

5.6 Salary and Payroll Distribution

Last Revised: December 2022

Policy: Piedmont Community College (PCC) maintains a compensation plan which provides a salary rate structure adequate to appropriately compensate all positions of the College in accordance with provisions of the State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for employees regarding compensation for work done for the College.

Definitions

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

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

Full-Time Temporary—a position that is not established in the budget as a regularly recurring position and will be for brief periods (no more than twelve months) with a work schedule of 30-39 hours per week, which terminates upon expiration of the contractual period and carries no expectation of extension or preference for employment beyond the contractual period. These employees are eligible for the State Health Plan's High Deductible Health Plan, but are not eligible for retirement benefits, longevity, and leave (e.g., sick, annual, funeral, civil, military, community service), except for holidays that fall within the month.

Part-Time Permanent—a position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year with a work schedule of at least 20 hours per week but not more than 26 hours per week on average unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. These hours must occur on campus or at the designated workplace as approved by the President or appropriate Vice President. Positions in this category are eligible to enroll in the state health plan on a fully contributory basis (PCC does not contribute), earn holidays, longevity, prorated state service credit, and prorated annual and sick leave.

Part-Time Temporary—a position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. The employee’s contract terminates upon expiration of the contractual period and carries no expectation of extension. Part-time temporary positions are not eligible for retirement benefits, longevity, health insurance, and leave (e.g., sick, annual, funeral, civil, military, community service) and are given no job preference for employment beyond the contractual period.

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

Procedure:

Section 1: Rate of Pay

- 1.1. The State Board shall adopt a minimum and maximum base salary amount of State funds which may be paid to any individual working in a college, including curriculum faculty.
- 1.2. The college president shall establish the rate of pay for college employees consistent with PCC’s local human resources policy in accordance with provisions of 1C SBCCC 200.94 and any applicable legislation enacted by the General Assembly.
- 1.3. Upon hire and each fiscal year thereafter, the PCC Board of Trustees shall set the President’s salary, consistent with the parameters set forth in 1C SBCCC 400.2.
 - 1.3.1. The PCC Board of Trustees shall pay the President a base salary from State funds consistent with the provisions outlined in 1C SBCCC 400.2.

Section 2: Salary Increases

- 2.1. Salary increases shall not be granted except on the beginning of the State's fiscal year, July 1, or upon assignment of additional duties, promotion on a temporary basis, or upon promotion to a higher position.
- 2.2. PCC does not prescribe automatic salary increases.
- 2.3. All salary increases shall be dependent upon available funding.
- 2.4. Salary increases are recommended by supervisory personnel and receive final approval by the President.
- 2.5. Salary questions by employees should be directed to their immediate supervisor.

Section 3: Temporary Personnel

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

Section 4: Permanent and Full-time Other Personnel

- 4.1. Full-time permanent, full-time other, and part-time permanent personnel are paid at a monthly rate of pay under an annual contract and subsequent renewals.
 - 4.1.1. Full-time other and part-time permanent personnel earn leave on a pro-rated basis.

Section 5: Pay periods

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

Section 6: Payroll Distribution

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

Section 7: Reporting requirements

- 7.1. Colleges shall certify and report annually to the System Office information about college employee pay as of the prescribed reporting date and in the format prescribed by the System Office.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-54](#); [1C SBCCC 400.2](#); [1C SBCCC 400.3](#); [1C SBCCC 400.4](#)

History: Effective October 1988; Revised October 2001; November 2021—incorporated then deleted PCC Policy 5.6.1 Payroll Distribution, December 2022