment, whether subject to or exempt from the State Personnel Act. If any employee is in pay status (working, exhausting vacation 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, credit shall be given for the entire month(s). Permanent part-time employees are credited with aggregate state service on a prorated basis - it is computed as a percentage of the amount the employee would be credited if permanent full-time.

Credit toward aggregate state service shall also be given for:  
Employment with other governmental units, which are now state agencies (for example: County highway maintenance forces, War Manpower Commission, the Judicial System);

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;

Employment with the country 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; Employment with a local Mental Health, Public Health, Social Services or Emergency Management Agency in North Carolina; and Employment with the General Assembly (except for legislators, participants in the Legislative Intern Program and pages).

5. Maximum Accumulation - Leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours. On December 31 any employee with more than 240 hours of accumulated leave shall have the excess accumulation automatically transferred to their sick leave account so that only 240 hours of annual leave are carried forward to January 1 of the next calendar year.
6. Advancement of Leave - 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.
7. Leave Charges - Leave shall be charged in units of time appropriate and consistent with the responsibility of managing absences in keeping with operational needs.
8. Leave Transferable - Unused leave shall be transferred when an employee transfers between state agencies. Leave may also be transferred to a local Mental Health, Public Health, Social Services or Emergency Management Agency, if the agency is willing to accept the leave; otherwise, the employee leaving state service will be paid in a lump sum for accumulated leave not to exceed 240 hours. When a local employee transfers from one of the agencies listed above to a state agency, leave or any portion of unused leave may be transferred to the state agency. If a person requests and is paid for unused annual leave at the time of transfer to or from a local agency, this will not preclude consideration for transferring sick leave.

9. Options During Leave Without Pay - 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: (a) if an employee has accumulated annual leave, all leave must be exhausted before going on leave without pay for vacation purposes, or (b) if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available; however, if the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for further use. The President must approve exceptions to this rule. If leave without pay extends through December 31, any leave accumulation above 240 hours shall be transferred to their sick leave account.

When exhausting leave an employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays and is eligible for salary increases during that period.

10. Separation - Payment of Annual leave
  - a) Lump sum payment for leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when separated from state service due to resignation, dismissal, reduction-in-force, death, or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
  - b) If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.
  - c) Payment for leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. This will be charged to the budget line item under which the employee's position was charged.
  - d) Retirement deduction shall be made from the final payroll check.
  - e) Receipt of lump sum leave payment and retirement benefit shall not be considered as dual compensation.
  - f) In the case of a deceased employee, payment for unpaid salary, accumulated annual 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.
  - g) The last day of work is the date of separation, except when an employee exhausts sick and annual leave. The separation date then will be when all accumulated leave has been exhausted. In the latter case, the employee continues to accumulate leave during the period of exhausting leave.

11. Leave Records – It is the responsibility of the employee to file the Application for Leave form; it is the responsibility of the College to maintain leave records for each employee. Balancing of the employee's Leave Record Card shall be done on a monthly basis. Agencies should assume responsibility for notifying employees of leave balances at least once each year.

Agencies must retain leave records for all separated employees for a period of at least six years from the date of separation.

HISTORY NOTE: Effective June 27, 1974; Revised March 24, 1976; December 10, 1981; March 24, 1983; December 10, 1985; December 31, 1993; April 12, 1994; October, 2001; July, 2003/Effective January 1, 2004.

## SICK LEAVE

1. Sick Leave Credits - Sick leave credits at the rate of 8 hours per month or 96 hours per year shall be provided for a full-time or permanent part-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month. Leave for permanent part-time employees shall be computed as a percentage of total amount provided to a full-time employee
2. Accumulation - Sick leave is cumulative indefinitely.
3. Advancement - The supervisor may advance sick leave not to exceed the amount an employee can accumulate during the current contract year
4. Verification - To avoid the abuse of sick leave privileges, the supervisor may require a 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.
5. Use of Sick Leave - Sick leave may be used for illness or injury that prevents an employee from performing usual duties and for the actual period of temporary disability connected with childbearing or recovery there from. (In accordance with the State's policy on Equal Employment Opportunity, female employees shall 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. Disabilities resulting from-pregnancy shall, for sick leave purposes, be treated the same as any other temporary disability suffered by an employee. Accumulated sick leave may be used for the period of actual disability as a result of childbearing or recovery there from. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability.)

Sick leave may also be requested for:

- a) medical appointments
- b) illness of a member of the employee's immediate family - For this purpose, immediate family is defined as spouse, parents, children (including step relationships) and other dependents living in the household.
- c) death of a member of the employee's immediate family - For this purpose, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also, included are the step, half, and in-law relationships. Sick leave is to be used when Funeral Leave is exhausted.
- d) adoption of a child, limited to a maximum of 30 days for each parent (which is equivalent to a biological mother's period of disability).

6. Leave Charges - Sick leave shall be charged in units of time appropriate.
7. Sick Leave Transferable - Unused sick leave shall be transferred when an employee transfers between State agencies. Sick leave may also be transferred to or from County Agency of Mental Health, Public Health, Social Services, Emergency Management, a public school, community college, or technical college if the head of the employing agency or school administrative unit is willing to accept it.
8. Separation -
  - a) Sick leave is not allowable in the final payroll check when an employee separates from State service. It may be exhausted prior to disability retirement.
  - b) If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.
9. Reinstatement of Sick Leave -
  - a) Sick leave shall be reinstated when an employee returns from authorized leave without pay or when reinstated within five years from any type of separation.
  - b) 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
10. Creditable service for unused sick leave can be allowed for sick leave 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. Sick leave that was converted from excess annual leave in accordance with State law is also creditable.

One month of credit is allowed for each 20 days or portion thereof when a member retires. The maximum number of sick leave days that can be added is 12 days for each year of membership service. Sick leave cannot be counted in computing creditable service for the purpose of determining eligibility for a vested deferred allowance or for coverage under the State's hospital/medical plan.

Sick leave can be used to increase a member's creditable service so as to complete:

1. 30 years of service, regardless of age
2. 25 years of service, after age 60
3. 20 years of service, after age 50

11. Sick Leave Without Pay -

- a) Sick Leave shall be exhausted before going on leave without pay for extended illness. The employee may also exhaust annual leave or may retain part or all of accumulated annual leave. While exhausting leave all benefits for which the employee is entitled are credited.
- b) 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. Extension of sick leave without pay beyond one year shall be managed by and documented by the President.
- c) Leave without pay will delay the longevity date one month for each month the employee is on leave without pay over half the workdays in that month.

12. Leave Records – It is the responsibility of the employee to file the Application for Leave form; it is the responsibility of the College to maintain annual records for sick leave for each employee. Balancing of the employee's Leave Record Card shall be done on a monthly basis. The College will notify employees of leave balances at least once each year.

The College will retain sick leave records for all separated employees for a period of at least six years from the date of separation.

HISTORY NOTE: Effective June 27, 1974; Revised February 24, 1976; March 24, 1983; October 12, 1988; April 29, 1992; April 12, 1994; October, 2001

## CIVIL LEAVE

In all instances when an employee is involved in civil leave, an Application for Leave Form must be filed with the appropriate legal documentation attached. The employee should check the "Other" section on the Application for Leave form and specify their role in the legal proceedings (i.e., juror, witness, subpoenaed).

### 1. Jury Duty

A permanent, full- or part-time employee who serves on a jury is entitled to leave with pay for the period of absence required and is entitled to regular compensation plus fees received for jury duty.

### 2. Court Attendance

a) When an employee attends court in connection with official duties, no leave is charged. Fees received as a witness while serving in an official capacity shall be turned in to the College. (When an employee is required to attend court on a day that would normally be an off day, the time is to be considered as working time and included in the total hours worked per week.)

b) When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay shall be granted. Any fees received shall be turned in to the College. The employee may use annual leave rather than take civil leave with pay, in which case any fees received may be retained.

NOTE: 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.

HISTORY NOTE: Effective February 24, 1976; Revised October 12, 1988; October, 2001

## WORKERS' COMPENSATION AND LEAVE

## 1. Use of Leave

When an employee is injured on the job, accumulated sick and annual leave may be taken, or any portion of each, and medical benefits due under the Workers' Compensation Act may be received during this time; then leave without pay may be taken and all benefits adjudged eligible under the Workers' Compensation Act will be received. Any unused sick and annual leave shall be retained for future use. It is the responsibility of the employee to file the Application for Leave form documenting appropriate leave.

## 2. Responsibility of Employer and Employee

The agency is required by law to report the injury to the North Carolina Industrial Commission using I. C. Form No. 19 and a Supervisor's Accident Report Form within five days after the injury. The form should be initiated by the employee through the Business Office and then forwarded to the North Carolina Community College System for actual processing.

Responsibility for claiming compensation is on the injured employee. A claim must be filed by the employee through the agency with the North Carolina Industrial Commission within two years from the date of injury. Otherwise, law bars the claim.

## 3. Continuation of Benefits

- a) Performance Increase - Upon reinstatement an employee's salary will be computed on the basis of the last salary plus any legislative salary increase to which entitled. For employees the increase anniversary date will not change for the first 12 months. However, if leave exceeding 12 months is necessary, credit toward the next increase anniversary date will not begin until the employee returns to work.
- b) Vacation and Sick Leave - An employee drawing worker's compensation will continue to accumulate vacation and sick leave credits for a period not to exceed 12 months. If the employee is unable to return to work within 30 days following the 12-month period, payment shall be made in a lump sum for all accumulated sick and annual leave. Such payment will be made even though the employee is granted additional leave without pay or continues to draw workers' compensation.

NOTE: The rules of the Industrial Commission require a seven (7) day waiting period after the employee's last day on the payroll before being eligible for weekly benefits.

HISTORY NOTE: Effective October 12, 1988

## LEGAL HOLIDAYS AND ACADEMIC CALENDAR

The Board of Trustees, through the adoption of the academic calendar, will designate the legal paid holidays for the College on an annual basis, not to exceed the total number of legal paid holidays granted to State employees.

Included in the academic calendar are scheduled holidays for the College and days established as required annual leave days during scheduled closing of the College.

HISTORY NOTE: Effective June 24, 1974: Revised October 12, 1988

## PARENTAL LEAVE

The natural parents of a newborn infant and the parents of a newly adopted child under five years of age may request leave without pay under provisions of this policy. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth.

The President shall 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). Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying, on a prescribed form, the employee's period of temporary disability. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, each supervisor shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave and when she is able to return to work.

The natural mother may also 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.

Leave without pay for the parent of an adopted child can begin no earlier than one week prior to the date the parent receives custody of the child.

HISTORY NOTE: Effective October 12, 1988

## PETTY LEAVE

Personnel in Pay Grade IV and below are allowed to take up to 14 hours petty leave per year. This should be taken in segments not to exceed two hours each, and is to be arranged with the immediate supervisor to avoid any disruption in the functioning of the employee's work area. This leave must be taken before the end of the fiscal year in which it is given, and is not allowed to carry over from one fiscal year into the next. A record of petty leave taken by an individual must be approved by the immediate supervisor on the employee's Petty Leave/Compensatory Time Card. Cards are available in the Personnel Office.

HISTORY NOTE: Effective June 21, 1974; Revised February 24, 1976; October 12, 1988; October, 2001

## FUNERAL LEAVE

The administration of Piedmont Community College authorizes permanent full-time employees to take three (3) days of leave with pay per occasion for a death in their immediate family. Any additional time away will have to be accounted for using sick leave.

Employees may also take up to two (2) hours of funeral leave per occasion to attend the funeral of College employees and Board of Trustees members and/or the funeral of immediate family members of employees and Board of Trustees members. The President has the right to extend the time allowed for funeral leave for services conducted outside Person and Caswell counties.

Immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also included are the step, half, and in-law relationships. Funeral leave is an excused absence and has no effect on annual/sick leave.

Employees taking Funeral Leave must turn in the Application for Leave Form for approval by the appropriate supervisor, vice president, and President and designate "Funeral Leave" in the "Other" section of the form. The relationship of the deceased to the employee/College should be stated in the "Other" section (i.e., funeral of John Doe's father).

HISTORY NOTE: Effective October 12, 1988; Revised April 29, 1992; Revised April 14, 1999

## INSTRUCTOR OBLIGATIONS

Full- and part-time curriculum and continuing education instructors are responsible for obtaining a qualified substitute should it become necessary to miss any scheduled class for sickness or personal reasons. Prior approval must be obtained from the immediate supervisor, appropriate vice president, or the evening supervisor, and the switchboard operator should be notified when substitution becomes necessary.

NOTE: THE COLLEGE WILL NOT PAY SUBSTITUTES FOR INSTRUCTIONAL SERVICES.

Exceptions may be made in cases of emergency illnesses or extended recovery periods for full-time personnel or other special circumstances as authorized by the appropriate vice president.

The office of the appropriate vice president or the evening supervisor should also be consulted if temporary arrangements in the class schedule become necessary.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## BIRTHDAY LEAVE

Full-time employees are entitled to one day off with pay in celebration of their birthday. Birthday leave is to be taken in full day increments, rather than applying some hours to one date and the remainder to a later date. This time off should be taken either on the birth date or within a time agreed upon with the supervisor. The employee should submit an Application for Leave Request, checking the "Other" column and specifying birthday in the blank space.

HISTORY NOTE: Effective January 1, 1984; Revised January 15, 1992

## FAMILY AND MEDICAL LEAVE

## 1. PURPOSE

The Family and Medical Leave Act of 1993 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.

## 2. DEFINITIONS

**Parent** - a biological or adoptive parent or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child.

**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 from a former marriage;
- 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.

**Spouse** - a husband or wife recognized by the State of North Carolina

**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; or
- 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; or
- 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 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 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.
- multiple treatments for restorative surgery or incapacity for serious conditions that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

**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.

**Workweek** - the number of hours an employee is regularly scheduled to work each week, including holidays.

**Reduced Work Schedule** - a work schedule involving less hours than an employee is regularly scheduled to work.

**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.

**12-Month Period** - a period beginning July 1 of each year and ending on the following June 30. Employees must be given 60 days notice of any change and must not lose any benefits because of a transition.

### 3. ELIGIBLE EMPLOYEES

**Permanent Employees** - An employee who has been employed with Piedmont Community College for at least 12 months and who has worked at least 1040 hours during the previous 12-month period. This entitles the employee to a total of 12 workweeks, paid or unpaid, leave during any 12-month period for one or more of the reasons listed below.

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.

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.

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

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.

Leave without pay beyond the 12-week period or for employees not covered under the Family and Medical Leave Policy shall be administered under the Other Types of Leave Without Pay Policy (5.4.3). Under these provisions, employees must pay for health benefits coverage.

**Temporary Employees** - This policy does not cover temporary employees since the maximum length of temporary appointment is nine months; however, if, by exception, a temporary employee is extended beyond one year, the employee shall be covered if they had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee shall be without pay. This 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.

#### 4. LEAVE CHARGES

It is the responsibility of Piedmont Community College to designate leave as FMLA leave, based on information provided by the employee. This must be done before the leave starts. If an employee has not provided information sufficient to determine whether it is to designated as FMLA leave, Piedmont Community College shall, 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 Piedmont Community College from requesting the information sooner; at any time an extension is requested.

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.

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.

The agency cannot require an employee to use compensatory time for unpaid FMLA leave.

The employee has the following options for charging leave:

**Birth** - The employee may choose to exhaust available vacation and/or sick leave, or any portion, or go on leave without pay; except that sick leave may be used only during the period of disability. This applies to both parents.

**Adoption** - The employee may choose to exhaust annual leave, or any portion, a maximum of 30 days sick leave (see 5.4.6(d)), or go on leave without pay

**Illness of Child, Spouse, Parent** - The employee may choose to exhaust available sick and/or annual leave, or any portion, or go on leave without pay.

**Employee's Illness** - The employee shall exhaust available sick leave and may choose to exhaust available annual leave, or any portion, before going on leave without pay. If the illness extends beyond the 60-day waiting period required for short-term disability, the employee may choose to exhaust the balance of available leave or begin drawing short-term disability benefits.

## 5. INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE

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. There is no minimum limitation on the amount of leave taken intermittently.

If the leave is for child birth and birth related child care or for adoption, the College must agree to intermittent leave or a reduced work schedule.

If such leave is foreseeable, based on planned medical treatment, Piedmont Community 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.

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.)

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.

## 6. EMPLOYEE RESPONSIBILITY

The employee shall give in writing notice to the supervisor for leave requested under this policy. The employee must explain the reasons for the needed leave so as to allow Piedmont Community College to determine that the leave qualifies under the Act.

**Birth or Adoption** - The employee shall give Piedmont Community College no less than 30 days notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

**Planned Medical Treatment** - When the necessity for leave to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must give 30 days notice if practicable of the intention to take leave. It is mandatory that the employee consult with the supervisor prior to the request for FMLA.

**Medical Emergency** - In the case of a medical emergency, an employer cannot require written advance notice.

If the employee will not return to work after the period of leave, Piedmont Community College shall be notified in writing. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

## 7. CERTIFICATION

The employee shall provide certification in accordance with the provisions listed. If the employee does not provide medical certification, any leave taken is not FMLA leave.

For leave pursuant to this policy, Piedmont Community College may require that a claim for leave because of adoption be supported by reasonable proof of adoption.

Piedmont Community College may require that a claim for leave because of a serious illness of the employee or of the employee's child, spouse or parent be supported by a doctor's certification.

When the leave is foreseeable and at least 30 days notice has been provided, the employee should provide the medical certification before the leave begins.

When it is not possible to provide the medical certification before the leave begins, the employee must provide the requested certification to the College within the time frame requested by the College (which must allow at least 15 calendar days after the College's request), unless it is not practicable under the circumstances.

At the time the College requests certification, the College must also advise the employee of the anticipated consequences of and employee's failure to provide adequate certification. The College shall also provide the employee a reasonable opportunity to correct any incomplete information.

The Certification of Health Care Provider form will be used for obtaining medical certification, including second and third opinions.

Where Piedmont Community College has reason to doubt the validity of the certification, the College may require the employee to get the opinion of a second doctor designated or approved by the College. Where the second opinion differs from the opinion in the original certification provided, the College may require the employee to get the opinion of a third doctor designated or approved jointly by the College and the employee. The College may require that the employee get subsequent re-certifications no more often than 30 days. The second and third certification must be at the College's expense.

## 8. EMPLOYMENT AND BENEFITS PROTECTION

**Reinstatement** - The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits and other conditions of employment. Piedmont Community College may require the employee to report to the College at reasonable intervals on the employee's status and intention to return to work. The College also may require that the employee provide certification that the employee is able to return to work.

**Benefits** - The employee shall be reinstated without loss of benefits accrued when the leave began. No benefits will be accrued during the period of leave without pay.

**Health Benefits** - Piedmont Community College shall 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. 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. The obligation to maintain health insurance coverage stops if an employee's premium payment is more than 30 days late. 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. 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.

## 9. INTERFERENCE WITH RIGHTS

**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.

**Protected Activity** - It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:

Files any civil action or institutes or causes to be instituted any civil proceeding under or related to this policy.

Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this policy.

Testifies, or is about to testify, in any inquiry or proceeding relating to any provided under this policy.

## 10. ENFORCEMENT

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. Violations can result in any of the following and are enforced by the U.S. Secretary of Labor:

- U.S. Department of Labor investigation, or
- Civil liability with the imposition of court cost and attorney's fees, or
- Administrative action by the U.S. Department of Labor.

## 11. POSTING REQUIREMENT AND NOTICE PROVISIONS

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. Copies of the required notice may be obtained from local offices of the Wage and Hour Division. In addition, when an employee provides notice of the need for FMLA leave, the College shall 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.

For further information, see the Family and Medical Leave Act of 1993.  
HISTORY NOTE: Effective July 1, 1994; Revised October, 2001

## COMMUNITY SERVICE LEAVE

### **PURPOSE AND USES**

PCC recognizes the need for volunteers to support schools and community service organizations (non-profit agencies), therefore; the purpose of community service leave is to promote the involvement of employees in the schools and with non-profit agencies. Community Service Leave, within the parameters listed, may be granted to:

- parents/guardians for child involvement in the schools (as defined below)
- any employee for volunteer activity in the schools or in a Community Service Organization (as defined below)

Employees may take Community Service Leave under this policy to:

- meet with a teacher or administrator at school concerning the employee's child,
- attend any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with non-athletic programs that are a part or supplement to the school's academic or artistic program,
- perform school-sponsored volunteer work approved by a teacher, school administrator, or program administrator, or
- perform a service for a North Carolina community service organization.

Note: Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

### **DEFINITIONS**

**School:** One that is authorized to operate under the laws of the State of North Carolina and is an elementary school, middle school, high school or a child care program. (Note: for employees who live in a state adjacent to North Carolina, community service leave will be granted to parents for involvement in the child's school.)

**Community Service Organization:** A non-profit, non-partisan community organization which is designated as a "Charitable" agency {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. The organization must be located in North Carolina (Note: Although religious organizations may be

501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.)

**Child:** A son or daughter who is a biological child, an adopted child, a foster child, a step-child, a legal ward or a child of an employee standing in loco parentis.

### **AMOUNT OF LEAVE**

Full-time and part-time employees with benefits shall be credited sixteen (16) hours of community service leave each July. The sixteen (16) hours of leave for permanent part-time employees will be prorated. New employees will be credited with a prorated share of leave immediately upon their employment.

### **APPROVAL OF LEAVE**

Employees must receive prior approval from their supervisor to use this leave. The supervisor may require that the leave be taken at a time other than the one requested, based on the need of the College.

Employees must complete an Application for Leave Request and check the "Other" section. In the "Other" section, the employee must document that they are taking Community Service Leave. Activities involving the employee's child(ren): include on the leave request the child(ren)'s name, the school sponsored function and the name of the school along with the date. The supervisor may require acceptable proof. Activities that involve a community service organization: include on the leave request the name of the organization and the activity sponsored by said organization along with the date. Written documentation from the agency will be required for the activity at the community service organization.

### **NONCUMULATIVE**

Leave not taken in a fiscal year (July-June) will be forfeited; it will not be carried over into the next fiscal year.

### **SEPARATION**

Employees will not be entitled to payment for this leave upon separation from the College.

HISTORY NOTE: Effective July 1, 1994; Revised April 14, 1999; Revised October, 2001; Replaces Child Involvement Leave effective July 1, 2007

## OTHER BENEFITS

Employees are entitled to other benefits as allowed and provided by Federal or State law, the State Board of Community Colleges, and College policy.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## RETIREMENT

All full-time staff and faculty members are automatically enrolled in the Teachers' and State Employees' Retirement System. Membership in the Retirement System is not optional with individual employees. Information relative to provisions of the State Retirement System may be obtained from the Personnel Office or from the State Treasurer web site.

To be considered officially retired from Piedmont Community College, an employee must submit a formal letter stating his/her intention to retire from Piedmont Community College and meet one of the following criteria established by the Teachers' and State Employees' Retirement System of North Carolina. The forms which must be completed to be sent to the Retirement System include: Form 6, Application for Retirement; Ret. HM, Retired Group Enrollment/Change Application; and Ret. 170, Authorization Agreement for Direct Deposit.

### Service Retirement (Unreduced Benefits):

You may retire with an unreduced service retirement benefit after:

- \*you reach age 65 and complete 5 years of creditable service, or
- \*you reach age 60 and complete 25 years of creditable service, or
- \*you complete 30 years of creditable service, at any age.

### Early Service Retirement Reduced Benefits):

You may retire early with a reduced retirement benefit after:

- \*you reach age 50 and complete 20 years of creditable service, or
- \*you reach age 60 and complete 5 years of creditable service.

HISTORY NOTE: Effective October 12, 1988; Revised January 30, 1991; Revised October, 2001

## SOCIAL SECURITY

The Social Security Act covers all employees. 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. These rates are subject to change. Current information may be secured by contacting the Personnel Office.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## WORKERS' COMPENSATION

The State Workers' Compensation Law covers all full-time, part-time and temporary employees. As defined under the North Carolina Workers' Compensation Act an injury is covered under workers' compensation if it was caused by an accident or incident which arose out of and in the course of your employment. This College requires that all accidents or incidents must be immediately reported to the supervisor and the Personnel Office. In case of an accident covered by Workers' Compensation, individuals must obtain the necessary form to report such accidents from the Personnel Office. The form must be obtained in advance of professional medical attention unless the injury is life threatening. A third party handles Piedmont Community College's Workers' Compensation claims.

LEGAL REFERENCE: G.S. Chapter 97

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## UNEMPLOYMENT INSURANCE COVERAGE

The Unemployment Insurance Act has been extended to include State institutions of higher education. Effective January 1, 1972, all full-time Piedmont Community College employees are covered by unemployment insurance.

LEGAL REFERENCE: G.S. Chapter 96

HISTORY NOTE: Effective October 12, 1988

## DISABILITY INCOME PLAN

All full-time Piedmont Community College employees are covered by the Disability Income Plan through the Teachers' and State Employees' Retirement System of North Carolina. Participation in the State plan is provided at no cost to the employee. The employing unit makes all the necessary contributions on behalf of the employee. You must have at least one year of contributing membership service in the Retirement System earned within the 36 calendar months preceding your disability to be eligible for short-term disability. Long-term disability requires that you have at least five (5) years of contributing membership within the 96 calendar months prior to the end of the short-term disability period. Additional information is available upon request in the Personnel Office.

HISTORY NOTE: Effective October 12, 1988; Revised January 1991; October, 2001

## HOSPITALIZATION INSURANCE

The State Health Insurance Plan: The Plan pays benefits for a wide range of medical expenses. Coverage begins after the deductible is met, and co-payments are generally required. Employees may be reimbursed directly or may assign payment to the medical provider or hospital. The employee is responsible for the difference, if any, between the Plan's benefits and the medical provider's charges. There are no geographic restrictions on eligibility. The employee has freedom of choice of doctors, hospitals, and other medical providers in any area of the state or country; however, cost-wise and preferred providers are highly recommended.

The employee is responsible for the additional amount of the premium that is not paid by Piedmont Community College. The employee-paid premium will be payroll deducted on a monthly basis.

HISTORY NOTE: Effective October 12, 1988; October, 2001

## OTHER GROUP INSURANCE PLANS

Other group insurance plans (accident, cancer, disability, heart/stroke, dental, vision, long-term care and life) have been approved and are available to all full-time employees at their own expense. For a new plan to be adopted, five (5) or more employees must be willing to sign-up for the coverage, unless the plan requires more participation. New employees who are current members of a plan may be eligible for continuation of the plan. Each such request will be given individual consideration. For additional information, contact the Personnel Office.

HISTORY NOTE Effective October 12, 1988; Revised October, 2001

## SUPPLEMENTAL RETIREMENT PLANS

The opportunity to participate in tax-sheltered annuity and deferred compensation programs are available to all full-time employees. The Personnel Office will furnish details about these plans upon request. When a representative is going to visit campus, all full-time employees will be notified.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## OTHER EMPLOYEE BENEFIT OPTIONS

### State Employees' Credit Union

Full-time employees may apply for membership in the State Employees' Credit Union, which is a cooperative savings and loan association organized in 1937, operated for and by state employees. The Credit Union offers a wide variety of services, such as savings accounts, draft accounts, personal loans, automobile loans, and home mortgage loans. For additional information, contact the Business Office.

### State Employees Association of North Carolina (SEANC)

SEANC is a united body of active and retired state employees working to achieve common goals through group action. Outside of the legislative arena, SEANC speaks for its members before the board of the State Health Plan and the Retirement System Board of Trustees. Staff members meet regularly with State Government leaders to express the concerns of state employees.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## TUITION WAIVER

Full-time faculty and staff may take one course without charge per semester at Piedmont Community College or any other college in the community college system, excepting those courses which are designed as self-supporting by the State Board of Community Colleges. (See 5.28)

HISTORY NOTE: Effective November 29, 1973; Revised October 12, 1988

## SALARY

The President of the college shall establish the monthly and annual salaries or hourly rates of pay for full-time, temporary full-time and part-time personnel in colleges of the Community College System. The State Board of Community Colleges in accordance with the State salary table must approve the salary of the President of a college.

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. Piedmont Community College does not prescribe automatic salary increases. All salary increases shall be dependent upon available funding. Salary increases at contract time are recommended by supervisory personnel and receive final approval by the President. Salary questions by employees should be directed to their immediate supervisor.

Temporary full-time personnel are paid at a monthly rate of pay under a temporary full-time contract. Temporary full-time contracts shall not exceed nine (9) months and personnel are not entitled to benefits (sick leave, annual leave, hospital insurance, etc.) except for holidays that fall within the month.

Part-time personnel are paid on an hourly rate basis under a part-time contract.

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

LEGAL REFERENCE: G.S. 115D-5; 115D-54; NCAC 2D.0100

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## PAYROLL DISTRIBUTION

The Administrative Services office will distribute all payroll checks and direct deposit notices as requested in writing by the individual. For example, the payroll check or direct deposit notice may be mailed to the employee, or the payroll check or direct deposit notice may be picked up from the Administrative Services office by a person (supervisor, fellow employee or family member) as authorized in writing by the employee. Valid identification may be required of the person if an Administrative Services staff member does not know the person.

At least once each fiscal year, the Administrative Services office will announce a pay period when new employees will be required to pick up their payroll check or direct deposit notice in person with acceptable identification (driver's license or picture ID). For this purpose, new employees are defined as employees employed since the College's last personal verification pay period. One or more distribution sites will be established and announced by the Administrative Services for this purpose. Exceptions to this requirement will be made for persons who would have to travel for substantial distances (outside of Person and Caswell counties). These individuals will be verified by the procedures documented in on-site visit criteria and their checks/direct deposit notices will be mailed to them. (The College must utilize state certified fire, law enforcement, and real estate instructors in these areas. These subject areas are where most of the College's out-of-town instructors teach.)

LEGAL REFERENCE: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988; Revised April 14, 1999

CROSS REFERENCE: 2.9 III A2

## PAYROLL DEDUCTIONS

Retirement, social security, state, and federal taxes will be deducted in accordance with the rules and regulations governing them. New employees will be scheduled to report to the Personnel Office within the first week of employment for payroll/personnel orientation.

Upon written request to the Personnel Office, the following deductions from monthly salaries may be withheld as a convenience to the employee:

North Carolina Teachers' and State Employees' Comprehensive Major Medical Plan (additional charge for dependent coverage)

Miscellaneous group insurance plans (see Personnel Office for list of plans currently available)

Supplemental Retirement Plans

State Employees' Credit Union

State Employees Association of North Carolina (SEANC)

Christmas Club

Piedmont Community College Foundation

A new plan may be adopted if five (5) or more employees are willing to sign up for the program, unless the plan requires more participation. New employees who are current members of a different plan may request payroll deduction. Each such request will be given individual consideration.

LEGAL REFERENCE: NCAC 2D.0321

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

### DIRECT DEPOSIT OF PAYCHECKS

All full-time and permanent part-time employees hired after January 15, 1992 are required to participate in the direct deposit program.

Individuals who leave employment with the College will receive their final payment in the form of a payroll check. This will assure that all obligations to the College have been cleared.

HISTORY NOTE: Effective January 15, 1992; Revised October, 2001

## PERSONNEL CONTRACTS

Each full-time employee shall enter into a written one-year contract with the College. Temporary full-time and part-time employees enter into written contracts with the College on an "as needed" basis. All employment contracts are subject to the President's approval.

Contracts are issued following appointment or reappointment. Unless full-time employees are notified not less than 30 days prior to the expiration of their existing contract, they should assume reemployment with the College. Contracts may be issued for any term of 12 months or less, based on the needs of the College and the requests of individual employees.

Any College employee may be released if there is a significant decline in financial resources resulting in a major curtailment or elimination of a program. The decision of financial exigency or program curtailment will be made by the President and approved by the Board of Trustees. In the event that a release during a contract period is necessary because of financial exigency or program curtailment, the employee will be given 30 days prior notice thereof.

The President or his designee will extend a contract to each employee who is to be reappointed. When extended, the contract must be returned to the President within 10 working days. Contract renewals will not be handled by mail.

HISTORY NOTE: Effective July 7, 1987; Revised October 12, 1988; October, 2001

## EMPLOYEE PERSONNEL FILE

An employee personnel file is maintained on all employees. It is located in the Personnel Office and is available for review by the employee, the employee's supervisor(s) and the Director, Personnel/Payroll. Any inappropriate use of information contained in a personnel file by anyone at the College may provide the basis for disciplinary action.

## RESIGNATION

When an employee decides to resign, the employee must submit a 30-day notice in writing to his immediate supervisor, who in turn will recommend acceptance and forward it through the appropriate vice president to the President. The written resignation should include the employee's proposed last working day.

At an appropriate time, to be determined by the Personnel Office and prior to the last working day of the resigning employee, the employee shall meet with the Personnel Office to discuss such matters as retirement, hospitalization, insurance and accumulated annual and sick leave. On the employee's last working day, the employee must turn in to the appropriate personnel his keys, textbooks, and any other equipment or material belonging to the College. In addition, the employee must report to the LRC to be sure the LRC does not have any equipment, books, or materials checked out to the employee. Depreciated value of any missing items will be deducted from the employee's last paycheck. The form, Exiting Procedures for Piedmont Community College Personnel, used for completing the above is available in the Personnel Office.

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 Management Information Systems.

HISTORY NOTE: Effective October 17, 1975; Revised October 12, 1988; October, 2001; October, 2002

## RELEASE FROM CONTRACT

The Board of Trustees, upon recommendation from the President, will release any employee from his contractual commitment if a written request is made at least 30 (thirty) days before the desired termination date.

Employees requesting a release earlier than 30 days must include reason(s) for this request in the letter of resignation. 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. The President may select an earlier release date upon recommendation of the appropriate vice president.

HISTORY NOTE: Effective October 17, 1975; Revised October 12, 1988; October, 2001

## ACADEMIC FREEDOM

Each person employed by the College is entitled as a citizen to the constitutional freedoms guaranteed by the federal and state constitutions. Each employee of the College, within lawful limits, is free from institutional censure or discipline; however, it is expected that instructors must exercise all rights and privileges with discretion and with due consideration of the effect upon others. By virtue of the position as an instructor, performing a governmental function, one may have to conform to rules and regulations not applicable to citizens outside the teaching profession. Administrative policy regarding academic freedom will not contain arbitrary or unreasonable provisions and will not be in conflict with constitutional guarantees and statutory provisions.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## PROFESSIONAL ORGANIZATIONS

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. Organizations established and endorsed by the North Carolina Community College System in various professional areas are also encouraged. It is in violation of State regulations for institutions to use state funds to pay for professional dues of individuals.

Participation in professional organizations will contribute to the professional development hours required for each category of employment for individual professional development plans (see 5.25).

HISTORY NOTE Effective October 12, 1988

## SECONDARY EMPLOYMENT

The employment responsibilities to Piedmont Community College are primary for any employee working full-time; any other employment (a state agency, public school, another community college or private sector) in which that person chooses to engage is secondary. Secondary employment is in no way to be practiced by the employee during his working hours at this institution. An employee must have approval from PCC before engaging in secondary employment. The purpose of this approval is twofold: (1) to determine that the secondary employment does not have an adverse effect on PCC; and (2) to determine that the secondary employment does not create a conflict of interest with PCC.

It is the responsibility of the employee to provide written documentation to request approval to engage in secondary employment by using the **Request for Secondary Employment Information** form which is available in the Personnel Office. The written request must include: name of secondary employer, position title and working hours. Approval for an employee to engage in secondary employment shall be granted by their immediate supervisor, the appropriate vice president and the President. Approval for the President to engage in secondary employment shall be granted by the Piedmont Community College's Board of Trustees. The employee must notify PCC if there is a change in their secondary employment.

A review and written evaluation of employees engaging in secondary employment shall be undertaken on an annual basis by each individual supervisor and approved by the appropriate vice president and President or Board of Trustees. This review and evaluation will be made to determine the effect the secondary employment is having on the performance of the employee in carrying out assigned responsibilities for PCC. The Personnel Office will send the **Secondary Employment Status Report** form to the appropriate supervisor in January of each year to use for the review and evaluation process. The completed form will be returned to the Personnel Office for filing in the employee's personnel file.

The provisions of paragraph 5.18, Grounds for Dismissal, of this Policy Manual are intended to apply to any abuse of secondary employment affecting the ability of the employee to perform institutionally assigned duties and responsibilities.

HISTORY NOTE: Effective August 1, 2005  
(Replaces "Dual Employment" Policy 5.12)

CONDUCTING BUSINESS WITH THE COLLEGE

No employee is allowed to do business with or enter into contracts with the College except for contracts for employment.

HISTORY NOTE: Effective October 12, 1988

## MEMBERSHIP ON GOVERNING BOARDS

As an individual, each employee of Piedmont Community College 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 Piedmont Community College Board of Trustees encourages employees of the College to exercise their rights and obligations of citizenship.

1. The Piedmont Community College Board of Trustees has developed the following policy in regard to political activities of the College's employees:
  - a. Any employee who decides to run for a public office shall 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.
  - b. Any employee who is elected to a part-time public office shall certify to the President, who will notify the Board of Trustees, that their office will not interfere with their carrying out the duties of their position with the College. If the duties will interfere with their normal College duties, they will request leave.
  - c. Any employee who is elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The President shall determine the length of the leave of absence and advise the Board of Trustees.
  - d. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during their regular work hours. The employee in question is prohibited from soliciting support on College property.
  - e. The Board of Trustees shall notify the State Board of Community Colleges if the President becomes a candidate for public office or if the President is elected or appointed to a public office.
2. Public office is defined as 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.
3. Furthermore, 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. All employees in this category will be provided with those restrictions at the time of employment.

4. Should a full-time employee become a member of the Board of Trustees of the College, which has authority within the administrative area of the College, the employment will terminate at the time the employee is inducted into office as a member of such board; and the employee further agrees to forfeit at the same time any right or claim to employment by the College during his tenure of office as a member of said Board of Trustees.

HISTORY NOTE: Effective April 29, 1974; Revised October 12, 1988; April 29, 1992; Revised October, 2001

## RECRUITMENT/EMPLOYMENT PROCESS

The immediate supervisor has the primary responsibility for initiating the employment process. The immediate supervisor completes a Personnel Requisition form (PCC Form 1001), which is then forwarded through the channels to the appropriate vice president for approval. The vice president signs and forwards the form to the Vice President for Administrative Services for verification that funds are available. The Requisition is then forwarded to the President for approval. The President will approve and return the Requisition to the Director, Personnel/Payroll for use in processing advertisements in specified newspapers and/or appropriate publications. The immediate supervisor recommends additional newspapers or other publications where the position vacancy should be advertised. The Courier Times, The Caswell Messenger and the North Carolina Employment Security Commission are used for all advertisements. All vacancy announcements and advertisements for positions must state that Piedmont Community College is an Equal Opportunity/Affirmative Action Employer.

Once the Requisition is received in the personnel office, the Director, Personnel/Payroll will advertise the position according to the approved procedure. Positions must at a minimum be advertised in The Caswell Messenger, The Courier Times, with the Employment Security Commission and in-house. Instructional positions and positions that require a degree must be advertised in the Job Vacancy Listing with the North Carolina Community College System. If the advertisement is to appear in a daily newspaper, all advertisements will appear on Sunday. For non-daily newspapers, advertisements will appear on the largest circulation day for that newspaper. The Job Vacancy Listing is published bi-monthly (1st and 15<sup>th</sup>) by the North Carolina Community College System. The Personnel Requisition must be in the personnel office by the 20th of the preceding month for the issue published on the 1st of the month, and by the 5th of the month for the issue published on the 15<sup>th</sup> of that month. The Position Announcement (PCC Form 1091) will be distributed to all PCC sites: Person and Caswell County campuses, the Business Development Center, the Educational Opportunity Center and emailed to "PCC All Users" for in-house individuals who may be interested in applying. Currently employed personnel will not be given preference in filling vacancies. A copy of the advertisement will be returned to the immediate supervisor with the location and the dates the advertisement will run listed at the bottom. The Personnel Requisition will also be returned. Both will include the deadline to apply as established by the personnel office. The deadline is normally 15 days after the last date the advertisement will appear in a publication. The Director, Personnel/Payroll, Personnel/Payroll Technician and the Receptionist are responsible for sending PCC's Application for Employment (PCC 1041) to interested applicants.

Unless otherwise stated in the advertisement, an applicant must submit the following materials to be considered for a position: Piedmont Community College Application for Employment, a current resume', an explanatory cover letter and an unofficial/official transcript documenting the educational requirement.

When unsolicited applicant materials are received, the Personnel/Payroll Technician will respond to the applicant indicating those items needed for a complete applicant package. Applicants are also notified that their materials will be retained in a file for two years. Once their package is complete, they may submit a written request to have their materials pulled and considered for a future vacancy.

When applications are received as the result of an advertised position, the Personnel/Payroll Technician will respond with a letter indicating any additional material needed. A Position Announcement will be enclosed with the letter. Applicant packages lacking required materials must be completed and materials must be postmarked by the deadline in order to be considered and forwarded to the interview committee.

After the closing deadline, the Personnel/Payroll Technician in conjunction with the Director, Personnel/Payroll screens all packages to ensure that all required materials are included. The Director, Personnel/Payroll in conjunction with the appropriate vice president will establish an interview committee. The immediate supervisor will serve as the committee chairperson. The materials will be forwarded to the appropriate vice president for review and/or distribution to the interview committee chairperson. The interview committee should consist of the vice president or designee, the immediate supervisor to whom the applicant will report, the Director, Personnel/Payroll or designee and an individual outside the vice president's area. Each interview committee member will have the opportunity to review all materials submitted by applicants and rank them in order by qualifications. An interview list should be compiled by each committee member and shared with other committee members to determine the final interview list. If possible, a minimum of three applicants per position should be interviewed. After the list is compiled, it is forwarded to the personnel office so that interviews may be scheduled. Applicants not selected for interview will be notified that their materials will be retained in a file for two years.

The committee chairperson will compile a list of questions to be asked of each applicant. Questions should be forwarded to the Director, Personnel/Payroll for review to ensure that all questions are appropriate and meet legal requirements. Once this process is completed, the questions will be returned to the committee

chairperson for distribution to the interview committee members just prior to the interview. After the final applicant has been interviewed, the committee members will rank the applicants by preference. The committee chairperson will check references for the top candidate and follow-up by using the PCC Reference Check form (available on-line in the GroupWise Default Library). After the reference check process is completed, the committee chairperson will inform the appropriate vice president of the committee's recommendation, and the vice president will receive verbal approval from the President to make the selected applicant an offer of employment. If the offer is accepted, other interviewees will be notified that the position has been filled and their materials will be retained in a file for two years. A Full-Time Employment Recommendation form (PCC 1022) must be completed by the committee chairperson for the selected applicant and forwarded to the following, along with the applicant package:

- Vice president of the appropriate area for approval, then to the
- Vice President for Administrative Services for budgetary and affirmative action control, then to the
- Director, Personnel/Payroll for verification that the stated salary is divisible by the months to be employed and that the employment date is an actual workday. The form is then sent to the
- President for his written approval.

After the President's written approval is secured, the packet is returned to the Director, Personnel/Payroll to prepare the appropriate faculty or staff employment contract. Once this is completed, the employment contract will be returned to the appropriate vice president for the required signatures. The Director, Personnel/Payroll will place the original of all required applicant materials in the employee's personnel file once all signatures have been obtained.

When the successful candidate joins the PCC team, the immediate supervisor will orient the employee using the Supervisor's Orientation Checklist. The Checklist will be sent to the Personnel Office for filing purposes. The Director, Personnel/Payroll will also orient the new employee using the New Full-time Employee Orientation Checklist, which lists eligible employee benefits.

HISTORY NOTE: Effective October 12, 1988; Revised April 14, 1999; Revised October, 2001; October, 2002

## PROMOTION AND REASSIGNMENT

Promotion or reassignment of all personnel is made at the discretion of the President who considers the recommendations of the appropriate vice president and immediate supervisor.

Promotion and/or reassignment of persons reporting directly to the President is made at the discretion of the President.

HISTORY NOTE: Effective October 12, 1988

## TENURE NOT PROVIDED

There is no policy providing tenure within an institution of the North Carolina Community College System by the State Board of Community Colleges or the local Board of Trustees.

HISTORY NOTE: Effective October 12, 1988

## GROUNDS FOR DISMISSAL

Any employee, whether faculty or staff, may be dismissed or disciplined at any time for the following reasons. This list is not all-inclusive.

1. Inadequate performance.
2. Immorality, including, without limitation, dishonesty.
3. Insubordination.
4. Neglect of duty.
5. Physical or mental incapacity.
6. Habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5, Chapter 90 of the General Statutes.
7. Conviction of a felony or a crime involving moral turpitude.
8. Advocating the overthrow of the government of the United States or of the State of North Carolina by force, violence, or other unlawful means.
9. Failure to fulfill the duties and responsibilities imposed by the General Statutes of this State.
10. Failure to comply with such reasonable requirements as may be prescribed.
11. A justifiable decrease in the number of positions due to decreased enrollment, or decreased funding.
12. Failure to repay money owed to the State in accordance with the provisions of Article 60, Chapter 143 of the General Statutes.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## EMPLOYEE DISMISSAL PROCEDURE

### Section 1 - Coverage

This procedure shall be used in dismissing, demoting or reducing to a part-time basis the employment of an employee without his consent.

### Section 2 - Investigation by President

The President of Piedmont Community College ("President") has the initial responsibility in the dismissal procedure. When any person makes allegations that constitute a basis for dismissing an employee, the President shall investigate the allegations and review all available information before deciding to recommend dismissal. If he thinks it justified, he shall interview the employee and permit him to raise any defense that he thinks relevant. Before beginning the interview, the President shall inform the employee of the purpose of the interview and the charges against him. If the employee requests that other witnesses be questioned, the President shall interview them if possible.

### Section 3 - Suspension With Pay

If the President determines that there is cause for dismissing or demoting an employee, but also believes that additional investigation is necessary and circumstances are such that the employee should be removed immediately from his duties, he may suspend the employee with pay for a reasonable period, not to exceed 90 days. The President must notify the Board of Trustees ("Board") immediately of his action, and if dismissal or demotion proceedings are not begun against the employee within 90 days, the employee shall be reinstated to his duties and, at his request, all record of the suspension shall be removed from his file.

### Section 4 - Suspension Without Pay Pending Dismissal

- a) Procedure: If the President determines that there is cause for dismissing an employee and that the immediate suspension of the employee is in the best interest of the College, he may ask the Board to suspend the employee immediately and without pay. The Board, on recommendation of the President or entirely on its own motion, may suspend an employee without pay if it believes that cause exists for dismissal and that the suspension is necessary. The suspension must be by Board resolution, and the employee need not be given notice or a hearing before being suspended.
- b) General: When an employee is to be suspended, the President need not conduct the investigation described in Section 2. However, within five (5) days after the suspension, he must initiate dismissal or demotion actions in

accordance with this procedure. If such actions are not begun within this time, the Board shall reinstate the employee and pay him for the period of suspension. If it is ultimately determined that grounds did not exist for dismissing or demoting the employee, he shall be reinstated to his position and paid for the period of suspension.

#### Section 5 - Notice to Employee of Recommendation to Dismiss

If the President, after investigating, decides that dismissal is justified, he shall notify the employee in writing, by certified mail and/or hand delivery, that he intends to recommend dismissal. This notice shall include:

- a) a list of the grounds upon which dismissal is to be recommended to the Board;
- b) a summary of the evidence and the names and positions of the accusers;
- c) an explanation of the employee's alternatives, which are:
  1. The employee may, within 10 days after receiving the notice, submit a written request that the recommendation be reviewed by the Personnel Committee of the Board (the "Committee"); or
  2. The employee may do nothing. If he does not request a hearing before the Committee within 10 days after receiving the President's recommendation, the President may file his recommendation with the Board, which may act on the recommendation without a hearing;
- d) a copy of this procedure; and
- e) a current list of the Committee members.

#### Section 6 - Committee Hearing Waived

If the employee does not respond within 10 days after receiving the notice provided in Section 5, it shall be presumed that he has waived his right to a hearing, and the President may forward his recommendation, together with the evidence on which such recommendation was made, to the Board. After receiving the President's recommendation, the Board may by resolution dismiss the employee or reject the recommendation and reinstate the employee if he has been suspended.

### Section 7 - Hearing Requested

If the employee requests a hearing, the Committee shall schedule it at the earliest possible date, but not sooner than seven ( 7) days nor later than 20 days after the receipt of request for hearing under Section 5. However, if both the employee and the President desire an earlier hearing date and can agree to it in writing, the Committee may set an earlier time. The employee and the President may both request continuances, which the Committee may grant for sufficient cause.

### Section 8 - Composition of the Committee

- a) The Committee: The Personnel Committee of the Board of Trustees shall act as the Committee. A quorum shall consist of a majority of its total membership. A Committee member who will testify as a witness or who has any other conflict of interest shall disqualify himself or be excused by the Committee by virtue of a resolution to this effect.
- b) The Presiding Officer: The chairperson of the Committee shall be the presiding officer, and shall have the following duties and powers:
  1. to schedule the hearing at a specified date, time, and place; and to postpone the date and time or change the place for good cause shown;
  2. to assure the presence of a quorum at the meeting;
  3. to be available before the hearing to answer any questions that the employee or his representative may have about the nature and conduct of the hearing;
  4. to have full charge of the hearing and its proceedings, to control the conduct of all persons present (subject to the general directions of this procedure) and to limit questioning that is unproductively long or irrelevant; and
  5. to write findings of fact and decisions for the Board, subject to his ability to delegate this responsibility to another.

### Section 9 - Hearing Procedure

The hearing shall begin with the presentation by the President, or the Board attorney, of the charges and the evidence to support it. The President's witnesses shall be subject to cross examination by the employee. The employee may then present any evidence to refute or explain the charges and evidence already introduced. The employee's witnesses shall also be subject to cross examination. If the Committee desires other witnesses, it may call them on its own authority.

#### Section 10 - Evidence

Witnesses shall testify in person. The Committee shall consider only such evidence as it deems to be fair and reliable. The legal rules of evidence shall not apply to the hearing.

#### Section 11 - Employee's Statement

The employee may testify in his own defense and may be questioned on his testimony. If he chooses not to testify, his refusal shall not be considered as evidence in determining the validity of the allegations, and he shall not be punished later for refusal to testify.

#### Section 12 - Questioning Witnesses

Members of the Committee, the employee and his representative, the President and the Board attorney may question all witnesses who will testify before the Board, including the President and the employee. Witnesses shall testify under oath or affirmation administered by the presiding officer. The presiding officer may limit unproductively long or irrelevant questioning.

#### Section 13 - Private Hearing

- a) The hearing shall be private. Only the members of the Committee, the President, the Board attorney, the employee, and his representative may attend it. However, the presiding officer may allow attendance by impartial observers or members of the employee's family, if requested. Witnesses may be present only when they are giving information to the Committee.
- b) Only members of the Committee and persons whom they request may be present during Committee deliberations.
- c) The presiding officer may direct any person who willfully interrupts, disturbs, or disrupts the hearing to leave.

#### Section 14 - Transcript of the Hearing

The Committee shall record any information presented orally at the hearing. A transcript of the hearing shall be prepared in the event of an appeal to the Board.

#### Section 15 - Custodian of Evidence

The presiding officer shall be responsible for the safekeeping of all written and recorded matter or other physical evidence presented at the hearing.

#### Section 16 - Employee's Counsel

Legal counsel or another person at the hearing may accompany the employee at his own personal expense. This person may act as counsel in the employee's defense, with the right to present witnesses, question witnesses, make a statement on the nature of the evidence and the proper disposition of the case, and otherwise assist the employee.

#### Section 17 - Board Attorney

The Board attorney may assist the President in preparing the evidence against the employee, but at the hearing he shall either (a) assist the President in presenting the case against the employee; or (b) serve as the law officer who advises the Board and the other parties on questions of law, such as the admissibility of evidence and the law with regard to employee dismissal. He shall not perform both functions at the hearing.

#### Section 18 - Proposed Decision

The presiding officer may request that each side submit a proposed decision, including a brief summary of the proceedings, findings of fact and conclusions of law, with a copy to the other party. The proposed decision shall be filed within three (3) days after the conclusion of the hearing, and the Committee may refuse to consider a proposed decision not filed within that time.

#### Section 19 - Disposition of the Case

The Committee shall decide by a majority vote whether, based upon substantial evidence, the grounds for the recommendation are true and substantiated. If it finds that the grounds are true and substantiated it shall determine by majority vote whether dismissal is warranted.

The decision of the Committee shall rest solely on the evidence properly presented at the hearing. The Committee shall, in a written report, briefly summarize the proceedings, state its findings of fact, make conclusions of law and set forth its decision. The presiding officer or his designee shall write the report and order of the Committee. A copy shall be delivered to the employee and the President. If the Committee determines that the grounds are not

supported by substantial evidence, the matter shall be terminated and no further action may be taken against the employee on the basis of the charges unless new evidence becomes available.

#### Section 20 - Review by Board of Trustees

- a. Right to Review: Within five (5) days after receipt of the decision of the Committee, the employee may request that the Board review the decision. The request shall be in writing and shall be delivered to the President and the Chairperson of the Board.
- b. Record for Review: Within five (5) days after receiving a request for review of a decision by the Board, the President shall deliver the decision of the Committee, the record of its proceedings, and all other written materials relating to the decision to the Chairperson of the Board.
- c. Review by Board: The Board shall review the request at a time and place specified by its Chairperson. The review may be conducted in executive session and shall be limited to one or more of the following grounds:
  1. that the decision was arbitrary or capricious; or
  2. that the decision is not supported by substantial evidence; or
  3. that a fair hearing was not afforded to the employee.

On the basis of the review, the Board may affirm, modify, or reverse the decision of the Committee and require such remedial action as it deems necessary. Its decision shall be final and shall be communicated in writing to the employee and the President within 10 days of receipt of the request for review.

#### Section 21 - Allegation of Discrimination

Where an employee contends that adverse action taken against him under Policy 5.20 involves discrimination in violation of the Rehabilitation Act, Title VI of the Civil Rights Act of 1964 or the Job Training Partnership Act, there is no further hearing procedure within the College, and the employee may request State or Federal review as set forth in RSDA Issuance No. 87-05 or its subsequent equivalent.

Section 22 - Omnibus

- a) Time: The term "days" as used throughout this procedure shall mean days on which the College is open for business, not merely days on which classes are held. In computing any period of time, the day on which notice is received is not counted, but the last day of the period so computed is to be counted. Saturdays, Sundays and scheduled College holidays shall not be included in the computation.
- b) Service of Notice: Any notice of hearing, decision or other communication required or permitted hereunder shall be sent registered or certified mail to the last known address of the party entitled thereto.

HISTORY NOTE: Effective October 12, 1988

## EMPLOYEE GRIEVANCE PROCEDURE

## STEP I - REVIEW BY IMMEDIATE SUPERVISOR AND/OR PRESIDENT

Section 1 - Basis for a Grievance

When an employee (or group of employees with the same grievance) of Piedmont Community College thinks a misinterpretation, inequitable application, or violation of College policy, or constitutionally impermissible action has occurred pertaining to conditions of work or disciplinary actions affecting him, he may submit a grievance to his immediate supervisor. The grievance must be filed within 10 days after the employee knew or should have known of the conduct or acts upon which the grievance is based. The grievance shall state specifically the action or failure of action complained of, including an identification of any statute, policy, rule or regulation at issue. It shall also include the name, address and telephone number of the complainant; name and address of person against whom complaint is made (if applicable); and any other information helpful in explanation or resolution of the complaint.

This procedure shall not be available to consider any matter relating to the discharge or suspension of a College employee for cause.

Section 2 - Initiation of the Procedure

- a) Supervisor Other Than President: The employee shall present his grievance in writing to his supervisor, specifying the reasons for the grievance and the remedy requested.

Within five (5) days after receiving the grievance, the supervisor shall meet with the employee to determine whether the grievance is valid and whether remedial action is justified.

Within three (3) days after meeting with the employee, the supervisor shall give the employee a written decision that shall specify the reasons for it.

Within two (2) days after receiving the decision of the supervisor, an employee who is not satisfied with that decision may present his grievance to the President.

- b) Appeal to President or President as Supervisor: When the employee's immediate supervisor is the College President, or when he is appealing a decision of a supervisor under Section 2 a) above, the employee shall present his grievance in writing to the President. The employee shall specify the reasons for the grievance and the remedy requested.

### Section 3 - Employee's Interview With President

Within five (5) days after he receives the grievance, the President shall hold an informal interview with the employee to discuss the grievance and determine whether remedial action is justified.

When the grievance is based on the action of a College employee other than the President, the President may invite that person to the interview. The President shall arrange a convenient time and place for the interview and shall give timely notice to all parties to the interview.

### Section 4 - Interview Procedure

At the interview, the employee shall discuss with the President the facts from which the grievance arose, its nature and the remedy sought. The employee, the President and any other person at the interview shall have the opportunity to explain any matter relating to the grievance and to question anyone at the interview.

The President may also interview separately anyone who might have knowledge about the grievance. However, before the President makes a decision on the grievance, the employee shall be informed of the nature of any separate testimony and shall have an opportunity to rebut it.

### Section 5 - Records

All relevant official College records, except the personnel files of employees and student record files made confidential by Board of Trustees regulations, shall be made available to the employee.

### Section 6 - Decision Of President

Within three (3) days after the interview, the President shall deliver his decision to the employee and to the employee's supervisor (if applicable). The decision shall be in writing, and the reasons for it shall be specified. A copy of the decision and acknowledgement of receipt shall be maintained in the President's office in a grievance file.

### Section 7 - Failure To Meet Time Specifications

If illness, absence from the community, or other good reason makes observing the time limitations hereinabove set forth impossible, the President and the employee may agree upon an extension of the time limits. Unless there is a mutually agreed upon extension of time, the employee may proceed to Step II in the procedure if, through no fault of his own, any time requirement for Step I is not met. If the employee fails to meet the time requirements, the grievance proceeding is terminated unless mitigating circumstances are shown to the President's satisfaction.

### STEP II - REVIEW BY PERSONNEL COMMITTEE

#### Section 1 - Request for Review

Within three (3) days after receiving the decision of the President, the employee may request the Personnel Committee of the Board of Trustees to review the decision. This request shall be in writing, shall state the essential facts of the grievance and the remedy sought, and shall be delivered to the President.

#### Section 2 - Review Panel

Within five (5) days after receiving the request for review, the Personnel Committee of the Board of Trustees ("review panel") shall hold a hearing to determine the validity of the grievance and whether remedial action is justified.

The College shall provide all facilities, materials and clerical assistance necessary to the operation of the review panel.

#### Section 3 - Duties of Chairperson

The chairperson of the review panel shall be the chairperson of the Personnel Committee and shall have the following duties and powers:

- a) to schedule and notify all parties of the date, time, and place of the hearing;
- b) to assure the presence of a quorum of the review panel at the hearing;
- c) to be available before the hearing to answer any questions from the parties or their representatives about the nature and conduct of the hearing;

- d) to have full charge of the hearing and authority to direct its proceedings and to control the conduct of all persons present, subject to the general directions of this procedural code; to limit questioning that is unproductively long or irrelevant;
- e) to write for the review panel findings of fact and recommendations for disposition of the grievance, although this responsibility may be delegated to another, subject to the approval of the chairperson; and
- f) to transmit the findings and recommendations of the panel to the President, the immediate supervisor (if any) and the employee within three (3) days after the hearing.

#### Section 4 - Conflict of Roles

If a member of the review panel is directly involved in the grievance or will probably give testimony therein, an alternate chosen by the chairperson of the Board of Trustees shall replace him for the hearing.

#### Section 5 - Hearing Procedure

The hearing shall begin with the employee's statement of the essential facts of the grievance and the remedy sought. He may then present evidence or call witnesses to support his grievance charges. His witnesses are subject to cross-examination by the President and the members of the review panel.

The President may then present any evidence to explain his decision or to refute the statement or evidence presented by the employee. The President's witnesses are likewise subject to cross examination by the employee and panel members. If the review panel desires additional witnesses, it may call them on its own authority.

#### Section 6 - Evidence

Witnesses shall testify in person when possible. If a necessary witness is not available, a written statement signed by him may be substituted. The review panel shall have the right and obligation to determine the unavailability of a witness and to act upon the admissibility of a written statement in the absence of the witness.

The review panel shall consider only such evidence as it deems to be fair and reliable.

### Section 7 - Questioning of Witnesses

Review panel members, the employee and his representative, and the President and his representative may question all witnesses, including the employee and the President. The chairperson may limit unproductively long or irrelevant questioning.

The review panel has primary responsibility for questioning witnesses. The questions should be as extensive as it thinks necessary and should consist of both direct and cross examination.

### Section 8 - Privacy of Hearing

The hearing shall be private. Only members of the review panel, the employee and his representative, and the President and his representative may attend it. Witnesses who are not parties to the grievance may be present only when they are giving information to the review panel.

### Section 9 - Representation

The employee and the President may each be accompanied by another person at the hearing. If the employee is to be represented by legal counsel, he shall so notify the chairperson and President. The person accompanying either the employee or the President may present witnesses, question witnesses, make a statement concerning the grievance and otherwise assist the party whom he accompanies.

### Section 10 - Record of Hearing

The review panel shall record the essential aspects of any evidence presented orally at the hearing. The chairperson shall have custodial responsibility for all written and recorded evidence.

### Section 11 - Decision of Review Panel

The decision of the review panel shall be by majority vote and shall rest solely upon the evidence properly presented at the hearing.

Within three (3) days after the hearing, the panel shall summarize the evidence, make findings of fact based thereon and set forth its decision in a written report. The chairperson or his designee shall write the report and a copy shall be delivered to the employee, the supervisor (if applicable), and the President.

### Section 12 - Failure to Meet Time Specifications

Unless there is a mutually agreed upon extension of time, the employee may proceed to Step III in this procedure if any time requirement set forth in Step II is not met by the College. If the employee fails to meet the time requirements herein contained, unless good and sufficient cause is shown to the satisfaction of the President, the grievance proceeding is terminated.

### STEP III – REVIEW BY BOARD OF TRUSTEES

#### Section 1 – Right to Review

Within three (3) days after receipt of the decision of the review panel, the employee or the President may request that the Board of Trustees review the decision. The request shall be in writing, shall state the essential facts of the grievance, the reasons for appeal and the remedy sought, and shall be delivered to the President (or employee) and the chairperson of the Board of Trustees.

#### Section 2 - Grievance Record

Within five (5) days after receiving a request for (or requesting) review of a decision by the Board of Trustees, the President shall deliver the supervisor's decision (if applicable), the President's decision, the decision of the review panel, the record of its proceedings, and all other written materials relating to the grievance to the chairperson of the Board of Trustees.

#### Section 3 - Review by Board of Trustees

The Board of Trustees shall review the request at a time and place specified by its chairperson. The review may be conducted in executive session and shall be limited to one or more of the following grounds.

1. that the decision was arbitrary or capricious; or
2. that the decision is not supported by substantial evidence; or
3. that a fair hearing was not afforded the employee.

On the basis of the review, the Board of Trustees may affirm, modify or reverse the decision of Step II and require such remedial action, as it deems necessary. Its decision shall be final and shall be communicated in writing to the employee and the President within 10 days of the receipt of the request for review.

OMNIBUS

Section 1 - Time

The term "days" as used throughout this procedure shall mean days on which classes are held. In computing any period of time, the day on which notice is received is not counted, but the last day of the period so computed is to be counted. Saturdays, Sundays and scheduled College holidays shall not be included in the computation. All grievances involving Affirmative Action/Equal Opportunity must in any event be completed within the time periods set forth in RSDA Issuance No. 87-05 or its subsequent equivalent.

Section 2 - Service of Notice

Any notice of hearing, decision or other communication required or permitted hereunder shall be sent registered or certified mail to the last known address of the party entitled thereto.

HISTORY NOTE: October 12, 1988

## EMPLOYEE RESIDENCE

The Board of Trustees of Piedmont Community College believe that employees living in either Person or Caswell counties are most likely to be involved in the communities the College serves. The Board, therefore, encourages all PCC employees to reside in either Person or Caswell counties.

HISTORY NOTE: Effective May 24, 1977; Revised October 12, 1988; Revised October, 2001

## TEACHING LOAD

Each faculty member is expected to devote forty (40) 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 adjustment for student needs. The institution reserves the right to individually adjust employee work schedules.

Basic Load - The basic load for classroom and/or laboratory instruction work shall range from eighteen (18) contact hours up to thirty (30) contact hours per week. Less than eighteen (18) contact hours would be approved only in case of heavy committee assignments and/or other quasi-administrative assignments and shall require the approval of the appropriate vice president. In the event that faculty members carry less than a normal load, they may be asked to assist with assignments outside their field. Faculty who do not carry a full teaching load may be assigned other responsibilities with no additional compensation. Full-time faculty teaching Continuing Education or performing other assignments will have their total workload reviewed before an overload contract may be issued.

Overload - Overload pay for faculty members is normally authorized for teaching hours over 30, but may be authorized beginning at 22 hours. The appropriate vice president is authorized to consider overloads based on specific circumstances such as extended travel time, number of class preparations, committee or curriculum development assignments, etc.

Office Hours - Each instructor shall schedule up to eight (8) office hours per week convenient to students for advisement, consultation, and individual assistance.

Professional Activities - The balance of time may be used for professional activities to include curriculum and professional development, committee activities, travel, research, securing materials, advisory committee consultation, recruitment and retention of students, lesson preparation, and readying the classroom or laboratory for the instructional program. Individual schedules for each semester (which reflect the 40-hour commitment) will be prepared and submitted to the appropriate dean and forwarded to the appropriate vice president for approval.

HISTORY NOTE: Effective November 29, 1973; Revised June 30, 1988; January 15, 1992; October, 2001

## COLLEGE COMMITTEES

All College committees and committee memberships will be established annually; however, ad hoc committees may be appointed at any time. Except where previously determined, each committee, at its first meeting, shall select a chairperson and a secretary, the secretary to be approved by the chairperson, and such action to be recorded.

The chairperson of each committee is responsible for forwarding, in writing, any committee business requiring further action to the appropriate committee and/or administrator.

HISTORY NOTE: Effective October 12, 1988

## DEGREE, DIPLOMA AND CERTIFICATE CLASS ROLL AND GRADE REPORT

Instructors are required to submit the appropriate copy of their official class rosters to the Student Development office by the due date each semester. Prior to receiving the official class roster, instructors must maintain accurate attendance records and transfer these to the official class rosters upon receipt.

Class rosters with final grades listed must be submitted to the Student Development office within 48 hours after the last class meeting. Rosters must be filled out completely, indicating both present and absent students, and signed prior to being submitted.

Instructors will submit a copy of all grades used in determining final grades to the appropriate dean one week after the end of the semester.

HISTORY NOTE: Effective October 12, 1988; Revised January 15, 1992; October, 2001

## PROFESSIONAL DEVELOPMENT

The College recognizes the need for the continued professional growth and development of all personnel. Professional growth and development is necessary to continue to provide programs which: (a) include new developments and knowledge in academic disciplines; (b) reflect new instructional programs and public service techniques and strategies; and (c) meet the changing needs and expectations of employees. While all personnel are responsible for their own continued professional development, it is essential that the College provide for planned, organized development programs to encourage professional growth in accordance with the institution's missions and goals.

This statement ensures that the responsibility for remaining current will be met by establishing a minimum number of required hours of updating or upgrading training for every College employee for each academic year, while recognizing the varied roles within the College and the fact that there are many acceptable ways of maintaining currency in knowledge and skills.

### STANDARDS

Following are the number of annual staff development hours required by employee classification:

1. Executive/ Administrative/Managerial	40 hours
2. Instructional	40 hours
3. Professional	30 hours
4. Other Personnel	10 hours

### Part A: Faculty Development

Faculty members are required to participate in 120 hours of professional development within a three-year period. Factors determining the amount of credit given shall include, but shall not be limited to, the difficulty of the work, the variety of tasks, the time spent in performance of the work, the benefits gained by instructors, their students, and the College.

After instructors have completed the 120 hours for a current three-year period, they may begin to work toward completing the requirements of the 120 hours for the succeeding three-year period. A minimum of 120 hours must be accumulated during any three-year period.

Part B: Staff Development

Executive/administrative/managerial, instructional, professional and other personnel are required to earn the number of clock hours in the Standards above in fulfilling their responsibilities. In cooperation with the immediate supervisor, a work plan will be developed and implemented annually. The components of the work plan are (1) the Job Specification, (2) professional development and (3) service to the College and/or Community, (4) self-evaluation and (5) individual objectives.

Part C: Tuition Exemption and Approval Procedures

The North Carolina Community College System encourages its employees in their educational efforts by providing tuition exemption for all full-time faculty and staff members for one course per semester at Piedmont Community College or in any other college in the North Carolina Community College System (see 5.5.10).

Prior to enrolling in any course that would conflict with the employee's work schedule, permission must be obtained from the appropriate vice president/supervisor and the President. For any course being taken on off-duty hours, it is the responsibility of the employee to notify the appropriate vice president/supervisor and the President for informational purposes. (See Course Authorization Request, PCC Form 1049.)

Courses taken by full-time employees must be related to their job duties if the instruction is taken during the employee's normal work hours.

Part D: Incentives

It is essential that the College provide for an incentive plan that rewards faculty and staff for achieving formal degrees.

College Degree Requirements:

1. The degree will enhance the employee's effectiveness and is consistent with the intent of the job specification.
2. Achievement of a college degree from a regionally accredited institution will earn the recipient an adjustment of his/her base salary.

Associate Degree	\$252 annual adjustment (\$21/month)
Bachelor's Degree	\$504 annual adjustment (\$42/month)
Master's Degree	\$756 annual adjustment (\$63/month)
Doctorate	\$1,008 annual adjustment (\$84/month)

3. An adjustment will be made for earning a higher degree than earned upon initial appointment, but not for two degrees at the same level.
4. An official transcript is required to document receiving the degree. Receipt of the official transcript in the Personnel Office by that month's payroll due date will be the date used to prorate the adjustment. The adjustment will be prorated according to the number of months remaining in the fiscal year and will be included in the base salary for the next fiscal year; i.e., receipt of a doctorate in May will add \$504 to the May and June payroll and an additional \$84 per month in the base pay beginning in July.

LEGAL REFERENCE: NCAC 2C.0206

HISTORY NOTE: Effective October 12, 1988; Revised January 24, 1991; October 21, 1992; April 14, 1993; July, 2001

## ORIENTATION FOR NEW FACULTY AND STAFF

The College provides an individual orientation session according to a prescribed checklist for new full-time faculty and staff with the Director, Personnel/Payroll, which covers employee benefits. The appropriate supervisor uses a similar checklist provided by the Director, Personnel/Payroll, which covers job-related responsibilities. The supervisor or designee orients new part-time faculty and staff.

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## EMPLOYMENT OF RELATIVES

It is the policy of the State Board of Community Colleges that present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, sex, religion, national origin, or any other factors not involving professional qualifications or performance. In accordance with the policy principle, the following restrictions are adopted, to avoid the possibility of favoritism based on family relationships, for all employees of colleges in the North Carolina Community College System:

- a) The college shall not employ two (2) or more persons concurrently who are closely related by blood or marriage 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.
- b) "Closely related," as it applies to relatives having substantial influence over personnel actions is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, stepparents, stepchild, stepbrother, stepsister, guardian or ward.
- c) 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.
- d) The college shall not employ on a full-time basis any individual who is closely related to a member of its Board of Trustees.
- e) "Closely related," as it applies to relatives of Board of Trustees members, is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, stepparents, stepchild, stepbrother, stepsister, guardian or ward.
- f) 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 in 5.27 (e).

5.27  
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g) The provisions of this policy shall be prospective only, with reference to appointments made after the adoption date of this policy.

LEGAL REFERENCE: G.S. 115D-5; 115D-20; NCAC 2C.0204

HISTORY NOTE: Effective May 24, 1977; Revised: April 26, 1979; October 12, 1988, October, 2001

## LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL

Employees of colleges in the North Carolina Community College System assigned to permanent full-time or permanent part-time positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this Rule.

Total service for the longevity pay plan is based on a month-for-month computation of permanent full-time and permanent part-time (20 hours or more, but less than full-time) employment with:

- 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.
  - 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).
  - In no event will an employee earn more than a year of total service credit in a 12-month period.
  - If an employee is in pay status (working, exhausting vacation 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.
- departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, State Revenue Department, University of North Carolina, North Carolina Community College System, State Department of Public Instruction).
- other governmental units that are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
- county agricultural extension service.
- local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.

- authorized military leave.
  - Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in this Rule who were granted leave without pay:
    - 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
    - for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.
  - Employees who enlist for more than four (4) years or who re-enlist shall not be eligible for military leave.
  - 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.

Total service for the longevity pay plan does not include:

- Temporary service, that is, 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, except that temporary service of employees of the General Assembly will be counted and the full legislative terms of the members. Service of legislative interns and pages will not be counted.
- Periods of out-of-state employment with other states, schools, colleges or universities.
- Periods of employment with agencies of the federal government.
- Periods of military service other than those categories described in this Rule.
- 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.

An employee assigned to a permanent full-time or permanent part-time 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.

Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in this Rule and a percentage of the employee's annual rate of pay on the date of eligibility.

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 the following table:

<u>Years of Total State Service</u>	<u>Longevity Pay Rate</u>
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	4.50%

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. (Salary increases effective on the same date as longevity eligibility date shall be incorporated into the base pay before computing longevity.)

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.

- Eligible employees on workers' compensation leave shall receive longevity payment in the same manner as if they were working.
- 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.
- If, on the effective date of this policy, 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.
- 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:
  - separation from the institution;
  - change in employment status to temporary part-time, or to a position not covered in this policy.

- 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 completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.
- 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; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.
- 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.
- 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).
  - Local trustees may provide longevity payments to employees from other than state allotted funds.
  - Only personnel employed in positions allotted by the formula in NCAC Rule 2D.0301(d) of this Subchapter shall receive longevity pay from the longevity reserve. An additional allocation will be made for this purpose.
  - Employees in state-allotted positions paid with state-allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.
  - Employees paid with the following specified funds shall receive longevity pay from these respective sources:
    - Adult basic education funds,
    - Human resource development funds,
    - New industry funds,
    - WIA funds,
    - Special allotment funds,
    - Federal and vocational educational funds, and
    - Local funds.

The president of each community college shall:

- Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.
- 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.

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. 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 REF: NCAC 2D.0100; GS 115A-5; GS 115D-5

HISTORY NOTE: Effective October 12, 1988; Revised June 1, 1991

## JOB SPECIFICATIONS

A detailed specification of the duties of each employment position at the College will be maintained in the Personnel office. Job specifications are prepared and approved by the supervisor and forwarded through the chain of command to the President. Once the President has approved the job specification, it is maintained in a separate file in the Personnel office.

LEGAL REFERENCE: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988; Revised October, 2001

## SERVICE AWARD RECOGNITION

To receive a Piedmont Community College service award for years of service, an individual must:

1. work full-time as a Piedmont Community College employee, regardless of the funding source from which the salary is drawn, for at least 5 years, or
2. serve as a member of the Board of Trustees for at least 5 years.

Service awards are earned and awarded using the above criteria in increments of 5 years beyond the initial 5 years of service.

History Note: Effective January 30, 1991

## VOLUNTARY SHARED LEAVE

### Purpose

This policy is designed to provide a means of continued income for Piedmont Community College employees experiencing serious and prolonged medical conditions. The policy would allow for the transfer of leave from one state employee to another only in medical situations that would otherwise cause the employee to be forced to be placed on leave without pay. Further, this policy is believed to be a humane approach for one (1) employee to assist another by allowing for the transfer or donation of leave at a critical time in one's life.

### Policy

An employee may donate leave, as outlined in this policy, 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. For purposes of this policy, immediate family means the employee's spouse, parents, children or other dependents (including step and in-law relationships). The Voluntary Shared Leave Policy is the only means by which leave may be shared or transferred among employees. The sharing of leave among employees is otherwise prohibited. The policy prohibits the banking of leave or the establishment of a leave "bank" for use by unnamed employees. Leave must be solicited as the need occurs and on an individual basis.

The Voluntary Shared Leave Policy permits the sharing of leave only in instances of medical necessity. Such medical conditions must be of a prolonged, serious, or critical nature, generally considered to be at least twenty (20) consecutive workdays. For purposes of this policy, "medical condition" means medical condition of an employee or a family member of such employee that would result in a substantial loss of income to the employee. 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. 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 policy intent and must be handled consistently and equitably.

If an employee has had previous random absences for the same condition that has caused excessive absences, 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.

***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. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.***

Leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

### **Eligibility**

The employee must be one who earns benefits with the College including sick and annual leave.

Medical information is protected under the Privacy Act. The prospective voluntary shared leave participant must therefore sign a medical release form authorizing the release of necessary medical information to determine eligibility for participation in the voluntary shared leave program. This release form also authorizes the Personnel Office to solicit leave on the employee's behalf. When the Personnel Office 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 a Consent form to allow the status to be known. The **Voluntary Shared Leave Consent Statement** must be signed by the recipient. The employee is discouraged from soliciting their own leave.

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.

Requests for voluntary shared leave must be substantiated by a doctor's certificate which states specifically the nature of the illness and the anticipated length of disability. Additionally, the disabling condition must cause the employee to be absent from work a minimum of twenty (20) consecutive workdays in order to meet the definition of "prolonged".

Voluntary shared leave shall be solicited on a current/as needed basis, and may be retroactive for up to sixty (60) calendar days. Voluntary shared leave

donations must be received, documented, and appropriately accounted for within thirty (30) days of the expiration of the disability. An employee whose disability ended on June 30 has until July 30 to solicit leave. The Personnel Office shall ensure the appropriate debiting and crediting of leave accounts for audit purposes. ***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. The employee must provide documentation from their attending physician that they should return to work on a part-time, trial or rehabilitative basis. The employee ceases to qualify for voluntary shared leave upon returning to work in their normal status (part or full-time).***

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. 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.

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.

The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

### **Application Procedure**

The Personnel Office must receive official notification of a request to participate in the voluntary shared leave program. Such notification may come from the employee, the employee's supervisor, or from a coworker. The Personnel Office cannot assume responsibility for initiating the request. The request form to be completed is the **Request and Justification for Voluntary Shared Leave.**

The Personnel Office will contact the employee to verify the validity of the request, and will inform employee of the application procedures.

All requests for voluntary shared leave must be substantiated by a doctor's certificate stating the nature of the illness and the approximate recuperation time.

The employee must sign the **Voluntary Shared Leave Consent Statement** authorizing the Personnel Office to solicit voluntary shared leave from other employees.

The employee will be notified by the Personnel Office of the decision to either grant or deny the request for participating in the voluntary shared leave program. There is not an outside appeal process for the decision to grant or deny voluntary shared leave.

### **Recipient Guidelines**

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. 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.

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. The employee must exhaust all available leave (sick, annual, bonus and compensatory) before using donated voluntary shared leave.

Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at calendar year end.

At the expiration of the medical condition, as determined by PCC (substantiated by a doctor's certificate), unused leave in the recipient's leave account shall be returned and credited to the donor(s) on a pro rata basis according to each employee's donated leave.

If a recipient separates from PCC, participation in the program ends. Donated leave shall be returned to the donor(s) on a pro rata basis.

### **Donor Guidelines**

A non-family member donor may contribute annual or bonus leave, but **NOT SICK LEAVE** to another employee in any state agency, community college, or public school.

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.

To donate leave, the **Request to Donate Leave for Voluntary Shared Leave** form must be completed and forwarded to the Personnel Office.

Immediate family is defined as spouse, parent, children, brother, sister, grandparent, and grandchildren. Also included are the step, half, and in-law relationships.

The minimum amount of leave to be donated is four (4) hours.

An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1,040 hours, but may not reduce their sick leave account below forty (40) hours.

The maximum amount of annual leave allowed to be donated by one (1) individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's annual leave balance below one-half of the annual leave accrual rate. Participation in the program is determined by the prospective donor's leave balance as of the end of the preceding month which should also be the month for which leave was last posted by the Personnel Office.

**Example A:** An employee with five (5) but less than ten (10) years of eligible service earns 134 hours annually of annual leave. Employee may contribute four (4) or more hours, but may not reduce annual leave balance below 67 hours.

**Example B:** An employee with more than twenty (20) or more years of eligible service earns 206 hours annually of annual leave. Employee may contribute four (4) or more hours, but may not reduce annual leave balance below 103 hours.

### **Accounting Procedures**

All leave donated shall be credited to the recipient's sick leave account.

Leave transferred under this program will be available for use on a current basis or may be retroactive for up to sixty (60) calendar days to substitute for leave without pay or advanced annual or sick leave already granted to the leave recipient.

Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donors. Employees who donate "excess" annual leave (any amount above the 240 maximum allowable carryover) at the end of December may have it returned and converted to sick leave.

HISTORY NOTE: Effective August 1, 2005

## VETERANS' PREFERENCE

It shall be the policy of Piedmont Community College, as mandated by the State of North Carolina in 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.

"Veteran" means 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.

Eligible veteran" means:

- a veteran who served during a period of war; or
- the spouse of a disabled veteran; or
- 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; or
- a veteran who suffered a disabling injury for service-related reasons during peacetime; or
- 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.

Periods of war includes:

- December 7, 1941 through May 15, 1975
- June 6, 1983 through December 1, 1987
- December 20, 1989 through January 31, 1990
- August 2, 1990 through The date approved by Congress or the President as the ending date for hostilities for the War on Terrorism.
- Or, any other campaign, expedition or engagement for which a campaign badge or medal is authorized by the United States Department of Defense

To claim veterans' preference, all eligible persons shall submit a DD Form 214, Certificate of Release or Discharge from Active Duty, along with a Piedmont Community College Application for Employment, explanatory cover letter, current resume, official/unofficial transcript documenting required degree to the Personnel Office. Required degree will be based on position advertisements for vacant positions. In order 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. When the qualifications and experience of the final candidates for a position are deemed equal, preference will be given to the eligible veteran.

Hereafter, in all evaluations of applicants for positions with Piedmont Community College preference shall be given to all eligible veterans who are legal residence of the State of North Carolina and who served the State or the United States 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. This preference applies to initial employment with PCC and extends to other employment events including subsequent hirings, promotions, reassignments, and horizontal transfers.

**LEGAL REFERENCE:**

Authority G.S. 128—15 Employment preference for veterans and their spouses or surviving spouses

NC Administrative Code: 23 NCAC 02C .0210 Local College Personnel Policies

**HISTORY NOTE:** Effective February 1, 2009

## **REDUCTION IN FORCE**

Any College employee may be released if there is a significant decline in financial resources resulting in a major curtailment or elimination of a program. The decision of financial exigency or program curtailment will be made by the President and approved by the Board of Trustees. In the event that a release during a contract period is necessary because of financial exigency or program curtailment, the employee will be given 30 days prior notification thereof.

HISTORY NOTE: Effective February 1, 2009

## **EMPLOYEE EVALUATION PROCESS**

The employee evaluation process at Piedmont Community College is used to increase the effectiveness of personnel in fulfilling the mission of the College. Employee evaluation is based on clearly defined job expectations that are mutually agreed upon by the employee and their supervisor.

Piedmont Community College specific objectives for its employee evaluation are:

- to identify levels of performance for an employee for continued employment and to award merit increase when merit is available;
- to encourage professional growth; and
- to communicate performance excellence and/or concerns as they relate to job effectiveness.

HISTORY NOTE: Effective February 1, 2009