

5.1 College Personnel Policies

Last Revised: July 2023

Policy: Piedmont Community College (PCC) adopts, publishes, and implements personnel policies, consistent with all applicable statutes, rules, and regulations as required by the State Board of Community Colleges Code.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure that all employee policies and procedures are administered consistently at PCC.

Definitions

N/A

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

Procedure:

Section 1: Required Local College Personnel Policies

- 1.1. The State Board of Community Colleges Code (SBCCC) requires each local board of trustees to adopt, publish, and implement personnel policies that are consistent with all applicable statutes, rules, and regulations, addressing the following issues:
 - 1.1.1. Adverse weather—PCC Policy 2.10
 - 1.1.2. Annual leave (vacation)—PCC Policy 5.4.5
 - 1.1.3. Drug and alcohol use—PCC Policy 2.12

- 1.1.4. Civil leave—PCC Policy 5.4.7
- 1.1.5. Communicable disease—PCC Policy 2.13 and Policy 7.16
- 1.1.6. Compensatory leave—PCC Policy 5.3
- 1.1.7. Definitions of the employment categories and benefits for each:
 - 1.1.7.1. Full-time permanent—PCC Policy 5.36
 - 1.1.7.2. Part-time permanent—PCC Policy 5.36
 - 1.1.7.3. Full-time temporary—PCC Policy 5.36
 - 1.1.7.4. Part-time temporary—PCC Policy 5.36
- 1.1.8. Disciplinary action addressing suspension and dismissal—PCC Policy 5.19
- 1.1.9. Educational leave (reference [1C SBCCC 400.6](#))—PCC Policy 5.4.1
- 1.1.10. Employee evaluation process—PCC Policy 5.34
- 1.1.11. Employee grievance procedures—PCC Policy 5.20
- 1.1.12. Employee personnel file—PCC Policy 5.7.1
- 1.1.13. Hiring procedures (describing procedures used for employment of both full- and part-time employees)—PCC Policy 5.15
- 1.1.14. Leave transfer—PCC Policy 5.4.5 and Policy 5.4.6
- 1.1.15. Leave without pay—PCC Policy 5.4.3
- 1.1.16. Longevity pay plan (reference [1C SBCCC 400.8](#))—PCC Policy 5.28
- 1.1.17. Military leave (reference [1C SBCCC 400.7](#))—PCC Policy 5.4.4
- 1.1.18. Nepotism (reference [1C SBCCC 200.98](#))—PCC Policy 5.27
- 1.1.19. Non-reappointment—PCC Policy 5.7
- 1.1.20. Other employee benefits—PCC Policy 5.5
- 1.1.21. Political activities of employees (reference [1C SBCCC 200.99](#))—PCC Policy 5.14
- 1.1.22. Professional development—PCC Policy 5.25

- 1.1.23. Reduction in force—PCC Policy 5.33
- 1.1.24. Salary determination methods for full- and part-time employees that address at least the following:
 - 1.1.24.1. Provisions and criteria for salary determination—PCC Policy 5.6
 - 1.1.24.2. Requirements for annual salary review—PCC Policy 5.6
 - 1.1.24.3. Establishment of salary formulas, ranges, or schedules—PCC Policy 5.6
- 1.1.25. Sexual harassment—PCC Policy 2.17
- 1.1.26. Tuition exemption (reference [1E SBCCC 300.1](#))—PCC Policy 6.4.1 and Policy 6.5.2.1
- 1.1.27. Sick leave consistent with provisions of the State Retirement system—PCC Policy 5.4.6
- 1.1.28. Secondary Employment that addresses conflict with the employee's primary job responsibilities and institutional resources (the local board of trustees shall approve or disapprove any secondary employment of the president; the president or any member of the college's senior administration designated by the president shall approve or disapprove secondary employment of all full-time employees)—PCC Policy 5.12
- 1.1.29. Shared leave consistent with provisions of the Office of State Personnel (reference [1C SBCCC 200.94\(c\)](#))—PCC Policy 5.31
- 1.1.30. Providing a preference for veterans, as defined in [N.C.G.S. 128-15](#), in hiring decisions—PCC Policy 5.32

Section 2: Policy Development and Review

- 2.1. Policies are developed at PCC based upon a need for the policy or as mandated by the North Carolina Community College System (NCCCS).

- 2.1.1. [N.C.G.S. 115D-5\(a\)](#) states,

The State Board of Community Colleges may adopt and execute such policies, regulations and standards concerning the establishment, administration, and operation of institutions as the State Board may deem necessary to insure the quality of educational programs, to promote the

systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions.

- 2.2. To ensure compliance with the mandated laws of North Carolina, policies are reviewed periodically.
 - 2.2.1. The development and/or review process is initiated by personnel in the area the policy directly relates to (i.e., personnel policies are developed/reviewed by personnel department).
 - 2.2.2. Once the policy is developed or modified, the monitoring authority reviews the policy and makes suggested changes if needed.
 - 2.2.3. After the monitoring authority reviews and gives approval, the revised policy is sent to a College Standing Committee for approval if required as part of the committee's responsibilities, and then to the Executive Council for review and/or approval.
 - 2.2.4. New policies or policies with revised titles or policy statements are presented to the Board of Trustees for final approval.
 - 2.2.5. Any new and/or revised policies are shared with employees via e-mail and placed on the PCC website.

Section 3: Verification of Compliance

- 3.1. PCC will submit copies of the policies listed in Section 1, including amendments, to the NCCCS Office upon adoption.

Legal Citation: [N.C.G.S. 115D-5\(a\)](#), [N.C.G.S. 128-15](#), [1C SBCCC 200.94](#), [1C SBCCC 200.98](#), [1C SBCCC 200.99](#), [1C SBCCC 400.6](#), [1C SBCCC 400.7](#), [1C SBCCC 400.8](#)

History: Effective October 12, 1988; Revised January 2012, March 2021, November 2022, July 2023—SBCCC updates applied