

## **ORGANIZATION**

- 1.1 History of North Carolina Community College System
- 1.2 History of Piedmont Community College
- 1.3 Accreditation and Professional Affiliations
- 1.4 State Board of Community Colleges
- 1.5 North Carolina Community College System
- 1.6 Board of Trustees
- 1.7 Bylaws of Board of Trustees

## **GENERAL ADMINISTRATION**

- 2.1 Philosophy
- 2.2 Mission Statement
- 2.3 Affirmative Action Plan
- 2.4 Handicapped Statement
- 2.5 Vocational Rehabilitation
- 2.6 Title IX Complaint Process
- 2.7 Motor Vehicle Registration and Parking Ordinance
- 2.8 No Hunting Policy
- 2.9 Accountability and Assurance Policy for Continuing Education
- 2.10 Inclement Weather
- 2.11 Safety Plan
  - Exhibit: Safety Plan
- 2.12 Substance Abuse Policy

- 2.12.1 Drug-Free Workplace
- 2.12.2 Alcohol and Drug Abuse Assistance
- 2.13 Communicable Diseases
- 2.14 Computer Information Systems
- 2.15 Publications
- 2.16 Copyright
- 2.17 Sexual Harassment
- 2.18 Sexual Assault
- 2.19 Weapons on College Property
- 2.20 Security and Access to Campus Facilities
- 2.21 Security Personnel
- 2.22 Annual Security Report
- 2.23 Internet Acceptable Use Policy
- 2.24 Information Access Security Policy
- 2.25 Video Surveillance Policy
- 2.26 Foreign National Policy

## **FISCAL MANAGEMENT**

- 3.1 State Support of Institutions
- 3.2 Local Support of Institutions
- 3.3 Providing Local Funds
- 3.4 Student Tuition and Fees
  - 3.4.1 Student Fees for Self-Supporting Classes

- 3.5 Preparations and Submission of Institutional Budget
- 3.6 Budget Management
- 3.7 Final Adoption of Budget
- 3.8 Interim Budget
- 3.9 Budget Amendments and Transfers
  - 3.9.1 Disbursement of State Money
  - 3.9.2 Disbursement of Local Money
  - 3.9.2 Accounting System
  - 3.9.4 Investment of Idle Cash
  - 3.9.5 Selection of Depository; Deposits To Be Secured
  - 3.9.6 Facsimile Signatures
  - 3.9.6 Daily Deposits
  - 3.9.8 Surety Bonds
  - 3.9.9 Vending Facilities
  - 3.9.10 Concessions Policy
  - 3.9.10 Credit Card Usage Authorization
  - 3.9.12 Returned Check Fee
- 3.10 Liability Insurance
- 3.11 Purchasing
- 3.12 Travel Reimbursement
- 3.13 General Accounting Procedures
- 3.14 Identity Theft Prevention Program

## **PLANT MANAGEMENT**

- 4.1 Liability Insurance; Tort Actions
- 4.2 Fire and Casualty Insurance
- 4.3 Waiver of Immunity
- 4.4 General Use of Facilities
  - Exhibit: Facility Use Agreement
- 4.5 Use of Facilities and Playing Fields
- 4.6 Use of Equipment
- 4.7 Water and Sewer Usage
- 4.8 Campus Center
- 4.9 Bookstore Operations
- 4.10 Equipment Procedures
- 4.11 Learning Resources Center Equipment Replacement
- 4.12 Use of Piedmont Community College Facilities By Private Business Enterprises That Loan or Donate Equipment to the College

## **PERSONNEL**

- 5.1 Introduction
- 5.2 Hours of Operation
  - Rule: Working Hours
- 5.3 Compensatory Time
- 5.4 Leave

Exhibit: Application For Leave

- 5.4.1 Educational Leave With Pay
- 5.4.2 Educational Leave Without Pay
- 5.4.3 Other Types of Leave Without Pay
- 5.4.4 Military Leave
- 5.4.5 Annual Leave
- 5.4.6 Sick Leave
- 5.4.7 Civil Leave
- 5.4.8 Workers' Compensation and Leave
- 5.4.9 Legal Holidays and Academic Calendar
- 5.4.10 Parental Leave
- 5.4.11 Petty Leave
- 5.4.12 Funeral Leave
- 5.4.13 Instructor Obligations
- 5.4.14 Birthday Leave
- 5.4.15 Family and Medical Leave
- 5.4.16 Community Service Leave
- 5.5 Other Benefits
  - 5.5.1 Retirement
    - Exhibit: Retirement Forms
  - 5.5.2 Social Security
  - 5.5.3 Workers' Compensation

- 5.5.4 Unemployment Insurance Coverage
- 5.5.5 Disability Income Plan
- 5.5.6 Hospitalization Insurance
- 5.5.7 Other Group Insurance Plans
- 5.5.8 Supplemental Retirement Plans
- 5.5.9 Other Employee Benefit Options
- 5.5.10 Tuition Waiver
- 5.6 Salary
  - 5.6.1 Payroll Distribution
  - 5.6.2 Payroll Deductions
  - 5.6.3 Direct Deposit of Paychecks
- 5.7 Personnel Contracts
  - Exhibit: Contract Forms
  - 5.7.1 Employee Personnel File
- 5.8 Resignation
  - Exhibit: Personnel Exiting Procedures
- 5.9 Release from Contract
- 5.10 Academic Freedom
- 5.11 Professional Organizations
- 5.12 Secondary Employment
  - Exhibit: Request for Secondary Employment
- 5.13 Conducting Business with the College

- 5.14 Membership on Governing Boards
- 5.15 Recruitment/Employment Process
- 5.16 Promotion and Reassignment
- 5.17 Tenure Not Provided
- 5.18 Grounds for Dismissal
- 5.19 Employee Dismissal Procedure
- 5.20 Employee Grievance Procedure
- 5.21 Employee Residence
- 5.22 Teaching Load
- 5.23 College Committees
- 5.24 Class Roll and Grade Report
- 5.25 Professional Development
- 5.26 Orientation for New Faculty and Staff
  - Exhibit: Orientation Check Sheets (Personnel and Supervisor)
- 5.27 Employment of Relatives
- 5.28 Longevity Pay Plan for College Personnel
- 5.29 Job Specifications
- 5.30 Service Award Recognition
  
- 5.31 Voluntary Shared Leave
  - Exhibits: Request and Justification for Voluntary Shared Leave
  - Voluntary Shared Leave Consent Statement
  - Request to Donate Leave for Voluntary Shared Leave

- 5.32 Veterans Preference
- 5.33 Reduction In Force
- 5.34 Employee Evaluation Process

## **PROGRAMS AND INSTRUCTION**

- 6.1 Program Classification
- 6.2 Programs of Study
- 6.3 Accreditation and Professional Affiliations
- 6.4 General Admission
  - 6.4.1 General Admission Procedure
  - 6.4.2 Concurrent Enrollment
    - 6.4.2.1 Intellectually Gifted and Mature Students Under 16 Years of Age
  - 6.4.3 Readmission
  - 6.4.4 Placement testing
  - 6.4.5 Adding Classes
  - 6.4.6 Refund Policy
  - 6.4.7 Procedures and Criteria for Admission Of Minor Applicants
- 6.5 Tuition and Fees
  - Rule: Degree, diploma, certificate Programs – Tuition
  - Rule: Continuing Education Programs – Fees
- 6.5.1 Residence Status
- 6.5.2 Waiver of Continuing Education Fees and Degree, diploma, certificate Tuition
- 6.5.3 Graduation

- 6.5.4 Self-Supporting Class Fee Policy
- 6.6 Registration
  - 6.6.1 Registration by Proxy
- 6.7 Degree, Diploma and Certificate Requirements
- 6.8 Class Attendance
- 6.9 Dropping from Classes or Withdrawing from the College
- 6.10 Credits
- 6.11 Prerequisites
- 6.12 Grading System – Degree, Diploma, Certificate
  - 6.12.1 Grading System – Continuing Education
- 6.13 Grading Policies – Degree, Diploma, Certificate
- 6.14 Standards of Academic Process
- 6.15 Academic Probation and Suspension
- 6.16 Repetition of Courses – Degree, Diploma, Certificate
  - 6.16.1 Repetition of Courses – Continuing Education
- 6.17 Change in Degree, diploma, certificate Program
- 6.18 Catalog of Record
- 6.19 Transcripts
- 6.20 President’s Honor Roll and Dean’s List
- 6.21 Student Support Services
- 6.22 Career Placement Services
- 6.23 Cooperative Educational and Dean’s List

- 6.24 Continuing Education Unit (CEU)
- 6.25 New and Expanding Industry
- 6.26 Focused Industrial Training
- 6.27 Small Business Center
- 6.28 Human Resource Development Program
- 6.29 Adult High School Diploma
- 6.30 Adult Basic Skills
- 6.31 General Education Development
- 6.32 Correction Education
- 6.33 Work Force Investment Act of 1988 (WIA)
- 6.34 Program Advisory Committees
- 6.35 Educational Opportunity Center (EOC)
- 6.36 Learning Resource Center  
Rule: Learning Resources Center
- 6.37 Live Project Regulations
- 6.38 Child Development Center  
Rule: CDC Operational Policy
- 6.39 Safety Equipment

## **STUDENTS**

- 7.1 Identification Cards
- 7.2 Faculty Advisement
- 7.3 Counseling and Assessment Service

- 7.4 Student Government Association
  - 7.4.1 Student Government Association Constitution and Bylaws
- 7.5 Code of Conduct
  - 7.5.1 Plagiarism Report
    - Exhibit: Plagiarism Incident Report
- 7.6 The Family Educational Rights and Privacy Act of 1974
  - Exhibit: Student Records Policies and Procedures
- 7.7 Clubs, Organization and Activities
- 7.8 Student Publications
- 7.9 Student Fund Raising Guidelines
- 7.10 Student Housing
- 7.11 Student Debts
- 7.12 Student Grievance and Appeals Procedure
  - 7.12.1 Institutional Appeal Procedure Relative to Residence Classification For Tuition Purposes
- 7.13 Student Activity Fee
- 7.14 Student Insurance
- 7.15 Alcohol and Drug Abuse Assistance
- 7.16 Student's Role in Institutional Decision-Making
- 7.17 Student's Role In Institutional Decision Making

**THE COLLEGE AND THE PUBLIC**

- 8.1 Public Information Program
- 8.2 Board of Trustees - Community Relations
- 8.3 News Media Relations
- 8.4 Staff-Community Relations
- 8.5 Public Use of Facilities
- 8.6 Solicitation by Private Individuals or Non-College Groups
- 8.7 Visitation
- 8.8 Public Complaints
- 8.9 Inter-Organizational Relations
- 8.10 Local Government Relations
- 8.11 Relations with Other Educational Agencies