5.36 Definition of Employment Categories and Benefits

Last Revised: October 2015

Policy Statement: Piedmont Community College (PCC) complies with state and federal laws and guidelines in defining and publishing employment categories and associated benefits.

Purpose/Definitions: This policy establishes definitions for each employment category and associated benefits.

Full-Time Regular is a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to: leave (sick, vacation, funeral, civil, military, community service, etc.), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Other is a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of 30 or more hours per week, but less than 39 hours per week. Positions in this category will receive fringe benefits which include, but are not limited to: prorated leave (sick, vacation, funeral, civil, military, community service, etc.), longevity, state service credit, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time other hours must occur at the designated workplace as approved by the President or appropriate Vice President.

Part-Time Regular is a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week. Positions in this category are eligible to enroll in the state health plan on a fully contributory basis (PCC does not contribute), earn holidays, longevity, prorated state service credit, and prorated vacation and sick leave. These part-time regular hours must occur on campus or at the designated workplace as approved by the President or appropriate Vice President.

Full-Time Temporary is a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than nine months) with a work schedule of 30-39 hours per week.

Part-Time Temporary is a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week, which terminates upon expiration of the contractual period and carries no expectation of extension. Temporary positions are not eligible for fringe benefits (health insurance) and are given no job preference for employment beyond the contractual period.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The President and Vice President, Administrative Services has monitoring authority for this policy.
Procedure: Employment categories are assigned when job descriptions are created and require final approval by the President.

Legal Citation: 23 NCAC 02C.0210; NCGS 115D-20; NCGS 135-1; NCGS 135-48

History: Effective July 2013, Revised April 2015, October 2015