

Chapter Name: **Personnel Policies**

Policy 2-4

Policy Title: **Employment of Personnel (1C SBCCC 300.96)**

Date Approved: 07/96

Date Revised: 02/03, 06/04, 11/04, (04/06), (01/07), 05/08, 04/11,
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The Board of Trustees shall elect a President of the institution for such term and under such conditions as prescribed by the Trustees and subject to the approval of the State Board of Community Colleges.

All other personnel actions, including employment, promotions, transfers, demotions, and terminations, are the responsibility of the President. Such actions will be reported to the Board of Trustees at its next regular meeting. The President shall prescribe the titles and assign duties of all college personnel or may delegate this authority to appropriate administrative staff.

A. Equal Employment Opportunity (1C SBCCC 200.96)

All employment decisions affecting college personnel shall be made without regard to race, national origin, color, religion, sex, disability, age, or political affiliation.

B. Affirmative Action

College of The Albemarle is committed to the concept of affirmative action for the elimination of discrimination in all personnel actions. The Board of Trustees charges the college administration with the responsibility of implementing a doctrine of affirmative action through the following objectives and goals:

1. To affirm and extend the college's commitment to the principles of equal employment and educational opportunities
2. To make a strong recruiting effort to increase the employment of qualified women and minorities in all college divisions including administrative positions (1C SBCCC 200.97)
3. To monitor, recommend, and enforce personnel policies to ensure that all employees are treated in a fair, nondiscriminatory manner regarding salaries, fringe benefits, promotions, transfers, demotions, and terminations
4. To comply with all of the provisions of federal and state laws as well as any applicable court decisions and presidential orders in the area of civil rights, contract compliance, and equal opportunity employment
5. To contribute to the development of a community in which opportunity is equalized for all individuals regardless of race, national origin, color, religion, sex, disability, age, or political affiliation and to utilize human and material

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resources of College of The Albemarle in developing the skills and opportunities of members of all groups.

C. Employment of Relatives (1C SBCCC 200.98)

The college will adhere to the following policy adopted by the State Board of Community Colleges to ensure that favoritism based on family relationships is avoided:

1. The college shall not employ two 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.
2. "Closely related" 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, step-parent, step-child, step-brother, step-sister, guardian or ward.
3. With respect to the concurrent service of closely related persons within the same academic department 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. Responsibility for Policy Implementation

The President of College of The Albemarle shall have the overall responsibility for the college's affirmative action program. He or she shall delegate authority for the organization and management of the college's affirmative action program to the Director, Human Resources, who will coordinate efforts with the administrators of the college in establishing the affirmative action program.

The Director, Human Resources is charged with the responsibility for the preparation and recommendation to the President of any new policies and procedures needed to reach objectives described in this program; the maintenance of census data at all times regarding the distribution of employees; [the supervision of all aspects of the personnel function in the college to determine if there is any evidence of discrimination because of race, national origin, color, religion, sex, disability, age, or political affiliation against any employee;] serving as a liaison with any government agency in the investigation of any complaints or the implementation of equal employment opportunity

procedures; the preparation of periodic reports on the status of the program; and generally to monitor the progress of the program.

Each senior administrator is responsible for the administration of this policy and of the college's affirmative action program within his or her area of responsibility.

Employment Categories

Initial Probationary Employment

New employees receiving appointment to full-time or regular part-time positions must serve an initial probationary period of nine months. In the case of part-time employees hired for nine months or less, the probationary period will extend through the duration of the appointment.

At any time during the initial probationary employment period, an employee may be dismissed for any reason. If the employee wishes to terminate employment from College of The Albemarle, a 30-day written notice is requested and a minimum of two weeks is expected **to ensure all final paperwork and employee responsibilities are concluded.**

Procedure:

1. A new employee will be evaluated a minimum of three times during the nine-month initial probationary period. The evaluations will be scheduled at the discretion of the supervisor, but should take place at approximate three-month intervals during the nine-month probationary period.
2. The employee will be apprised of his/her progress at each evaluation.
3. The employee can be dismissed at any time during the initial probationary period if it is determined that he/she has not achieved a satisfactory level of performance. The decision to dismiss an employee is made by the President, upon recommendation of the appropriate Vice President/Dean.
4. Except for complaints of unlawful discrimination or harassment, an employee serving an initial probationary period, has no hearing or appeal rights in the case of his/her dismissal.

Temporary Employment

Full-time or part-time instructional or staff positions may be needed on a temporary basis due to a variety of employee circumstances (i.e., position change, medical leave, jury duty, etc.), as well as operational or instructional

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needs that develop. These circumstances may require employment of temporary personnel to meet these needs. Individuals hired on a temporary basis for a month, semester, or annual basis are entitled to benefits as outlined in the position classification for which they are appointed.

Interim Assignments

Interim assignments will be made at the discretion of the President based on the needs of the college. Employees assigned to interim positions are entitled to the benefits outlined in the classification specific to the position.

Employment Classifications

Employees of the college are classified in a variety of ways in order to comply with reporting regulations and laws. Categories of classification include position titles, employment status, and Fair Labor Standards Act requirements to determine if an employee is exempt or non-exempt from overtime compensation (refer to Workday, Work Week, Workload Policy, Chapter 3-16).

1. Title Categories

Classification of personnel includes title categories, which assists in determining exempt and non-exempt status. Categories include:

- Executive/Administrative/Managerial – Category includes the President and other staff who are responsible for the overall direction of the college in whole or in part. These employees are exempt from overtime compensation.
- Professional – Staff assigned to manage non-teaching functions are in this category and would normally report to an administrator, though they may supervise a specific area. Employees in this category are exempt from overtime compensation.
- Faculty – Included in this category are employees whose primary responsibilities are instructional and involve guiding student learning experiences. Faculty are exempt from overtime compensation.
- Technical/Paraprofessional – Staff in this category require specialized knowledge or skills to perform their duties. These employees normally report to an administrative- or professional-level supervisor and are non-exempt personnel subject to overtime compensation.
- Clerical – Category includes employees whose assignments generally include office support functions, communications, recording and retrieval of information, and other like clerical duties. Staff in this group normally

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report to an administrative- or professional-level supervisor and are non-exempt personnel subject to overtime compensation.

- Maintenance – Staff in this category perform duties that contribute to the repair, upkeep and care of buildings, facilities, or college grounds. They normally report to a professional-level supervisor and are non-exempt personnel subject to overtime compensation.

2. Employment Status

Status of employment determines employee benefits. The table on page 7 offers a summary of benefits based on employment status:

A. Full-Time (30-40 hours per week)

Benefits include enrollment in the State Retirement Plan, enrollment in the State Health Benefits Plan, worker's compensation, social security, participation in supplemental benefits and privately offered tax-sheltered annuity plans, annual longevity pay, holiday pay, accrual of family, medical, sick, school involvement, and other special leave periods.

1. Instructional

These are faculty and other instructional support positions who are employed under an annual contract for a 9 to 12 month period.

2. Staff (Non-Instructional)

Includes employees in positions not classified as faculty or instructional support, but does include Basic Skills instructors. These employees are employed under an annual employment contract. Generally, the workday is eight hours and the workweek is 30-40 hours. The annual contract period usually begins July 1 and ends the following June 30, although a 9-month period is possible. In addition to benefits listed above, staff earns annual leave.

B. Full-Time Staff (Modified 30-35 hours per week)

These employees are usually employed under an annual contract for a 9 to 12 month period. Benefits include enrollment in the State Retirement Plan, enrollment in the State Health Benefits Plan, worker's compensation, social security, participation in supplemental benefits and privately offered tax-sheltered annuity plans, annual longevity pay, holiday pay, school involvement leave, sick leave annual leave and special leave periods. All holiday and leave pay will be pro-rated at 75%.

C. Regular Part-Time (20- 25 hours per week)

A staff position is classified as regular part-time when an employment contract is offered for 20-25 hours per week, on a 12-month basis, with the intent to renew continually. Benefits include worker's compensation, social security, accrual of longevity service, and the option to enroll in the State Health Benefits Plan by paying the full cost of coverage. Note the following in regard to longevity service:

1. Longevity service is earned monthly and only applied when an employee works a required amount of hours in a month (this amount is set by the State and is currently published in North Carolina Administrative Code .0109).
2. A regular part-time employee must earn longevity in at least 9 of the 12 months in each fiscal year. An employee not meeting this requirement for two consecutive years will not be eligible to receive any of the benefits associated with regular part-time employment. In order to become eligible for these benefits again, they must work at least two additional years, earning longevity, as a limited part-time employee.
3. Regular part-time employees will be advised in writing if they do not meet the eligibility requirements at the end of each fiscal year.

D. Limited Part-Time (up to 20 hours per week)

A limited part-time position is classified as part-time when an employment contract is offered for up to 20 hours per week, generally on a semester or annual basis, and may renew continually based on instructional and operational needs of the college. Benefits include worker's compensation and social security.

**Refer to policy 2-36 for rules / teaching hours governing part-time instructors.

Establishment of Full-Time and Regular Part-Time Positions

A. Full-Time Position

The request for the establishment of a full-time position must be linked to the annual planning process and/or have the President's approval.

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B. Regular Part-Time Position

Requests for regular part-time positions must demonstrate a long-term need for between 20- 25 hours of work for a prescribed job/skill which will advance the mission of the college.

Senior administrative staff must demonstrate how the additional part-time position, left unmet, will not meet the goals/objectives of their area of supervision. Upon making the case, the President will authorize base-line budget funding for the position.

Once a regular part-time position is created, even if it is vacated, the position remains as regular part-time unless it is determined, through the planning process, that it is no longer required. If a regular part-time position converts to a limited part-time position because of the individual not meeting the two-thirds rule and that individual vacates the position, the position remains as regular part-time.

Requests for part-time positions not meeting the above criteria will be considered as limited part-time, and must be approved through the planning process or by approval of the President.

Summary of Benefits for Employment Status

Employment Classifications	State Retirement Plan	State Health Plan	Worker's Comp	Soc. Sec.	Supplemental Benefits & Annuity Plans	Longevity Pay	Family, Medical, Sick, School Involvement, & Other Leave	Annual Leave	Raises/ Bonuses
Full-Time Instructional and Staff	X	X	X	X	X	X	X	X**	X
Full-Time Staff (Modified)	X	X	X	X	X	X	X*	X**	X
Regular Part-Time		X***	X	X		X****			X
Limited Part-Time Instructional and Staff			X	X					X

* Eligible accrued benefits pro-rated to 75% as appropriate

** Only staff earns annual leave, pro-rated to 75% as appropriate

*** Option to enroll in the State Health Benefits Plan by paying the full cost of coverage

**** Must meet service eligibility requirements

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Employment of Faculty

A. General (1C SBCCC 300.97)

1. College of The Albemarle shall employ faculty members so as to meet Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) criteria.
2. Colleges shall determine appropriate teaching and non-teaching loads for faculty and for technical assistants to the faculty so as to meet SACSCOC criteria.
3. Copies for The Principles of Accreditation: Foundations for Quality Enhancement may be inspected in the Office of Planning and Institutional Effectiveness or obtained at no cost from Office of the N.C. Community College System President, 200 W. Jones Street, Raleigh, NC 27603-1379.

B. Instructors for Extension Emergency Services Training

All instructors in the area of Emergency Services Training must be qualified as established by the respective emergency services certifying agency. Emergency services training means training delivered to personnel in law enforcement, fire and rescue services, and emergency medical services agencies.

C. Qualifications of the Faculty

College of The Albemarle shall employ faculty members who hold appropriate credentials as set forth herein from a regionally accredited college or university. As such, in following the principles of the SACSCOC and the State Board of Community Colleges in employing personnel, full-time and adjunct faculty must meet the following criteria for academic and professional preparation in order to teach at College of The Albemarle.

1. In an associate degree program designed for college transfer, faculty members teaching credit courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. (In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas).
2. Faculty members teaching courses in professional, occupational and technical areas other than physical activities courses that are components of associate degree programs designed for college transfer, or from which

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substantial numbers of students transfer to senior institutions, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline.

Each faculty member teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students in senior institutions, must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses in these areas.

3. Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. In all cases, faculty members must have special competence in the fields in which they teach. These special competencies must be fully documented.
4. Faculty members who teach basic computation and communication skills in non-degree occupational programs must have a baccalaureate degree, and ideally, should have work or other experience, which helps them relate these skills to the occupational field.
5. Faculty members who teach adult basic education courses below the collegiate level must have a baccalaureate degree, and also should have attributes or experiences, which helps them relate to the particular needs of the adults they teach.
6. Faculty members who teach in remedial programs must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.
7. Faculty members who teach in continuing education programs must provide evidence and documentation of expertise, which relates to the occupational extension, academic, practical skills, or vocational course. These special competencies must be fully documented.

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8. Instructors, who teach in other specialty areas, may be required to meet additional minimum qualifications, such as holding specific licensures. These areas include, but may not be limited to, nursing, real estate, cosmetology, and insurance.