## Table of Contents

- Bonus Leave ................................................................. 3.18
- Civil Leave ........................................................................ 3.24
- College Holidays ............................................................... 3.16
- College Safety and Property ................................................ 3.44
- College Separation Procedure .............................................. 3.40
- Continuing Education Instructor Evaluations ................. 3.32
- Credit Union ................................................................... 3.28
- Disease Exposure Control Plan ........................................... 3.45
- Drug-Free Campus ............................................................ 3.45
- Educational Leave ............................................................ 3.23
- Emeritus Status for Faculty and Staff ............................... 3.41
- Employee Classifications .................................................. 3.12
- Employee Disciplinary Action ............................................ 3.36
- Employee Grievance Procedure .......................................... 3.35
- Employee Recognition ...................................................... 3.40
- Employee Work Week and Schedules ............................... 3.15
- Employment Categories and Benefit Definitions ............. 3.13
- Employment of Full-Time Employees ................................ 3.4
- Employment of Part-Time Curriculum Faculty ................. 3.7
- Employment Preference for Veterans ................................ 3.6
- Enrollment in College Courses ........................................... 3.29
- Equal Opportunity Employer ............................................. 3.1
- Excellence in Teaching Award ............................................ 3.41
- Faculty Absences ............................................................ 3.31
- Faculty Attendance at College Exercises .......................... 3.31
- Faculty Credentials .......................................................... 3.48
- Faculty Evaluations .......................................................... 3.31
- Faculty Office Hours ......................................................... 3.30
- Faculty Salary Plan ........................................................... 3.2
- Faculty Workload ............................................................. 3.30
- Family and Medical Leave Act ........................................... 3.21
- Funeral Leave ................................................................. 3.23
- Group Insurance .............................................................. 3.26
- Guidelines for Part-Time Instructional Positions .............. 3.8
- Guidelines for Professional Positions ............................... 3.8
- Guidelines for a Reduction in Force ................................. 3.39
- Guidelines for Staff Members ............................................ 3.9
- Guidelines for Volunteer Assistance ................................. 3.10
- Inappropriate Relationships ............................................... 3.46
- Internal Transfer/Reassignment .......................................... 3.5
- Leave for Parent Visits to Schools ...................................... 3.25
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Records</td>
<td>3.17</td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td>3.25</td>
</tr>
<tr>
<td>Longevity Pay</td>
<td>3.27</td>
</tr>
<tr>
<td>Mandatory Retirement</td>
<td>3.40</td>
</tr>
<tr>
<td>Military Leave</td>
<td>3.22</td>
</tr>
<tr>
<td>Nepotism</td>
<td>3.44</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>3.34</td>
</tr>
<tr>
<td>Non-Reappointment of Employees</td>
<td>3.38</td>
</tr>
<tr>
<td>Non-Work Days for Faculty</td>
<td>3.17</td>
</tr>
<tr>
<td>Outstanding Staff Member Award</td>
<td>3.42</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>3.22</td>
</tr>
<tr>
<td>Part-Time Employee Workloads</td>
<td>3.33</td>
</tr>
<tr>
<td>Pay Day</td>
<td>3.28</td>
</tr>
<tr>
<td>Pay Increases for Higher Degrees</td>
<td>3.2-3.3</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>3.14</td>
</tr>
<tr>
<td>Professional and Classified Staff Evaluations</td>
<td>3.29</td>
</tr>
<tr>
<td>Professional Development for Faculty/Staff</td>
<td>3.34</td>
</tr>
<tr>
<td>Political Activities of College Employees</td>
<td>3.47</td>
</tr>
<tr>
<td>Rest Periods</td>
<td>3.16</td>
</tr>
<tr>
<td>Secondary Employment</td>
<td>3.43</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>3.47</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>3.47</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>3.19</td>
</tr>
<tr>
<td>Staff Salary and Position Classification Plan</td>
<td>3.3</td>
</tr>
<tr>
<td>State Employees Association of NC</td>
<td>3.29</td>
</tr>
<tr>
<td>Student Access to Part-Time Instructors</td>
<td>3.31</td>
</tr>
<tr>
<td>Suspension and Dismissal Procedures</td>
<td>3.37</td>
</tr>
<tr>
<td>Teachers’ and State Employees’ Retirement System of NC</td>
<td>3.27</td>
</tr>
<tr>
<td>Termination of Benefits</td>
<td>3.40</td>
</tr>
<tr>
<td>Terms of Employment</td>
<td>3.13</td>
</tr>
<tr>
<td>Unemployment Compensation Insurance</td>
<td>3.27</td>
</tr>
<tr>
<td>Use of Non-Instructional Staff for Teaching</td>
<td>3.33</td>
</tr>
<tr>
<td>Use of Student Interns</td>
<td>3.33</td>
</tr>
<tr>
<td>Vacation Leave for Administrative, Professional and Classified Staff</td>
<td>3.17</td>
</tr>
<tr>
<td>Vacation Leave for Faculty</td>
<td>3.17</td>
</tr>
<tr>
<td>Voluntary Shared Leave</td>
<td>3.20</td>
</tr>
<tr>
<td>Workers’ Compensation Insurance</td>
<td>3.26</td>
</tr>
</tbody>
</table>
3.1

EQUAL OPPORTUNITY EMPLOYER

Western Piedmont and the Board of Trustees are committed to the provision of equal opportunity for employment and compensation of personnel without regard to race, religion, color, creed, national origin, sex, age, or disability, except where specific age, sex or physical or mental requirements constitute bona fide occupational qualifications.
3.2

FACULTY SALARY PLAN

The President of the College, in consultation with the Executive Vice President/CFO and the appropriate Vice President, and in keeping with the salary plan, establishes salaries for all College employees other than the President.

Development of Curriculum Faculty Salary Schedules

The objective of the Faculty Salary Plan is to have the salary of every faculty member, depending on their years of service and academic degree, at or above the respective level shown on the scale shown as Addendum A. The scale was developed based on a faculty member’s salary after thirty years being fifty percent greater than the State mandated beginning minimum salary for that degree. The fifty percent difference is broken into thirty equal steps. It is not the purpose of this scale to establish a salary range for a position but only to ensure that Faculty members are being equitably compensated for their years of service by establishing a minimum salary that must be met or exceeded. Thirty steps are used because thirty years is generally considered to be the “career” of a governmental employee. If the State changes the minimum required salary levels, the scales will be revised by increasing each step of the scale by the amount of the increase in the minimum salaries.

Each year, after the State has determined the amount of any State funded increases, the College will check to see if any faculty member is below their appropriate step on the scale. If so, and subject to the availability of funds, an adjustment will be made in the respective faculty member salary to bring them up to the appropriate level on the scale.

Faculty Salary Computation Worksheet

The Faculty Salary Computation Worksheet is used to compute the annual salaries for new faculty, current staff who transfers to faculty, current adjunct faculty who become full time and faculty who transfer between curriculum divisions.

This worksheet must be approved by the appropriate personnel and kept in the employee’s personnel file.

However, in the event there is a shortage of qualified candidates available for the position or it is determined to be in the best interest of the College to employ an individual with a particular set of skills relevant to the position, a “Demand Factor” may be applied. Any requests for a demand factor must be approved by the President of the College.

Department Heads

Department Heads carry additional responsibilities above those of coordinators and faculty. In recognition of those additional responsibilities, they will be paid a supplement ranging from $200 to $500 per month effective immediately upon being named to that position. The amount of
the supplement will be based on the additional responsibilities and will be recommended by the appropriate Dean to the Vice President for Academic Affairs for approval. The Department Head will also receive a two course release and a monthly supplement. Department Heads will be appointed annually at the beginning of each academic year.

When the College relieves faculty of Department Head responsibilities, these faculty forfeit the related salary supplement, and release time. However, there will be no loss of years of service or any other benefits available to faculty.

**Coordinators**

Coordinators carry additional responsibilities above those of faculty. The need for a coordinator will be determined by the division dean with the approval of the Vice President for Academic Affairs. Coordinators will be appointed annually at the beginning of each academic year and will be paid a supplement ranging from $75 to $125 per month effective immediately upon being named to that position. The amount of the supplement will be based on the additional responsibilities and will be recommended by the appropriate Dean to the Vice President for Academic Affairs for approval. Generally, Coordinators will receive no release time. If, however, special circumstances exist, the appropriate dean may make a request to the Vice President for Academic Affairs for release time of up to one course per year.

At the point a faculty member no longer has the responsibility of a Coordinator, the supplement and any release time will be forfeited but there will be no loss of years of service or any other benefits available to faculty.

**Faculty Contracts**

Per mandate from the General Assembly, all faculty contracts will be written on a nine month basis. Supplemental contracts of one, two, or three month duration will be written if additional workload demands it.

**Summer Employment for Faculty**

Summer employment for faculty is not guaranteed. Provided that adequate enrollment exists, faculty will be given the opportunity to teach a maximum of two courses for the eight week summer term. The rate of pay for summer employment of WPCC faculty will adhere to the state recommendations for adjunct instructors.

For those faculty members who are asked or who have requested additional hours during the summer:

- These hours may include, but not limited to, curriculum development, department duties and coverage, advising, and special projects.
- All hours are requested by the division dean.
- Supplemental contracts for these additional hours will be produced upon approval from the Vice President for Academic Affairs.
- Additional hours are not guaranteed.
Recognition of Advanced Degrees

The College encourages its employees to advance their education by pursuing and achieving advance degrees. Full-time employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment, or an additional degree, shall receive a pay increase according to the following conditions:

- The employee must receive approval in writing from the appropriate Vice President before the coursework begins, which indicates that additional compensation will be forthcoming subsequent to the degree being awarded. Employees should use the form entitled “Request for Educational Salary Level Increase”.

- The employee must provide evidence of coursework completion and the degree awarded.

- The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s work at the College.

- The awarding of a salary increase for an earned higher degree or additional degree shall not influence the decision as to an employee’s merit pay. Any such merit pay is based on factors other than the attainment of an additional or higher degree.

- Degrees acceptable for the increase are: Bachelors, Masters, Specialist, and Doctorate.

- No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that they complete such a degree as a condition for continued employment.

- During periods of limited budget availability, Trustees may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

- Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by May 1st to be eligible to receive the salary increase at the next effective date.

The amount of the annual pay increase shall be set in accordance with the following table, and should elevate the employee’s pay to the appropriate step on the faculty salary schedule:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Specialist</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$1,200</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Associate</td>
<td>$1,200</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Bachelors</td>
<td>-----</td>
<td>$1,500</td>
<td>$1,500</td>
<td>-----</td>
</tr>
<tr>
<td>Masters</td>
<td>-----</td>
<td>-----</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Specialist</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

Reprinted/Effective: December 2011
All advanced degree salary increases are subject to the approval of the College President.

**Merit Pay**

Funds are occasionally available to recognize outstanding faculty performance. These funds are awarded, in the form of a one-time payment, to selected, full-time faculty employees to recognize and reward contributions beyond that which is contractually required by their job descriptions. The merit pay program will be a part of the normal annual evaluations of faculty performed in the spring of each year. No one would be eligible for merit pay unless their evaluation consistently exceeded expected standards of performance and behavior. Based on the results of the merit pay evaluation and the availability of funds, Department Heads will make merit pay recommendations to the appropriate Dean no later than March 15th of each year. After the Dean approves the merit pay increases they will be forwarded to Vice President for Academic Affairs and the Executive Vice President/CFO for final approval, which should be given no later than April 15th of each year. The merit pay will be included in the May payroll check. A letter of congratulations should be enclosed with the check including the merit pay.

**Adjunct Faculty**

It is understood that Western Piedmont Community College needs adjunct faculty to fulfill its educational requirements. When it becomes necessary to employ adjunct faculty, their compensation will be based on the appropriate adjunct hourly rate as determined by the General Assembly. It is also understood that adjunct faculty do not receive any benefits relative to compensation such as medical coverage or retirement.

**Plan Implementation**

For purposes of implementation of this plan and for establishing equitable pay among all current faculties, only years of service at Western Piedmont Community College will be considered when calculating salary using the Faculty Salary Computation Worksheet.

**Exceptions**

Exceptions to any policies or procedures contained in this Faculty Salary Plan can occur upon the discretion of and approval by the President. Such exceptions will occur when the President deems it in the best interests of the College to do so and will be documented appropriately for future reference.

**Effective Date of Pay Plan**

This pay plan, as voted on and approved by the College’s Board of Trustees effective July 1, 2008, replaces and supersedes any previous pay plans in effect prior to the adoption date.

*(FACULTY SALARY PLAN, approved by Trustees on June 2, 2008)*
3.3

STAFF SALARY AND POSITION CLASSIFICATION PLAN

The Western Piedmont Community College Staff Salary Plan (the Plan) was developed and implemented to determine the relative value of one job to another within Western Piedmont Community College (internal equity) as well as establish external “market” equity with other comparable jobs in the recruiting area outside the College. The Plan, as adopted by the Board of Trustees, includes both levels and ranges for all established staff positions as well as a method for computation of actual salary. Copies of the plan are available to all employees through the Office of Human Resources.

The President of the College, in consultation with the Executive Vice President/CFO and the appropriate Vice President, establishes salaries for all College employees other than the President. This applies to all new hires as well as employees who may transfer from one position or level to another, whether temporarily or for ongoing periods. Salaries for staff are based on position level ranges and take into consideration experience and certain market factors.

The Staff Salary and Position Classification Plan was developed utilizing the National Position Evaluation Plan as a basis, modified to reflect language more applicable to a community college environment. The factors and criteria upon which each position is evaluated are more descriptive of the staff positions found in a community college and provide a more valid analysis in determining the differences between positions in terms of their relative requirements. Each position is evaluated in terms of its minimum requirements to determine the degree of skill, effort, responsibility, and working conditions in relation to other positions within the college. The positions are evaluated without considering the qualifications of the incumbents or their rates of pay. Positions are also evaluated without regard to race, sex, age, national origin, veteran’s status, and physical or mental handicap.

In interviews with the management of the College, and in accordance with the criteria established by the plan, each position has been evaluated based on eleven separate requirement factors:

• TRAINING  
  ➢ Knowledge  
  ➢ Experience

• INITIATIVE  
  ➢ Complexity of duties  
  ➢ Supervision received

• RESPONSIBILITY  
  ➢ Impact of errors  
  ➢ Contacts with others (internal and external)  
  ➢ Confidential data

• JOB CONDITIONS  
  ➢ Mental attention/visual demands  
  ➢ Working conditions
SUPERVISION

- Character of supervision
- Scope of supervision

Positions that do not supervise other employees were not evaluated using the “Supervision” factors.

Each factor evaluated has up to six degrees with a weighted point factor assigned to each degree. Points are accumulated for each position and the total number of points for each position determines the level to which the position is assigned.

There are a total of 22 position levels in the plan. Each position at the College is assigned to one of those levels. The pay differential between each level is nine percent (9%).

Staff Salary Computation Worksheet

The Staff Salary Computation Worksheet is used to compute the annual salaries for new staff, current staff who transfer to other staff positions, current part-time staff who become full time, and faculty who transfer to staff positions.

The maximum salary offer should not be beyond the mid-point of the level. However, in the event there is a shortage of qualified candidates available for the position or it is determined to be in the best interest of the College to employ an individual with a particular set of skills relevant to the position, a “Demand Factor” may be applied regardless of whether the salary computation is below or above the mid-point. Any requests for a demand factor must be approved by the President of the College.

Determination of New Position Level

The level of a new position in the Western Piedmont Community College Staff Salary Plan will be determined using the same criteria for evaluation of all staff positions.

The appropriate Vice President will make a recommendation to the college President who makes the final decision. The College may approve the use of an outside consultant to assist in this process and conduct all new position level assignments.

In the event the key job duties and responsibilities of an existing position are significantly changed, the appropriate Vice President will make a recommendation to the President regarding whether or not it is, in fact, a new position or if it is an existing position that has had a significant change in duties. The President will determine whether the position is a new position or an existing “changed” position. Once the President makes this determination, the position will be evaluated and leveled in accordance with the appropriate section of this plan.

Hiring of Temporary Employees

Individuals hired for temporary assignments may not be hired at a rate greater than the minimum for the position level without the approval of the appropriate Vice President of the College.
Placement Within a Level: Reassignment to a Position in a Higher Level

Employees may be selected for a position in a higher level than their current assignment. If the assignment is to the next higher pay level, the employee will receive up to a 9% increase (i.e. remain at the same point within the pay range). If the reassignment is to a position at least two (2) levels higher, the employee’s salary in the new position will be the greater of:

1. an increase equal to the 9% percent differential between the position levels (that is, only one 9% increase) or,
2. the salary as computed on the **Staff Salary Computation Worksheet**.

If the salary assignment is determined by the Staff Salary Computation Worksheet, the maximum salary allowed shall not exceed the mid-point of the new position level range. Any exception to this must be approved by the President of the College.

Reassignment to a Position in a Lower Level

If the assignment is to a level lower than the current level, the employee’s new rate of pay will be determined as follows:

1. If the assignment to the lower level is required by the College, the employee will remain at his/her current rate of pay, not to exceed the maximum of the new level to which the employee is assigned unless otherwise approved by the President.
2. If the assignment to the lower level is the result of a request from the employee, the new rate of pay will be at the same point within the new range as the employee’s previous rate of pay in the previous range, or the employee’s salary as computed on the staff salary computation worksheet, whichever is greater.

Temporary Assignment to a Position in a Higher Pay Level

Occasionally, employees may be asked to temporarily assume some or all of the duties of a vacant position in a higher level than their regular job. When this occurs, the employee will continue to receive their current rate of pay. However, if the assignment continues for more than 30 calendar days, the employee may be eligible for additional retroactive compensation upon approval by the President of the College.

Salaries of Faculty Who Transfer to a Staff Position

Faculty of Western Piedmont Community College who transfer to a “staff” position will have their beginning staff pay calculated as follows:

- Once the level of the position has been determined, the salary will be computed using the **Staff Salary Computation Worksheet**. For purposes of this computation, years of service at Western Piedmont Community College in a teaching position will be given an experience quotient of 75%. Faculty years of service at another community college will be given an experience quotient of 50%. All other experience will be determined in accordance with the **Staff Salary Computation Worksheet**.
- The maximum salary for which faculty will be eligible shall be the mid-point of the position level salary range to which they are being assigned.

Reprinted/Effective: December 2011
Any pay assignment greater than the mid-point must be approved by the President of the College.

**Salaries of Staff Who Transfer to Faculty Positions**

Staff of Western Piedmont Community College who transfer to a “faculty” position will have their beginning faculty rate of pay calculated in accordance with the Faculty Salary Placement Form found in the Faculty Salary Plan.

**Determination of Existing Position Request for Re-leveling**

If a position incurs significant change in the duties/responsibilities, a Request for Position Re-leveling must be completed and submitted to the appropriate Vice President. The Vice President will either approve or disapprove the request. If approved, the request will be forwarded to the Executive Vice President/CFO who will make the final decision. Requests for re-leveling will normally be considered once each year and must be submitted to the Executive Vice President/CFO during the annual budget process. Exceptions must be approved by the College President.

The College may approve the use of an outside consultant to conduct all existing position requests for re-leveling. Requests for re-leveling need not always result in an assignment to a new pay level.

If the re-evaluation results in the position being placed in a lower level, the employee’s pay will not be reduced but will remain at the same rate as before the re-leveling. If the re-evaluation results in the position being placed in a higher level than previously assigned, an increase will be considered. Any increase awarded will be at least at the minimum of the new level.

**Conversion of Salary to Hourly Rate of Pay**

A “salary” that is expressed in terms of an annual salary may be converted to an hourly rate of pay by taking the annual salary and dividing that amount by 2080 hours.

**Recognition of Advanced Degrees**

The College encourages its employees to advance their education by pursuing and achieving advance degrees. Full-time employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment, or an additional degree, shall receive a pay increase according to the following conditions:

- The employee must receive approval in writing from the appropriate Vice President before the coursework begins, which indicates that additional compensation will be forthcoming subsequent to the degree being awarded. Employees should use the form entitled “Request for Educational Salary Level Increase”.

Reprinted/Effective: December 2011
• The employee must provide evidence of coursework completion and the degree awarded.

• The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee’s work at the College.

• Degrees acceptable for the increase are: Bachelors, Masters, Specialist, and Doctorate.

• No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that they complete such a degree as a condition for continued employment.

• During periods of limited budget availability, Trustees may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

• Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by May 1st to be eligible to receive the salary increase at the next effective date.

The amount of annual pay increase shall be set in accordance with the following table:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Specialist</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>$1,200</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Associate</td>
<td>$1,200</td>
<td>$1,500</td>
<td>$1,500</td>
<td>-----</td>
</tr>
<tr>
<td>Bachelors</td>
<td>-----</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Masters</td>
<td>-----</td>
<td>-----</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Specialist</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

All advanced degree salary increases are subject to the approval of the College President.

**Periodic Review of Pay Levels**

In an effort to maintain the integrity of the WPCC Staff Pay Plan and to ensure that the pay ranges in each level remain competitive with the “market”, the College will periodically undertake a review of its pay levels. As a general rule, this review will take place at least every three years. The College reserves the right to utilize an independent consultant to conduct the review.

**Compensation Beyond a Pay Level Maximum**

It is understood that, under certain circumstances, an employee’s salary may be more than the maximum of the range for that level. For future salary increases, employees whose pay is in excess of the level maximum shall not be eligible for future increases except those mandated by the North Carolina General Assembly.
Exceptions

Exceptions to any policies or procedures contained in this Faculty Salary Plan can occur upon the discretion of and approval by the President. Such exceptions will occur when the President deems it in the best interests of the College to do so and will be documented appropriately for future reference.

Effective Date of Pay Plan

This pay plan, as voted on and approved by the College’s Board of Trustees effective July 1, 2008, replaces and supersedes any previous pay plans in effect prior to the adoption date. *(STAFF SALARY AND POSITION CLASSIFICATION PLAN, approved by Trustees on June 2, 2008.)*
EMPLOYMENT OF FULL-TIME EMPLOYEES

The President has delegated to special committees and to appropriate supervisor’s responsibility for the recruitment, selection, and recommendation of faculty, administrative, professional, and other employee appointments. The procedures governing these policies are outlined below:

1. Initial Appointments: When a vacant, budgeted full-time position is to be filled, the head of the appropriate division or the Supervisor applies to the President, through administrative channels, for permission to initiate recruitment. Depending on the position classification, such application necessitates the completion of either a Request for Faculty/Administrative/Professional Position or a Request for Classified Staff Positions.

2. Recruitment Process for All Employment Classifications: Once all approvals for a Request for Faculty/Administrative/Professional Position or a Request for Classified Staff Position has been received, the Director of Human Resources will initiate posting and advertising as follows:

   2.1 Internal Applicants: Initially, with the exception of the College’s Internal Transfer/Reassignment policy, all vacancies are posted to the attention of internal candidates. Employees interested in posted vacancies must apply by deadline. With few exceptions, positions are posted internally for five (5) workdays.

   2.2 Job Posting: Job posting is not required for internal transfers/reassignments to existing vacant positions or under extenuating circumstances that may adversely affect operation of the institution.

   2.3 Outside Applicants: If sufficient pools of qualified applicants exist internally, there may not be a need to advertise externally. If a sufficient pool of qualified applicants does not exist, there may be a need, however, to broaden the field of applicants, in which case the position will be advertised on the open market with all qualified applicants receiving equal consideration.

   2.4 Advertising: Appropriate advertising may include: (a) Western Piedmont Community College’s website, www.wpcc.edu; (b) Office of Human Resources, North Carolina Community College System; (c) North Carolina Employment Security Commission; (d) Burke County NAACP; (e) appropriate scholarly/professional journals; (f) affirmative action publications; (g) any special media; (h) any qualified applicant in the College’s active files; (i) appropriate higher education institutions; and (j) local or area newspapers.

3. Selection Committees

   3.1 Curriculum Faculty: The Division Dean will normally serve as chair of the committee. The committee should consist of at least three faculty within the division and one from a related division.
3.2 **Administrative and Professional Staff**: The Division Dean or Vice President will normally serve as chair of the committee. The committee should consist of at least two staff within the division and one from a related division.

3.3 **Technical, Clerical, and Other Staff**: The direct supervisor may choose to be the sole interviewer or may request others in the division or outside of the division to assist with the selecting and interviewing of applicants.

4. **Selection Committee Procedures**: The Selection Committee or Supervisor shall thoroughly review all applications and accompanying materials and choose those candidates whom they wish to interview. If letters of recommendation, transcripts, or other required materials, have not been received, the Director of Human Resources will ask the candidate to provide them prior to scheduling an interview. The chair of the committee or the supervisor may also choose to make telephone references. In some recruitments, the Selection Committee may request the appropriate program advisory committee to assist in the selection process.

5. **Application for Employment Procedures**:
   5.1 **Curriculum Faculty**: All Curriculum Faculty applicants will be required to submit a WPCC Application for Employment, Resume, three letters of recommendation, and College Transcripts (unofficial copies will suffice; if hired, official transcripts are required.) These forms and credentials must be sent to the Director of Human Resources. The completed application and other documentation will be sent to the chair of the Selection Committee.

   5.2 **Administrative and Professional Staff**: All applicants will be required to submit a WPCC Application for Employment, Resume, three letters of recommendation, and College Transcripts (unofficial copies will suffice; if hired, official transcripts are required.) These forms and credentials must be sent to the Director of Human Resources. The completed application and other documentation will be sent to the chair of the Selection Committee.

   5.3 **Technical, Clerical, and Other Staff**: All applicants will be required to submit a WPCC Application for Employment, and if applicable, a resume and College Transcripts (unofficial copies will suffice; if hired, official transcripts are required.) These forms and credentials must be sent to the Director of Human Resources. The completed application and other documentation will be sent to the Supervisor or chair of the Selection Committee. In addition to the submittal of required forms, applicants may be required to take a skills test in accordance with standardized procedures.

6.0 **Travel Arrangements and Expenses**: Travel arrangements and expenses are the responsibility of the candidate. In unusual circumstances, budgetary clearances for reimbursement of travel expenses from State funds may be approved when authorized by the President and arranged in accordance with existing State policies.
7.0 Final Selection Procedures:

7.1 Curriculum Faculty: The appropriate dean will verify references and prior employment experience on the “Curriculum Faculty Documentation Verification” form. The Selection Committee will then submit to the President, through the Vice President for Academic Affairs, and the Executive Vice President, recommendation(s) for employment or, when appropriate, continuing or reopening the search. The President will review the recommendation(s) and take appropriate action. When a recommendation has been approved, the Director of Human Resources will contact the candidate, review the position, salary, effective date of employment, any special conditions or contingencies required and make an offer of employment. Upon acceptance of the position the Board of Trustees will be notified by the President of the candidate’s employment.

7.2 Administrative and Professional Staff: The Chair of the Committee will complete reference checks on the top candidate(s) and verify past employment history. After the verification process is clear, the Selection Committee will submit to the President, through the appropriate Vice President and the Executive Vice President, recommendation(s) for employment, or, when appropriate, continuing or reopening the search. The President will review the recommendation(s) and take appropriate action. When a recommendation has been approved, the Director of Human Resources will contact the candidate, review the position, salary, effective date of employment, any special conditions or contingencies required and make an offer of employment. Upon acceptance of the position the Board of Trustees will be notified by the President of the candidate’s employment.

7.3 Technical, Clerical, and Other Staff: The appropriate supervisor or the Director of Human Resources will check references and verify employment history. Once the verification is complete, the supervisor will recommend a candidate to the President through the appropriate Vice President and Executive Vice President. Upon approval by the President, the Director of Human Resources will make the official offer to the candidate. The candidate will receive notification of appointment from the President. Upon acceptance of the position the Board of Trustees will be notified by the President of the candidate’s employment.

8.0 Notification to Payroll: Once an offer of employment has been made and accepted, payroll action is initiated by the Director of Human Resources.

Before assuming the duties of the position, each new employee is required to complete several forms: (a) federal withholding exemption certificate; (b) state
withholding exemption certificate; (c) employee benefits applications; and (d) payroll forms.

9.0 **Required Official Documentation of Credentials:** The Department of Human Resources will notify the new employee that official transcripts must be received within 30 days of employment. It is the responsibility of the faculty or professional staff member to have official transcripts sent directly to the Director of Human Resources. The Director of Human Resources will notify the appropriate dean or vice president if transcripts are missing or if credential justification is needed. For curriculum faculty, the Division Dean will ensure that official college transcripts are received or written justification for each faculty member exists. If Human Resources has not received the required credentials within the 30-day period, the employee, appropriate dean, and Vice President will be notified. The employee will be required to provide appropriate documentation within 21 days of this notification. Non-compliance could result in termination of the employment contract.

**Background Checks**

All candidates recommended for hire in full-time positions will be subject to a criminal history record check in an effort to determine if the candidate has the proper character and integrity to perform the responsibilities of the position. Criminal history record checks may also be required for applicants recommended for part-time positions. Depending on specific position responsibilities, other background checks such as credit analysis and driving history may be required of recommended candidates and current employees. The candidate or employee may be required to provide any other information necessary to conduct the criminal history check. All applicable background checks will be conducted at the College’s expense.

If a recommended candidate has a history of criminal activity, it will be considered along with other information, including any explanation from the application, to determine whether the applicant should be hired. The employment decision will be based on whether the candidate (1) poses a threat to the physical safety of students or personnel, or (2) has demonstrated that he or she may not have the integrity or honesty to fulfill the duties of the position. Background information will be researched and evaluated in a consistent and non-discriminatory manner.

False or omitted information on an employment application or employee failure to report criminal history information may be a basis for denying employment. Results of applicable background record checks will be handled according to state guidelines.

*(EMPLOYMENT OF FULL-TIME EMPLOYEES, amended by Trustees February 5, 2014.)*
3.5
INTERNAL TRANSFER/REASSIGNMENT

In order to minimize the disruption of College operations and activities due to personnel changes (retirements, demotions, dismissals, vacated positions, or reorganization), the President may elect to transfer or reassign employees with consideration given to the needs of the College. Internal transfers or reassignments are a change in a position or status resulting from assignment to a position other than the one presently occupied by the incumbent.

Transfers or reassignments may involve promotions, demotions, or lateral moves. Positions left vacant due to transfers will be subject to the College’s normal recruitment process.

When an employee is promoted or reassigned to a higher level position and the employee’s current monthly salary falls within the range of the higher class, it may remain the same or be increased to any salary in the higher range. Exceptions will be made only by the President.

When an employee is demoted or reassigned to a lower level position and the employee’s current monthly salary falls within the range of the lower class, it may remain the same or be decreased to any salary in the lower range. If however, the employee’s present monthly salary is above the maximum of the range for the lower class, the salary will be reduced at least to the maximum of the lower range. Exceptions will be made only by the President.

(EMPLOYMENT OF FULL-TIME EMPLOYEES, amended by Trustees on July 21, 2003, and on February 4, 2008.)
EMPLOYMENT PREFERENCE FOR VETERANS

In employment decisions Western Piedmont Community College will provide an employment preference for veterans as defined in G.S. 128-15 and per the North Carolina Administrative Code.

Definitions:
1. "A period of war" includes World War I (April 16, 1917, through November 11, 1918), World War II (December 7, 1941, through December 31, 1946), the Korean Conflict (June 27, 1950, through January 31, 1955), the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975), or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.
2. “Veteran” means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.
3. “Eligible veteran” means:
   a. a veteran who served during a period of war; or
   b. the spouse of a disabled veteran; or
   c. the surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service; or
   d. a veteran who suffered a disabling injury for service-related reasons during peacetime; or
   e. the spouse of a veteran who suffered a disabling injury for service-related reasons during peacetime; or
   f. The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

In all evaluations of applicants for positions at the College, a preference shall be awarded to all eligible veterans who are citizens of the State and who served the State or the United States honorably in either the army, navy, marine corps, nurses' corps, air corps, air force, coast guard, or any of the armed services during a period of war. This preference applies to initial employment with the State and extends to other employment events including subsequenthirings, promotions, reassignments, and horizontal transfers.
EMPLOYMENT OF PART-TIME CURRICULUM FACULTY

The interview for part-time curriculum faculty will be conducted by the appropriate supervisor, usually the Department Head and other appropriate personnel as necessary. Department Head will forward a recommendation to the Division Dean for each part-time instructor.

**Required Official Documentation of Credentials:** The Dean will notify the new employee that official transcripts must be received within 14 days of employment. It is the responsibility of the faculty member to have official transcripts sent directly to the Divisional Curriculum Division Assistant. Once all required paperwork is received by the Office of Human Resources, the Director of Human Resources will notify the appropriate dean if transcripts are missing or if credential justification is needed. The Dean will act promptly in communicating to the faculty member that additional documentation (official transcripts) must be received by a reasonable date or written justification for each faculty member exists. Non-compliance from the faculty member could result in termination of the employment contract.

**Evaluation:** All first time instructors must be evaluated each semester during their first year (3 semesters) of employment by using student evaluations and an administrative evaluation. After the first year of employment, each part-time instructor will receive a student evaluation for each class and each semester. An administrative evaluation will be completed once per year. For any subsequent hiring, the Division Dean must send a contract (complete with signatures) to the Vice President for Academic Affairs for approval.

**Workload:** Part-time curriculum faculty workload will be limited to ¾ of the full-time faculty workload as referenced in Policy 3.30. Any exceptions to part-time faculty load must be approved in advance by the Vice-president of Academic Affairs.

*(EMPLOYMENT OF PART-TIME CURRICULUM FACULTY, amended by Trustees on July 21, 2003 and February 4, 2013)*
3.8

GUIDELINES FOR PROFESSIONAL POSITIONS

The employment of an individual in a professional position is based on the assumption that the employee is qualified to fulfill the requirement of the position and will make every effort to carry out the duties and responsibilities assigned to the position. Persons accepting employment with the College are required to recognize the legal basis of the Community College System in North Carolina and to support the mission and goals of Western Piedmont.

Each employee should be familiar with College procedures and supervisory channels provided in this manual, Organizational Charts, and the General Catalog. The continuing development and success of Western Piedmont Community College is directly dependent upon the support derived from cooperative work, positive attitude, and compatible philosophy demonstrated by each employee.

The College shall guarantee and protect academic freedom as it applies to each member of the College community and, in turn, shall require the exercise of responsible judgment in the use of such freedom by each individual. Written evaluations shall be completed under established policy on each individual by the immediate supervisor. The evaluation will be discussed by the supervisor with the individual being evaluated.

For curriculum faculty, the range of a full-time teaching load is based upon the calculation of work units which depends upon the nature of the assignments, committee appointments, quasi-administrative duties, and other assigned responsibilities. Faculty may be assigned to teach in the day or evening program of the College as needed, or in any division. In the event that a work unit load does not develop for a full-time teacher, it is agreed that the College may assign the faculty member to assist with professional level assignments outside of his/her academic field.

All employees are expected to be characterized by high professional standards and by a concern for the rights and feelings of their colleagues. All contracts for services entered into by the College are subject to the availability of funds from the North Carolina Community College System, and/or other funding sources for which funds are derived for payment of contracted services.

GUIDELINES FOR PART-TIME INSTRUCTIONAL POSITIONS

It is the policy of the State and the College to pay part-time instructional employees only for hours actually contracted, up to the maximum shown on the contract. Class periods missed because of illness or other absences must be made up in order for the instructor to be paid for this work. Part-time employees that work 30 hours or more a week, on a consistent basis will also be entitled to health insurance, supplemental benefits and retirement benefits. There are no provisions for part-time employees for sick leave with pay, paid vacations or holidays.

Reprinted/Effective: December 2011
In cases of termination due to insufficient enrollment, the College has the authority to use discretion in determining if any pay is due the instructor. Generally, the instructor will be paid for any classes or other activities taught or attended, but will not be paid for classes or activities not attended. The College shall guarantee and protect the academic freedom of instructors, and shall require the exercise of responsible judgment in the use of such freedom by each individual.

Contracts for part-time instructional services become null and void if, in the judgment of the Vice President for Academic Affairs, there is insufficient beginning or continuing enrollment of students in the course. Any contract for part-time instructional services becomes null and void if justifiable cause for dismissal of the instructor can be shown by the College.

Notice of termination of contract shall be made in writing to the part-time instructor listing the reason(s) and stating the effective date and time of termination. This notice shall be initiated by the immediate supervisor and approved by the President. Cause shall consist of one or more of the following: (a) neglect of duty and responsibility which impairs instruction and other services expected by the College including, but not limited to, such things as absences, failure to prepare for classes, failure to observe good housekeeping and safety practices; (b) professional incompetence; (c) conduct when acting in behalf of the College, professional or personal, involving moral turpitude, dishonesty, use of profane or obscene language or conduct, intentional disruption or obstruction to any College activity, being under the influence of alcohol or illegal drugs, or being in violation of ordinances, laws, or statutes of the State of North Carolina or Burke County; (d) an incapacitating disability during the period of the contract; and (e) emergent conditions, financial or otherwise, beyond the reasonable control of the College, which require termination of contract.

Faculty contracts constitute an agreement to conduct course instruction, properly assess student work and agreement to submit required documentation. Failure to submit required documents; including, but not limited to, employee application materials, course rosters, 10% reports, and grades; will constitute failure to complete the contract. Faculty members who do not submit required college documents will have the final installment of their pay held until such materials are submitted.
3.9

GUIDELINES FOR STAFF MEMBERS

The employment of College staff is based on the assumption that the employee is qualified to fulfill the requirements of the position, and that the employee will make every effort to carry out the duties and responsibilities assigned to that position. Persons accepting employment with the College are required to recognize the legal basis of the Community College System in North Carolina and to support the mission and goals of Western Piedmont Community College.

In support of the College’s goals, each employee is expected to provide friendly and courteous service to faculty, staff, students and the general public; to become familiar with College procedures provided by the employee’s supervisor; and to report to work on time. Written evaluations shall be completed under established policy on each individual by the employee’s immediate supervisor. The evaluation will be discussed by the supervisor with the individual being evaluated.
3.10

GUIDELINES FOR VOLUNTEER ASSISTANCE

Volunteer Activities: Volunteers may provide assistance to Western Piedmont Community College in a variety of ways to be determined by the appropriate Division Deans and Vice President.

For efficient use of staff and volunteer time, volunteers will be asked to do only tasks that require minimal training.

Volunteer Orientation: Each volunteer is required to be given an orientation session which will include introduction to staff and facilities, review of appropriate policies, expectations of the College, and supervision and work review procedures.

Volunteer Training and Supervision: Each volunteer will be trained and supervised by a full-time staff or faculty member. The staff or faculty member who provides training and supervision of the volunteer will be determined by the task the volunteer is asked to perform.

If a volunteer has difficulty performing a task (i.e., finding the task too tiring, making numerous errors, etc.), the volunteer may ask or be asked to perform a different task. If there are no tasks that the volunteer can perform successfully, the volunteer will be asked to seek another agency for possible volunteer service. Volunteer service may be discontinued at any time by either the volunteer or the College.

The use of volunteers should provide increased efficiency and effectiveness of College operations. If the College determines that the use of a particular volunteer is having a negative impact on College services, that volunteer will be asked to discontinue volunteer service.

Volunteer Requirements

Individuals who wish to provide volunteer service to Western Piedmont Community College shall meet the following requirements:

1. Volunteers must complete a “Volunteer Assistance Information Sheet” to be placed on file with the Office of Human Resources;

2. Volunteers must be at least 18 years of age or older;
3. Volunteers will dress cleanly, neatly, and appropriately for the tasks they will be performing;

4. Volunteers will be required to work out a schedule with the College staff or faculty member who supervises them. The agreed upon schedule is to be posted so that others can be informed as to the volunteer’s duty schedule;

Reprinted/Effective: December 2011
5. Volunteers will regularly report at their scheduled times. If a volunteer cannot come at the scheduled time, the volunteer will call his/her supervisor so that necessary adjustments in workflow can be made; and

6. A request for the use of a volunteer must be submitted to the Office of Human Resources and approved by the appropriate Division Dean and Vice President.

Length of Service and Volunteer Evaluation

Volunteer Service: Specific tasks assigned for volunteer service are to be determined by the designated supervisor. Unless otherwise stated, the initial volunteer period will be until the end of the semester during which the volunteer service first begins. After the initial service period and based upon a satisfactory volunteer evaluation, volunteer service will be extended on a semester-by-semester basis as needed.

Evaluation: Volunteers will be evaluated at the end of each service period. A volunteer will be required to have an “acceptable” evaluation to continue in a volunteer capacity at Western Piedmont Community College.

Volunteer Reports: Service records and reports will be maintained on each volunteer for a minimum of five years. These reports will be maintained in the Office of Human Resources and will be available for review by College staff or faculty and the individual volunteer upon request.

Volunteer Service Information: Upon request, the following information regarding periods of volunteer service may be disclosed:

- Name of volunteer;
- Date or dates of service or time period(s) of volunteer service completed; and/or
- Whether volunteer services performed during the service period were “acceptable” or “unacceptable.”
3.11

USE OF STUDENT INTERNS

Western Piedmont Community College encourages arrangements with senior institutions which allow their students to perform internships on our campus. Before an intern can be assigned any responsibilities at Western Piedmont, approval must be obtained from the College President and the appropriate Vice President. Interns will not be paid for their work at Western Piedmont, nor reimbursed for travel expenses except those incurred in assigned College business. Interns should not be given full authority for decisions relating to their assignments at the College. Final authority resides with the full-time College employee assigned to supervise the intern. The following procedures must be followed:

1. A memorandum prepared by the supervisor giving information on the intern and the responsibility to be assigned. This will be routed through the line of authority to the President. A letter of reference/referral from the intern’s home institution must accompany this memorandum;

2. If the intern and the work is approved, a standard application for a position at the College will be completed and placed in the Office of Human Resources along with the memorandum, the letter of reference/referral, and approvals;

3. When the intern comes to work, this person should be introduced to all of the administrators in the line of authority through the President and other faculty and staff with whom the intern will be closely working; and

4. The intern, during the stay at Western Piedmont, should be encouraged to make an appointment with the head of each major component of the College to find out the scope of activities of each component. The intern should also be encouraged to attend divisional and College committees to learn how they function. Upon completing the assignment, the intern should complete a summary report of the activities conducted while at Western Piedmont and an overall evaluation of their experience at the College. This should be routed from the supervisor through the line of authority and placed in the personnel file.
EMPLOYEE CLASSIFICATIONS

Curriculum Faculty: The College does not classify teaching faculty by rank; however, certain curriculum instructors may be assigned the additional responsibility of “Program Coordinator or Department Head.”

Type of Instructor: A regular full-time instructor is a person designated as filling a regular State funded instructional position. Part-time instructor is a person designated as filling a part-time position, contracted to teach one or more specified courses for a specific semester, and at an hourly rate of pay. No fringe benefits, other than Social Security, are available for part-time instructors (unless they teach 30 or more hours per week on a consistent basis), and they have no expectations or obligations of continued employment beyond the contract period.

Types of Instructional Positions: (1) Regular Instructional Position – A full-time position allotted to the institution under the State budget and internally allocated within the institution to a division or program; (2) Temporary Instructional Position – a position temporarily allocated within the institution to a division or a program. Persons filling temporary instructional positions will have no expectations or obligations of continued employment beyond that specified in the contract; and (3) Part-time Instructional Position – allocated to a division or program on a semester basis, and is filled by an instructor paid on an hourly basis under a short-term contract as described above.

Employing Authority for Curriculum Faculty: All instructors hired for nine months or more are employed by the Trustees upon recommendation of the President. In special situations, a regular full-time instructor may be placed on a temporary administrative appointment by the President, with such appointments to be reviewed and confirmed by the Executive Committee of the Trustees at its next scheduled meeting. The President, or designee, is authorized by the Trustees to hire part-time instructors based upon educational program needs and within budgeted funds available.

Appointment of Instructional Personnel: All instructional personnel filling regular full-time or other designated positions for nine months or longer shall be appointed initially by the Trustees, upon recommendation of the President, on the basis of an appropriate contract. All temporary or part-time personnel may be appointed by the College administration for a period specified in the contract. Faculty designated as regular full-time instructors in curriculum divisions may have contracts renewed at the termination of the contract period by the Trustees. Instructional personnel serve on the basis of terms specified in their contracts and are subject to the conditions set forth in their contracts.

Non-Instructional Administrative and Professional Staff: Administrative and professional staff are subject to the same constitutional protections as are instructional faculty and dismissal may not be based upon: (1) the staff member’s exercise of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution;
(2) discrimination based upon the staff member’s race, color, sex, religion, ethnic origin, age, disability, or association; or (3) personal malice.

Administrative and professional staff serve on the basis of terms specified in their contracts and are subject to the conditions set forth in their contracts. Administrative and Professional Staff include Vice Presidents, non-Academic Division Deans, Directors, Librarians, Coordinators (non-curriculum faculty and may vary depending on the outcome the testing the position responsibilities and duties), Controllers, and such other employees as may be classified in their job descriptions or employment contracts.

**Appointment of Administrative and Professional Staff:** All administrative and professional staff filling regular full-time or designated positions for nine months or longer shall be appointed initially by the Trustees, upon recommendation of the President, and employed on the basis of an appropriate contract. All temporary or part-time personnel may be appointed by the College administration for a period specified in the contract. Subsequent contracts for full-time administrative and professional staff may be renewed at the termination of the contract period by the Trustees.

**Employing Authority for Classified Staff:** All Classified Staff shall be employed by the President of the College, or designee, for the period specified in the letter of appointment. This letter of appointment shall also specify the job title and the salary rate for the position. Subsequent appointments will be by letter of appointment from the President of the College, or a designee, for the period specified in the letter of appointment. This letter of appointment shall also specify the job title and the salary rate for the position. All letters of appointment for Classified Staff shall contain a clause indicating that employment may be terminated with two weeks’ notice given by either party. All appointments are also subject to the College receiving sufficient funds for that position.

**Classified Staff (other than Faculty, Administrative, and Professional):** Classified Staff, with the exception of probationary employees, are subject to the same constitutional protections where dismissal may not be based upon: (1) the exercise of rights guaranteed by the First Amendment to the U.S. Constitution or by Article I of the N. C. Constitution; (2) discrimination based upon the staff member’s race, sex, religion, ethnic origin, age, disability, or association; or (3) personal malice. Classified Staff serve on the basis of terms specified in their contracts.

**Probationary Employment:** This term refers to the first 90 calendar days of employment in a full or part-time regular position. Such full-time employees are eligible for all College benefits, with the exception of the grievance procedures.

*(EMPLOYEE CLASSIFICATIONS amended by the Trustees on February 4, 2008.)*

Reprinted/Effective: December 2011
EMPLOYMENT CATEGORIES AND BENEFIT DEFINITIONS

1. **Full-time Regular Employment:** This term refers to a forty-hour per week job assignment that, for its duration, normally consists of five eight-hour days. Full-time regular employees are eligible for all benefits of the College.

2. **Part-time Employees with Benefits:** Staff employed on a continuous basis for a minimum of nine months per year and who work a minimum of 30 hours a week may be eligible for limited benefits.

3. **Full-time Temporary Employment:** A job assignment on a continuous basis for a limited time, which consists of a weekly schedule of 40 hours. Employees with a temporary appointment do not receive employee benefits.

4. **Part-time Temporary Employment:** A job assignment for a limited time which, for its duration, normally consists of a schedule of fewer than thirty hours per week. Employees with a temporary appointment do not receive employee benefits.

TERMS OF EMPLOYMENT

**Probationary Period (Classified Staff):** All regular classified employees will be considered on probation for a period of ninety (90) days following employment, during which time the employee’s supervisor will evaluate his or her work and suitability for the position. During this ninety-day probationary period, the employee may be disciplined or terminated without recourse. All College policies and conditions of employment, except the use of the grievance procedures, shall be applicable during the probationary period. If the employee successfully completes the ninety-day probationary period, the employee will be evaluated in writing by his/her supervisor two weeks before the ninety-day period has ended, and the employee will be either: (a) retained in the current position; (b) transferred to a more suitable position if available; or (c) terminated.

**Promotions and Transfers (All Employees):** A promotion is defined as the movement of an employee from one job classification to a position in another classification with a higher salary range. A promotion may be within the employee’s current position, current division, or another area of the College. A transfer is defined as the lateral movement of an employee from one position to another within the same job classification, or to a position in another job classification assigned to the same salary range. A transfer may be within the same division or another area of the College.

An employee who wishes to apply for a vacancy within the College must do so through the Office of Human Resources. A new application for employment must be completed by the individual desiring a promotion or transfer. Before an employee may be considered for a job...
vacancy, he/she must meet the minimum job requirements for that position. All applicable skills tests must be retaken.

The employee seeking a promotion or transfer is expected to inform the immediate supervisor of the desired move before the Office of Human Resources will refer the employee for an interview. Promotion and transfer opportunities are not used to perpetuate the employment of an unsatisfactory employee. It is the responsibility of the supervisor to explain an unfavorable evaluation to the individual. When justification is sufficient to make the employee ineligible for a promotion or transfer, an administrative officer or supervisor is expected to follow through with corrective action.

An employee transferred to another position within the same job classification with a higher salary range is normally entitled to a pay increase. An employee may voluntarily accept a promotion without an immediate increase (or even at a decrease) because of extenuating circumstances.

**Demotions (All Employees):** A demotion is defined as a move to a position with less responsibility and a lower salary range. An employee may be offered a lower rate position in lieu of a separation because of the employee’s inability to perform in the current position. If an employee accepts the lower rated job, the rate of pay will remain at his/her current rate of pay, not to exceed the maximum of the new level to which the employee is assigned unless otherwise approved by the President. An employee may also be given the option of transferring to a lower rated job in lieu of separation because of a reduction in work force or other similar conditions.
3.14

PERSONNEL RECORDS

Official personnel records are maintained in the Office of Human Resources on all employees of the College occupying full-time and part-time positions. The College shall maintain in personnel records only information that is relevant to accomplishing personnel administration purposes. These are the sole property of the College and the confidentiality of all records is strictly enforced.

Personnel Information Changes: Employees should keep the Office of Human Resources informed of any changes in name, marital status, family membership, address, and telephone number. These types of status changes can affect the individual’s tax deductions, benefits, or a number of other important items.

Confidential Information: Employees must be careful not to disclose any information which might be considered confidential concerning records, or any other College information of a private nature.

Personnel File: All information in an employee’s personnel file shall be open to examination by the following persons:

1. The supervisor of the employee. For this purpose, supervisor is any individual in the chain of administrative authority above a given employee within the College;

2. The employee, or a properly authorized agent. The personnel file may be examined in its entirely except for:
   a. Letters of reference solicited prior to employment.
   b. Information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. The medical record may be disclosed to a licensed physician designated in writing by the employee. When medical information is obtained on any employee, the physician should indicate any information that should not be disclosed to the employee.

3.15

3. Upon written request to the Director of Human Resources, an employee may have access to his/her personnel file, excluding confidential pre-employment and medical information. A form for this purpose is available in the Office of Human Resources.

4. Employees, upon written request to the Office of Human Resources, may obtain photocopies of personnel records that are not of a confidential nature. The cost of copying will be paid by the individual at the current rate of cost.

5. Each individual requesting access to personnel information may be required to submit satisfactory proof of identity.

Reprinted/Effective: December 2011
Records of Former Employees: The same provisions for access to records apply to former employees as they apply to present employees.

Employees Objecting to File Material: An employee who objects to material in a file may place in the file a statement relating to the material considered to be inaccurate or misleading.

EMPLOYEE WORK WEEK AND SCHEDULES

The work week is a period of seven consecutive days, commencing at 12:00 a.m. Saturday and ending at 11:59 p.m. Friday. The workday commences at 12:00 a.m. and ends at 11:59 p.m. The normal work schedule consists of five eight-hour days for a total of forty (40) hours per week. Work schedules may vary according to job requirements. Certain work assignments are directly involved with maintaining safe and uninterrupted operation of the College’s physical plant, facilities, and property. Employees with such assignments may be required, as a condition of employment, to accept a flexible work schedule involving being “on call” or “on stand-by” in the event of emergency situations.

Exempt and Non-exempt Employees: Neither titles nor positions may be used in determining an employee’s exemption status. An employee’s exemption status is based on assigned duties, responsibilities, and (in some instances) rate of pay. Generally, employees in the following categories are exempt (may not earn) overtime compensation: Executive, Administrative, Managerial, Professional Non-Faculty, and Instructional Faculty. Generally, employees in the following occupational categories are not exempt from (may earn) overtime compensation: Technical and Paraprofessional; Secretarial and Clerical; and Skilled Crafts and Service Maintenance. Questions concerning exempt and non-exempt status are to be referred to the Director of Human Resources.

Overtime/Compensatory Time: Western Piedmont Community College does not pay for overtime work. When a non-exempt employee is officially scheduled by a supervisor to work more than forty (40) hours in a work week, such overtime will be compensated by giving time and one-half off from work. Additionally, in emergency type situations, non-exempt employees who are asked/required to work when the College is closed (holidays, weekends, inclement weather, power failure, etc.) shall count that work time as compensatory time at one and one-half rate. A minimum of two (2) clock hours, (three (3) hours compensatory time), should be given for these emergency calls. Such time off should be utilized by taking into consideration the customary workload within the department. Such practices include, but are not limited to: (a) the normal schedule of work, (b) anticipated peak work loads based on past experience, (c) emergency requirements for staff and services, and (d) the availability of qualified substitute staff. The amount of accumulated compensatory leave in excess of forty (40) hours must be used within a thirty (30) day period. Compensatory leave is lost when an employee is separated from the College. The employee’s separation date may not be moved forward in order to compensate for compensatory time.

Overtime for Lectures, Meetings, and Training (Non-Exempt Staff): Attendance at lectures, meetings, and training programs is counted as working time when the training is directly related to the employee’s job and is designed to make the employee handle the job more effectively.
Time spent in travel to and from training sessions is work time when it cuts across the employee’s workday. The employee is substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if the employee works from 8:00 a.m. to 5:00 p.m. from Monday through Friday, the travel time during these hours is work time. (The one-hour lunch break is not counted.) Time spent in travel outside of regular working hours is not considered work time.

Assignments given in training sessions to be completed outside of working hours are compensable hours. However, if time is allotted for assignments during regular working hours, this time is not compensable time. No more than four (4) compensable hours may be used outside working hours, each day, for assignments. Overtime earned during lectures, meetings, and training programs will be taken according to the College’s policy on “Overtime/Compensatory Time” above.

**Executive, Administrative, Managerial, and Professional Non-Faculty:** Each employee shall coordinate a work schedule with his/her immediate supervisor. The choices, if approved by the supervisor, may conform with one of the following schedules:

### Daytime Schedule

- 8:00 a.m. – 5:00 p.m.
- 8:30 a.m. – 5:00 p.m.
- 8:30 a.m. – 5:30 p.m.

One-hour lunch

One-half hour lunch

### Evening Schedule

- 1:00 p.m. – 10:00 p.m.
- 1:00 p.m. – 9:30 p.m.
- 1:30 p.m. – 10:00 p.m.

One-hour dinner

One-half hour dinner

### Instructional Faculty: **Upon completion of the Curriculum and Continuing Education class schedules for each semester, the Division Deans shall project a teaching load for each member of his/her division. The instructor’s schedule shall include contact and credit hours as well as office hours. Faculty work schedules shall normally be scheduled five days per week, with a minimum of thirty hours per week on campus. Teaching loads shall be based on the needs of the College and the division and in accordance with the Full-Time Equivalent (FTE) formula, during day and evening hours. The Division Deans will submit copies of the completed class and office schedules to the Vice President for Academic Affairs for filing and other dissemination. The instructor’s thirty-hour weekly schedule shall be prominently displayed at or near his/her office door.**

Reprinted/Effective: December 2011
Technical/Paraprofessional and Secretarial/Clerical: Each employee shall coordinate a work schedule with his/her immediate supervisor. With approval of the supervisor, an employee may alter a work schedule for a limited time to accommodate peak work hours.

Within each workday, employees may be allowed two 15-minute breaks away from their work stations. Work Schedules, if approved by the supervisor, may conform with one of the following schedules:

**Daytime Schedule**

- 7:30 a.m. – 4:30 p.m.  
  One-hour lunch
- 8:00 a.m. – 5:00 p.m.  
  One-hour lunch
- 8:30 a.m. – 5:00 p.m.  
  One-half hour lunch
- 8:30 a.m. – 5:30 p.m.  
  One-hour lunch

**Evening Schedule**

- 1:00 p.m. – 10:00 p.m.  
  One-hour dinner
- 1:00 p.m. – 9:30 p.m.  
  One-half hour dinner
- 1:30 p.m. – 10:00 p.m.  
  One-half hour dinner

**Skilled Crafts and Service Maintenance**: Each employee shall be assigned a work schedule that adheres to the guidelines below. Variations from the schedule may be authorized by the Vice President for Administrative Services. Within each workday, employees may be allowed two 15-minute breaks away from their work stations.

**Environmental Services**

- 6:00 a.m. – 3:00 p.m.  
  One-hour lunch
- 6:30 a.m. – 3:00 p.m.  
  One-half hour lunch
- 6:30 a.m. – 3:30 p.m.  
  One-hour lunch
- 8:00 a.m. – 5:00 p.m.  
  One-hour lunch
- 8:30 a.m. – 5:00 p.m.  
  One-half hour lunch
- 8:30 a.m. – 5:30 p.m.  
  One-hour lunch

**Maintenance**

- 7:00 a.m. – 3:30 p.m.  
  One-half hour lunch

**Recordkeeping**: It is the responsibility of the College to maintain annual records of hours worked by non-exempt employees. It is the responsibility of the employee to record time on the “Employee’s Daily and Monthly Time Report” and the responsibility of the supervisor to verify that the time report is accurate. Time reports are to be filed with the Business Office.
3.16

REST PERIODS

The College allows a 15-minute rest period in the middle of each half of an 8-hour day. For an employee on an 8:00 a.m. to 5:00 p.m. schedule, rest periods are to be taken in the morning between 9:30 a.m. and 10:30 a.m. and in the afternoon between 2:30 p.m. and 3:30 p.m. Employees on other schedules should have their supervisor specify times for rest periods in the middle of each half of the 8-hour schedule. Part-time employees are entitled to a rest period during any work session of three hours or more. Supervisors will stagger the breaks for employees within the same office in order to maintain uninterrupted service. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a staff member’s late arrival or early departure, or to extend a lunch period, and it may not be accumulated or used for lost time away from the job or for any other purpose.

COLLEGE HOLIDAYS

Subject to the administrative needs for plant maintenance and general operation of the College, the following shall be the approved holidays at Western Piedmont Community College:

- New Years, January 1 - (Friday or Monday when day occurs on weekend)
- Martin Luther King, Jr. - (3rd Monday in January)
- Easter - (one day)
- Independence Day, July 4 - (Friday or Monday, when day occurs on weekend)
- Labor Day - (1st Monday in September)
- Thanksgiving - (two days, Thanksgiving Day and Friday)
- Winter/Christmas - (five days – holidays will be determined each year based upon requirements of the academic calendar)

The College may close on any weekdays that fall between the designated Christmas holidays and New Year holiday at the discretion of the President.

(COLLEGE HOLIDAYS, amended by the Trustees on December 4, 2006.)
3.17

LEAVE RECORDS

It is the responsibility of the College to maintain annual records for vacation leave earned and taken by each employee. The Office of Human Resources maintains a month-by-month record of each employee’s leave. It is the responsibility of the employee to record the leave and the responsibility of the supervisor to verify that the leave form is accurate. Leave forms are sent to the Business Office through appropriate channels.

NON-WORK DAYS FOR FACULTY

Non-work days for Curriculum faculty shall consist of all days that classes are not in session, except those days required for faculty and/or student orientation, and other officially designated work days, graduation, or other special occasions. Classes are considered to be in session from the first registration day of a semester through the last day of a semester, as specified in the official academic calendar. Official College holidays which fall between the beginning and the ending dates of a term shall be holidays for instructional faculty.

VACATION LEAVE FOR ADMINISTRATIVE, PROFESSIONAL, AND CLASSIFIED STAFF

Vacation leave credits shall be provided for full-time employees who are on a contracted salary basis (as opposed to an hourly basis) if the employee worked one-half or more of the scheduled workdays in a month. A salaried employee on a part-time contract who is employed on a continuing basis for as much as half-time shall earn vacation leave with pay on a pro-rata basis, if the employee worked one-half or more of the scheduled work days in a month. Effective July 1, 2011, the following rates apply:

<table>
<thead>
<tr>
<th>Years of Aggregate State Service</th>
<th>Hours Granted Each Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9.33 hours</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11.33 hours</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13.33 hours</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15.33 hours</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17.33 hours</td>
</tr>
</tbody>
</table>

Leave may be accumulated without any applicable maximum until June 30 of each year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours. Any employee with more than 240 hours of accumulated leave on June 30 shall have the excess transferred to sick leave.

Leave Options (Leave With or Without Pay) Full-time employees have the following options. If an employee requests leave for personal reasons accumulated leave must be used if time will not exceed 10 workdays. However, upon the approval of Human Resources, if leave is requested for longer than 10 workdays, the employee may choose to retain vacation leave for future use.
While in pay status (exhausting accrued earned leave) during leaves of absence, an employee is entitled to accumulate leave, is eligible for holiday pay, continues to earn retirement service credit, health insurance benefits, and is eligible for salary increases during that period of time. If an employee chooses leave without pay, these benefit entitlements are not earned.

**Advancement of Vacation:** The President may advance vacation leave for staff other than faculty not to exceed the amount an employee can earn during the current credit year or the difference between the amount of accumulated leave carried forward and the maximum allowable. New employees may be granted leave only as it is earned through the first six months of service. An employee may be advanced that amount of leave he/she would earn during the remainder of the credit year.

**Scheduling Vacation Leave:** Vacation leave shall be taken by staff only upon authorization by the immediate supervisor who shall designate such time or times when it will least interfere with the efficient operation of the work area.

**Leave Charges:** Vacation for staff may be scheduled work hours of not less than one quarter hour. Saturdays, Sundays, and/or holidays are charged only if they are scheduled workdays. Staff on vacation or sick leave will not be charged for vacation or sick leave when weather or other conditions result in the College closing.

**Vacation Transferable:** Providing an agency is willing to accept the leave, unused vacation earned at the College may be transferred when an employee accepts employment with government agencies located in North Carolina, including community colleges, state agencies, and local government. Otherwise, the employee leaving the College will be paid in a lump sum for the accumulated leave. When an employee transfers from one of these agencies to the College, vacation leave (not to exceed 240 hours) may be transferred to the College. If a person requests and is paid for unused vacation leave at the time of transfer to or from the College, this will not preclude consideration for transferring sick leave.

**Other Uses of Vacation Leave:** Vacation leave may be used in lieu of sick leave for absences due to personal reasons; absences due to adverse weather conditions; and for personal illness or illnesses in the immediate family. Time lost for reporting late to work may be charged to vacation leave. Deductions may be made from the employee’s pay when excessive tardiness or absenteeism occurs.

**Vacation Options for Leave Without Pay:** An employee on leave without pay may exhaust vacation leave or may retain part or all accumulated leave until the employee returns, the only exception being: (a) if an employee has accumulated vacation leave, all leave must be exhausted before going on leave without pay for vacation purposes, or (b) if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available. However, if the leave is for a period longer than 10 workdays, the employee may choose to use vacation leave or retain it for future use. If leave without pay extends through August 31, any leave accumulated above 240 hours shall be cancelled. While exhausting leave, an employee continues to accumulate leave, is
eligible to take sick leave, is entitled to holidays, and is eligible for salary increases during that period.

**Payment of Vacation Leave at Separation:** Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid a lump sum for accumulated vacation leave not to exceed a maximum of 240 hours when separating from the College due to resignation, dismissal, reduction in force, death, or service retirement. If the last day of work falls on the last workday of the month, the employee shall be paid for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust vacation leave rather than be paid in a lump sum.

Should an employee be separated before earning all of the vacation leave taken, it will be necessary to make deductions from the final salary check for the overdrawn leave on a calendar day basis. It will be deducted in quarter hour units. Payment for vacation leave will be made on the regular payroll. Retirement deductions shall be made from all separation leave payments. In the case of a deceased employee, payment for unpaid salary, terminal leave, and travel must be made, upon establishment of a valid claim, to the deceased employee’s administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court in the county of the deceased employee’s residence.

3.18

BONUS LEAVE

The General Assembly may award bonus leave days to all staff, including the College President. Faculty is not eligible for bonus leave since they do not earn vacation leave credits under a written policy approved by Trustees.

Bonus leave shall be accounted for separately from the normal vacation leave credits. Bonus leave shall also remain available until used, notwithstanding any other limitation(s) on the total number of vacation leave days that may be carried forward.

Bonus Leave Transferable: Providing an agency is willing to accept the leave, unused awarded bonus leave from the College may be transferred when an employee accepts employment with government agencies located in North Carolina, including community colleges, state agencies, and local government. Otherwise, the employee leaving the College will be paid in a lump sum for the unused awarded bonus leave. When an employee transfers from one of these agencies to the College, unused awarded bonus leave may not be transferred from these agencies to the College.
3.19

SICK LEAVE

Amount Earned: A full-time, regular or probationary employee who is working, or on paid leave, for one-half or more of the regularly scheduled workdays in any month, shall earn sick leave computed at the following rates: eight (8) hours per month or ninety-six (96) hours for the period September 1 to August 31.

Advancement of Sick Leave: The President may advance sick leave not to exceed the amount an employee can earn during the period September 1 to August 31. The President may also require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, family illness, or death in the family.

Use of Sick Leave: Sick leave may be used for illness or injury which prevents an employee from performing usual duties and for the actual period of temporary disability connected with childbearing or recovery there from. It may also be used for medical appointments, illness of a member of the employee’s immediate family, or the death of a member of the employee’s immediate family. Immediate family is defined as spouse, parents, children, brother, sister, grandparents, or grandchildren. Also included are step, half-, and in-law relationships. Sick leave is non-transferable to any other type of leave.

Leave Charges: Sick leave may be taken in units of not less than one-quarter hour. Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays and/or Sundays are charged only if they are scheduled workdays. Faculty on sick leave when weather or other conditions result in classes being canceled will not be charged with sick leave if they have scheduled instructional responsibilities.

Sick Leave Transferable: Unused sick leave may be transferred when an employee moves from the College to another community college, state agency, or local government within North Carolina, providing the agency is willing to accept this leave. When an employee transfers from one of the agencies listed above to the College, sick leave shall be transferred.

Payments of Sick Leave at Separation: Sick leave is not allowable in separation leave payments when an employee separates from State service. Should an employee be separated before all of the sick leave taken has been earned, it will be necessary to make deductions from the final salary check for overdrawn leave on an hour-for-hour basis. Sick leave shall be exhausted before going on leave without pay because of extended illness. Partial days may be exhausted through the last full hour of leave. While exhausting sick leave, all benefits for which the employee is entitled are earned.

Reinstatement of Sick Leave: Sick leave shall be reinstated when an employee returns from authorized leave without pay or when reinstated within three (3) years of any type of separation. Sick leave may be reinstated when a new employee is hired within three (3) years after separating from a local government, public school, community college, technical institute, or State Personnel Act employment.
Retirement Credit: Sick leave earned monthly under a duly adopted policy and for which an employee would receive full salary if he/she was absent from work on account of sickness, counts as creditable service. One month of credit is allowed for each 20 days of unused sick leave upon retirement. One more month is allowed for any part of 20 days left over.

Sick leave is used to increase creditable service, but sick leave cannot be used to meet the minimum qualifications for a deferred benefit. Sick leave may be used to complete 30 years of service, regardless of age.

Sick Leave Without Pay: After sick leave has been exhausted, the President may grant sick leave without pay on a semester basis for the remaining period of disability. The employee may also exhaust vacation leave or may retain part or all of accumulated vacation leave. The President will receive input for making his decision from an evaluation group consisting of the employee’s supervisor, peer representation, Vice President for Administrative Services, and others as deemed advisable by this group or by the President. Factors to be evaluated for determining eligibility for sick leave without pay should include, but not be limited to, the following: (a) physician evaluation, (b) length of service, (c) extent of disability, (d) ability of co-workers to pick up on responsibilities, and (e) availability of competent part-time staff. The evaluation group will inform the President of its recommendation on the employee’s status for each succeeding semester at least two (2) weeks prior to that semester.
3.20

VOLUNTARY SHARED LEAVE

**Purpose:** There are occurrences brought about by medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation/sick/bonus leave so as to provide assistance to a fellow employee. This policy provides an opportunity for employees to assist another affected by a medical condition that requires absence from duty resulting in possible loss of income due to lack of accumulated leave.

**Policy:** In cases of a medical condition an employee may apply for or be nominated to become a recipient of shared leave transferred from the vacation/sick/bonus leave account of another employee within the College or from the vacation/sick/bonus leave account of an immediate family member employed by a NC state agency, community college or public school. For purposes of this policy, medical condition means medical condition of an employee or his/her spouse, parents, children, or other dependents (including step and in-law relationships) that is likely to require an employee’s absence from duty for a prolonged period of time.

The intent of this policy is to allow one employee to assist another in case of a medical condition that results in exhaustion of all earned leave.

This program shall be administered by and within the College under the following conditions:

**General Guidelines:** Leave must be donated on a one-to-one personal basis. Establishment of a leave “bank” for use by unnamed employees is expressly prohibited. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any employee’s choice to donate, receive, or use annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

Participation in the shared leave program is limited to a receipt of 1040 hours (6 months) per leave year (September 1 through August 31).

**Eligibility:** The employee must be a full-time employee with a regular appointment of at least six months who has exhausted all earned vacation/sick/bonus leave.

**Application Procedure:** Applicants shall complete a “Request for Shared Leave” form consisting of the following information: Name, social security number, position, description of a medical condition of employee or family member, estimated length of time needed to participate.
in the program, and a doctor’s statement of verification of medical condition of the employee or family member.

The federal Privacy Act considers medical information confidential. When disclosing information on an approved recipient or the family member, only a statement that the recipient has a prolonged medical condition needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably. Requests for shared leave shall be submitted to the Director of Human Resources who will then submit the requests to the Personnel Committee for reviewing the validity of such requests. The College President, or designee, shall review the merits of the request and approve or disapprove.

**Recipient Guidelines:** A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee’s available accumulated leave. Each approved medical condition shall stand alone, and a recipient must reapply when another need arises.

Participation in this program is limited to 1040 hours (6 months), the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee’s combined vacation/sick/bonus leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.

If a recipient separates due to resignation, death, or retirement from the College, participation in the program ends.

**Donor Guidelines:** Any full-time employee of the College or another employee within another NC community college, public school, or state agency may donate vacation, sick or bonus leave. Faculty may donate sick leave only. A non-family member donor may contribute leave to another employee within Western Piedmont Community College. A non-family donor may not contribute leave outside Western Piedmont Community College. A family member who is a WPCC employee may contribute vacation/sick/bonus leave to another immediate family member state employee in a NC State agency, community college or public school. Immediate family is defined as spouse, parents, children, brother, sister, grandparents, grandchildren, great grandparents and great grandchildren. Also included are the step, half, and in-law relationships. The minimum amount of leave time to be donated is four hours.

The maximum amount of vacation leave allowed to be donated by one WPCC employee is to be no more than the amount of the employee’s annual accrual rate. However, the amount donated is not to reduce the donor’s vacation leave balance below one-half of the annual vacation leave accrual rate.
The maximum amount of sick leave allowed to be donated by one WPCC employee is to be no more than 48 hours (6 days), one-half of the annual accrual rate of 96 hours. However, the amount donated is not to reduce the donor’s sick leave balance below 48 hours, one-half of the annual sick leave accrual rate. An employee family member donating sick leave to a qualified family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.

Bonus Leave may be donated without regard to the above limitations on vacation and sick leave.

Leave Accounting Procedures: To facilitate the administration of the program, the College will allow leave to be donated for a period of two weeks after notifying faculty and staff of the recipient’s need or up to a maximum amount of 1040 hours has been accrued through donations, whichever comes first.

The College shall establish a system of leave accountability which will accurately record leave donations and the recipient’s use. Such accounts shall provide a clear and accurate record for financial and management audit purposes.

All leave donated shall be credited in the order donated to the recipient’s sick leave account on an as needed basis. Upon the employee’s return to work, any unused donor forms for the recipient’s leave account shall be treated as follows: (1) the recipient’s vacation and sick leave account balance shall not exceed the amount of the employee’s earned vacation/sick leave during participation in the shared leave program; and (2) any additional unused donated leave will be returned to the donor(s) from whom it was donated. Donated leave may be retroactive for up to 60 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient. Copies of the “Request for Shared Leave” and “Donated Leave” forms can be obtained in the Office of Human Resources.

(VOLUNTARY SHARED LEAVE, amended by the Trustees on November 3, 2003, and on February 4, 2008.)
3.21

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) guarantees eligible employees the right to 12 weeks of unpaid, job protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

In addition to FMLA Basic Leave entitlement, employees may also be eligible for Military Family Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on the temporary disability retired list.

Benefits and Protections: During FMLA leave, the College will maintain the employee’s health coverage under the NC State Health Plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be returned to their original positions or equivalent positions with equivalent pay, benefits, and other employee terms.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements: Employees are eligible if they have worked for the College for at least one year for 1,250 hours over the previous 12 months.

Definition of State Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the function of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Reprinted/Effective: December 2011
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continued treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave:** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave:** Employees are required to use accrued paid leave while taking FMLA leave. In order to use paid leave, employees must comply with the College’s normal paid leave policies.

**Employee Responsibilities:** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College’s normal call-in procedures.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

The Office of Human Resources will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employee’s rights and responsibilities. If they are not eligible, Human Resources will provide a reason for the ineligibility. Human Resources will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the College determines that the leave is not FMLA-protected, Human Resources will notify the employee.

The College will not interfere with, restrain, or deny the exercise of any right provided under FMLA; nor will it discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

(FAMILY MEDICAL LEAVE ACT, amended by Trustees July 13, 2009.)
3.22

PARENTAL LEAVE

In accordance with the College’s policy on Equal Employment Opportunity, employees shall not be penalized in employment because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery. Such situations are, for all job-related purposes, temporary disabilities and must be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment. Under this policy the natural parents of a newborn infant and the parents of a newly-adopted child under five years of age may request leave without pay under provisions of this policy. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth. Since there is no certainty as to when disability actually begins and ends, a doctor’s certificate shall be required verifying the employee’s period of temporary disability.

The President shall grant leave without pay to the natural mother for all of the time of personal disability not covered by sick leave (either because the employee has exhausted all sick leave or prefers to retain it). Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, the College shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how long she may continue to work before going on leave and when she is able to return to work. The natural mother may desire to be on leave from work prior to and/or after the time of actual disability. Leave without pay may be granted for this purpose. Leave without pay for the parent of an adopted child can begin no earlier than one week prior to the date the parent receives custody of the child.

MILITARY LEAVE

Leave with pay shall be granted to members of reserve units of the U. S. Armed Forces for certain periods of active duty training and for state military duty. Reserve components of the U. S. Armed Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard Reserve. The Civil Air Patrol is not a reserve component. The National Guard is unique among the reserve components in that it has a dual role, serving both as a federal reserve component and as the State Militia. In its role as State Militia, the N. C. Air National Guard responds to the Governor, the Commander-in-Chief, and serves as the military arm of State government. Therefore, the National Guard is subject to active State duty upon order of the Governor.

Periods of Entitlement for all Reserve Components: Military leave with pay shall be granted to full-time, part-time (pro-rated), provisional, trainee and probationary employees for 96 working hours annually for any type of active military duty as a member not on Extended Active Duty as defined below. On rare occasions, due to annual training (summer camp) being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of

Reprinted/Effective: December 2011
training in one calendar year. For this purpose only, an employee shall be granted an additional 96 hours military leave during the same calendar year as required.

**Additional Periods of Entitlement for National Guard Members:** Additional leave may be granted National Guard members for infrequent, special activities in the interest of the State, usually not exceeding one day, when so ordered by the Governor or an authorized representative, or for active State duty (domestic disturbances, disaster, etc.) for periods in excess of 30 days. Employees shall be entitled to military leave with differential pay between military pay and regular State pay if military pay is the lesser. Military leave for active State duty is to be considered separate from and in addition to military leave which may be granted for other purposes.

**Periods of Entitlement for Civil Air Patrol:** When performing missions or encampments authorized and requested by the U. S. Air Force or emergency missions for the State at the request of the Governor or by the Secretary of Crime Control and Public Safety, a member of the Civil Air Patrol is entitled to military leave not to exceed a combined total of 96 hours (pro-rated for part-time employees) in any calendar year unless otherwise authorized by the Governor. Such service may be verified by the Secretary of Crime Control and Public Safety upon request of the employing agency.

**Unacceptable Periods:** Employees shall not be entitled to Military Leave for the following periods:

1. Regularly scheduled unit assemblies usually occurring on weekends and referred to as “drills.” Although these periods are unacceptable for Military Leave with Pay, the employing agency is required by federal law to excuse an employee for regularly scheduled military training duty. If necessary, the employee’s work schedule shall be appropriately rearranged to enable the employee to attend these assemblies;

2. Duties resulting from disciplinary actions imposed by military authorities;

3. For unscheduled or incidental military activities such as volunteer work at military facilities, and unofficial military activities; or

4. For inactive duty training (drills) performed for the convenience of the member, such as make-up drills.

**Administrative Responsibilities:** The President of the College may require the employee to submit a copy of orders or other appropriate documentation evidencing performance of required military duty.

**Retention and Continuation of Benefits:** During the period of Military Leave With Pay, no employee shall incur any loss of State service or suffer any adverse service rating. The employee shall continue to earn and accumulate sick and vacation leave, aggregate service credit, and receive any promotion or salary increases for which otherwise eligible.

**Leave for Physical Examination for Military Service:** An employee shall be granted necessary time off when required to undergo a physical examination relating to military service.
Military Leave With Differential Pay: Military leave with differential pay between military pay and regular College pay, if military pay is the lesser, shall be granted for active military duty periods in excess of thirty (30) consecutive duty periods in excess of thirty (30) consecutive days.

Military Leave Without Pay: Military leave without pay shall be granted for certain periods of active duty or for attendance at service schools. Except for extended active duty, the use of all or any portion of an employee’s 96 hours annual military leave (pro-rated for part-time employees) with pay or regular vacation leave may be used in lieu of or in conjunction with military leave without pay. If additional information is required, reference should be made to the North Carolina Administrative Code 2D-0104.
3.23

FUNERAL LEAVE

In the case of death in the employee’s immediate family, funeral leave may be charged to sick leave. Immediate family is defined as spouse, parents, children, brother, sister, grandparents, or grandchildren. Also included are step, half-, and in-law relationships and legal guardianships.

EDUCATIONAL LEAVE

The term “educational leave” refers to the release from duties and responsibilities assigned. State funds may be used to pay employee salaries while on educational leave. However, the following criteria must be met:

1. The employee is full-time on a 9, 10, 11, or 12 month contract;
2. The employee is under contract for the next fiscal year; and
3. The leave does not exceed one university semester per calendar year.

An employee who fails to honor the contract stipulated in item (2) above shall be required to repay the amount expended for educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion e.g., if an employee works 4 months of a 12 month contract, a repayment of 66.7 percent of the educational leave would be required (See North Carolina Administrative Code 2D.0103).

Eligible personnel should complete the “Application for Educational Leave” form in the Office of Academic Affairs. Supporting documents detailing the planned leave activities should be attached, including statements on how the educational leave will benefit the College and how the leave activities are directly related to the applicant’s job at the College. Activities that are not directly related to the applicant’s job at the College, or do not highly benefit the College, will not be approved. Applicants may be required to defend their proposals before Trustees. Applicants will be notified of the approval or disapproval of educational leave by the President’s Office. The number of leaves granted is limited and determined by the availability of State funds.

Applications will be routed through the line of authority to the President’s Office. Once approved by the President, applications will be forwarded to the Trustees for action. Criteria used in determining priority and the granting of educational leave include:

1. The extent to which the leave will benefit the College in strengthening its educational programs or services and in meeting and maintaining its accreditation requirements;
2. Special needs of the College to have an employee achieve specific preparation in a particular area of competence;
3. Whether or not the request is for an initial leave, or for a second or later leave. (Second and subsequent leave requests have a lower priority than requests for initial leaves.);

4. Number of years of service of applicant since last educational leave. (More years without leave gives higher priority.);

5. Number of hours and/or quality of work the applicant is willing to carry while on leave with pay;

6. Demonstrated interest of the applicant for continued educational development. Persons who have taken extension or other work while “on-the-job” will have a higher priority than those who have taken no courses on their own time;

7. The extent to which the proposed study is related to the applicant’s work;

8. Persons in vocational and technical fields are encouraged to alternate returns to business/industry and formal education;

9. Academic cross-training is encouraged, e.g. taking degree work at institutions other than those previously attended; and

10. Personnel who have not completed institutional requirements for previous educational leaves will not be considered for additional educational leave until those requirements are met.
CIVIL LEAVE

An employee who serves on a jury is entitled to leave with pay for the period of absence required. The employee is entitled to regular compensation plus fees received for jury duty. When an employee attends court in connection with official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the College. When an employee is subpoenaed or directed by proper authority to appear as a witness, a civil leave with pay shall be granted. Any fees received shall be turned in to the College. The employee may use vacation leave, rather than take civil leave with pay, in which case any fees received may be retained. An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a “witness” and must use vacation or leave without pay for purposes of attending court.
3.25

LEAVE FOR PARENT VISITS TO SCHOOLS

The N.C. General Assembly supports the idea that parent involvement is an essential component of school success and positive student outcomes and has granted eight hours leave per fiscal year to any State employee who is a parent, guardian, or person standing in *loco parentis* of a school-aged student. Western Piedmont Community College also supports employee involvement in the public schools subject to the following conditions:

1. The leave shall be a mutually agreed upon time between the College and the employee;

2. An employee should provide his/her supervisor with a written request at least 48 hours before the time desired for the leave; and

3. The College may require the employee to furnish written verification from the student’s principal or teachers that the employee attended or was otherwise involved at that school during the time of leave.

“School” means any State public school, private church school, church of religious charter, or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of N.C. General Statutes that regularly provides a course of grade school instruction, preschool, or child daycare as defined in G.S. 110-86(3).

LEAVE WITHOUT PAY

A College staff member going on leave without pay may exhaust vacation leave or may retain part of all accumulated leave until the employee returns, the only exception being: (a) if an employee has accumulated vacation leave, all leave must be exhausted before going on leave without pay for vacation purposes, or (b) if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available; however, if the leave is for a period longer than 10 workdays, the employee may choose to use vacation leave or retain it for future use. If leave without pay extends through August 31, any leave accumulation above 240 hours shall be cancelled. When exhausting leave, an employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays and is eligible for salary increases during that period. *(LEAVE WITHOUT PAY, amended by Trustees January 14, 2002.)*
3.26

GROUP INSURANCE

Dental insurance, disability insurance and dependent health insurance are optional benefits available to all regular full-time and part-time (30 hours or more per week) employees. New employees have 30 days from the date of employment to apply for optional coverages which will be effective on the first day of the month following employment.

Employees not enrolling in optional supplemental benefit coverage or not adding dependent coverage when first eligible during the 30-day period, may enroll a dependent if there is a qualifying event, such as marriage or the birth of a new child with coverage effective on the first of the month following enrollment. Employees may add or drop dependents for any reason during the annual enrollment period.

Full-time employees are given the option to choose from two different health insurance plans (PPO Basic – 70/30 or PPO Standard 80/20 plans) from the NC State Health Plan which is currently administered by the Blue Cross and Blue Shield of North Carolina. Monthly contribution rates will differ within each plan. The insurance provides coverage for certain hospital and medical expenses.

Full-time employees with less than a 12 month contract, are treated as regular employees and their individual employee health insurance continues through the summer months of June, July and August following completion of their nine-month contracts.-For nine (9) month faculty employees who choose to be paid as earned, any summer benefit premiums will be deducted from their pay in the months of March and April and escrow payments will be set up to cover the full summer months (June and July).

In the event that nine (9) month faculty employees terminate their employment at WPCC, and do not return to work at the beginning of the new academic year (typically, August 15), the employee will be required to pay the employer’s portion of the summer benefit premiums.

(GROUP INSURANCE, approved by Trustees on June 2, 2008.)

WORKERS’ COMPENSATION INSURANCE

All employees of the College are covered by Workers’ Compensation Insurance for an injury while working. State law requires a seven-day waiting period before workers’ compensation payments begin. One of the following leave options may be chosen to cover time lost from work:

Option 1: Elect to take sick or vacation leave during the required waiting period and then go on Workers’ Compensation leave and begin drawing workers’ compensation weekly benefits. Note that if the injury results in disability exceeding 21 days, no adjustment will be made in the leave used for these workdays.

Reprinted/Effective: December 2011
Option 2: Elect to go on Workers’ Compensation leave with no pay for the required waiting period and then begin drawing workers’ compensation weekly benefits.
Supplemental Leave Option: Once the employee is receiving Workers’ Compensation benefits, he/she may also have the option to supplement his/her benefit by the use of partial sick or vacation leave, earned prior to the injury or illness. The amount allowed to be used will be in accordance with the state’s annually published schedule. This supplemental leave use can provide an income approximately equal to the employee’s take home pay prior to the injury.

Once selection or waiver of any of the three options described above has been made, it may not be changed for the duration of the claim.

In all cases, unused leave may be retained for future use.

In the event of an on-the-job serious injury, the employee should seek the Office of Human Resources for the reporting of the accident and for the medical referral. Depending on the severity of the injury, the Office of Human Resources will refer the employee to the immediate care at a local hospital or to Burke Occupational Health. The injured employee must notify a supervisor immediately of any accident regardless of how minor it may appear. Claims must be filed through the Office of Human Resources. Employees injured on the job in a compensable accident who require medical or therapy visits during regularly scheduled working hours in order to reach maximum medical improvement, shall not be charged leave for time lost from work for required treatment. Paid time will be limited to reasonable time for the treatment and travel; any excess time will be charged as sick or vacation/bonus leave or leave without pay. While on workers’ compensation leave, an employee is considered in a pay status, therefore, coverage under the State’s health insurance program is continued.
## UNEMPLOYMENT COMPENSATION INSURANCE

The College protects all employees by participating in the Unemployment Compensation Insurance Program through the State of North Carolina. The College-financed benefits are based on earnings prior to unemployment and the reason for leaving the College.

## TEACHERS’ AND STATE EMPLOYEES’ RETIREMENT SYSTEM OF NORTH CAROLINA

Retirement contributions to the North Carolina Teachers’ and State Employees’ Retirement System are required of all full-time College employees. Retirement benefits, and methods of calculating retirement allowances, may be found in the booklet, “Your Retirement Benefits.” All full-time staff members with one full year of membership in the retirement system are eligible for the Disability Income Plan of North Carolina.

## LONGEVITY PAY

Longevity pay recognizes long-term service of regular full-time employees who have served at least ten (10) years with the State. The time and method of payment is as follows: (1) longevity pay is automatic - payment is made when all requirements are met; (2) longevity payment is made in a lump sum; (3) payment will be made with the regular monthly payroll; (4) if an employee retires, resigns, or is otherwise separated, or dies on or after the date of eligibility for a longevity payment, the payment will be made to the employee or to the estate if the employee is deceased; (5) if an employee who has at least ten (10) years of service retires, resigns, or is otherwise separated, or dies before the date of longevity payment eligibility, a longevity payment computed on a pro-rata basis will be paid if all other eligibility requirements are met. The payment will be made to the estate if the employee is deceased.

### Amount of Longevity Pay

Annual longevity pay amounts are based on the length of aggregate state service and a percentage of the employee’s annual rate of base pay on the date of eligibility. Longevity pay amounts are computed by multiplying the employee’s base pay rate by the appropriate percentage:

<table>
<thead>
<tr>
<th>Years of Aggregate State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.5 percent</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25 percent</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25 percent</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50 percent</td>
</tr>
</tbody>
</table>

### Eligibility Requirements

An employee must have at least ten (10) years of aggregate service before being eligible for any longevity payments. The employee must have a full-time regular appointment. Credit for aggregate service will not be given for temporary full-time, temporary...
part-time, or periods of leave without pay in excess of one-half the workdays in a month, with the exception of military leave and workers’ compensation leave.
3.28

PAY DAY

All full-time and part-time staff members will receive payroll checks on the last workday of each month for the month worked. If the last day falls on a Saturday or Sunday, checks will be issued on Friday or as indicated in the College Calendar.

Payroll Deductions: Deductions from each regular employee’s payroll check include social security, federal income tax withholding, state income tax withholding, and retirement deposits. Employees may have optional deductions for group insurance, annuity programs, SEANC, and the credit union.

Social Security: Social Security participation is required by law of all employees of the College. Social Security benefits include retirement annuities as early as age 62, disability benefits for a permanent injury or sickness, and survivor benefits for dependents of a deceased employee.

Voluntary Supplemental Retirement Plans: The College offers voluntary supplemental retirement plans to provide a way for an employee to save money and supplement state retirement benefits by making contributions through payroll reduction and postpone paying tax on these contributions until after the employee retires. In accordance with the Internal Revenue Code (IRC), these plans have annual maximum contribution limits and, in some cases, contributions to one plan may affect contribution limits to another plan (i.e., 401(k) and 403(b) plans). An employee should consult with the plan administrator, the carrier representative or the Office of Human Resources for more information about maximum contribution limits and coordination of plans.

These voluntary supplemental retirement plans offer significant tax advantages including: Money placed into a plan is not considered as taxable income for that year for federal and state income tax purposes, thus lowering an individual’s income tax liability. Money is only taxed when it is withdrawn. If it is withdrawn after retirement, the employee’s income will probably be less and therefore, may be taxed at lower rates.

In addition to the available benefit of a pre-taxed retirement plan, the College also has a more traditional retirement savings program, called the 401(k) Roth. More specifically, the Roth feature allows members to make some or all 401(k) contributions with after-tax dollars. If these members meet certain requirements down the road, the Roth benefits withdrawn in retirement—including earnings—will not be taxable for federal or North Carolina state income tax purposes.

Salary Installsments: Employees who receive less than 12 month contracts may wish to spread the payments over a twelve (12) month pay period. Employees desiring to take advantage of this service may contact Human Resources on or before the first day of his/her contract. Once the selection is made, it cannot be changed until the beginning of the next contract period. Faculty who start after the beginning of an academic year, will be required to be paid as earned, but will be eligible to change to deferred compensation at the beginning of the next academic year.

(PAY DAY, approved by Trustees on June 2, 2008.)

Reprinted/Effective: December 2011
CREDIT UNION

Full-time employees can elect for automatic deposit of their paychecks. Payroll deductions are available for automatic deposit to the State Employees’ Credit Union. Applications and information may be obtained from the Credit Union Office in Morganton.
STATE EMPLOYEES ASSOCIATION OF NORTH CAROLINA

All full-time and regular part-time staff members are eligible to join the State Employees Association of North Carolina. Membership dues entitle the employee to an accidental death policy at no extra charge. As a member of SEANC, the employee is eligible to apply for a variety of life insurance plans at low group rates. SEANC is a non-profit, voluntary organization of State employees.

ENROLLMENT IN COLLEGE COURSES

Each full-time employee may enroll in one Curriculum or Continuing Education course per semester at Western Piedmont or at any North Carolina Community College System institution tuition free. Request for Tuition-Free Course forms are available in the Business Office. The following provisions apply to this policy: (a) the course will be taken at times that normally are considered off-duty times, by the immediate supervisor; or (b) the course is taken during normal working hours, with written authorization from the employee’s immediate supervisor and subject to the approval of the Vice President for Academic Affairs. Courses taken during working hours must be job-related.

When non-job-related courses cannot be taken outside of normal working hours, arrangements may be made to enroll during normal working hours provided compensatory work time is arranged and the immediate supervisor grants written authorization, with the approval of the Vice President for Academic Affairs.

When courses are taken under this policy at an institution other than Western Piedmont, the employee must make prior arrangements with the Western Piedmont Community College’s Business Office, Registrar and/or Business Manager at the other institution to insure their cooperation and to document the employee’s status. Approval is subject to the regulations of the other institution. Employees must meet entrance requirements and any other prerequisite the offering institution has for that course. Any other fees associated with the course must be paid by the employee during the registration period (i.e., accident insurance, activity fee, and/or specific fees).

Additional courses may be taken after working hours with the understanding that the coursework may in no way interfere with the individual’s employment with the College. Acceptance of employment is a commitment to render full-time service, and outside classroom activities and interests must not interfere with carrying out this commitment.

PROFESSIONAL AND CLASSIFIED STAFF EVALUATIONS

Each supervisor will conduct an annual evaluation for each full-time and/or continuing part-time professional and classified employee. As a part of the evaluation process, each employee will

Reprinted/Effective: December 2011
complete a “Record of Professional Growth” form and a “Developing a Plan for Professional Growth” form and an Employee Self Evaluation. Supervisors will complete an Administrative evaluation on appropriate forms and meet with each individual to discuss the evaluation and forms. These forms will be signed by the supervisor and by the employee being evaluated. All evaluations are confidential information and will be placed in individual personnel files in the Office of Human Resources. Release of information will follow personnel procedures contained in this manual.
3.30

FACULTY WORKLOAD

Teaching assignments are scheduled (and workloads are expressed) as “work units.” A minimum workload will be eighteen (18) work units for full-time faculty members and Program Coordinators, and three (3) work units for academic Division Deans. These work unit designations are minimums and not averages. When a faculty member’s workload falls below the 18 work unit minimum, alternate assignments will be made. Work units are defined as:

1. one organized lecture/seminar contact hour = one (1) work unit;

2. one organized lab, shop, physical education activity, skills lab, reading lab, studio based drama course, or clinical semester contact hour = two-thirds (2/3) of a work unit;

3. one field internship contact hour = one-half (1/2) of a work unit; and

4. individual instruction (TBA classes) where the number of student credit hours generated and divided by 10 = number of work units.

Contact Hours: Semester contact hours are designated in the current General Catalog for each course offered. Other contact hours may be determined and a work unit value assigned for activities that include, but are not limited to: an excessive number of students, a large number of new preparations, an excessive number of advisees, special assignments, excessive demands on an instructor’s time for a particular course, Cooperative Education instruction/supervision, FTE over-production, excessive off-campus obligations, unusual class assignments, and program coordination. These assignments will be made each semester by request from Division Deans and with the concurrence of the Vice President for Academic Affairs.

Overload Pay: Western Piedmont Community College does not have a policy for providing “overload pay” beyond schedule adjustments.

(FACULTY WORKLOAD, amended by Trustees January 14, 2002.)

FACULTY OFFICE HOURS

Faculty members will post office hours each semester so that students may know where and when a faculty member is available. Faculty members should post actual hours and not operate entirely by appointments. Faculty members are to spend a minimum of thirty (30) hours per week on campus distributed over a five-day period. The 30 hours will include class hours, a minimum of five (5) office hours, and other hours on campus. Office hours should be scheduled adjacent to class hours for the convenience of students. A “Faculty Locator” form shall be completed each semester and submitted to the appropriate Division Dean.

Reprinted/Effective: December 2011
3.31

STUDENT ACCESS TO PART-TIME INSTRUCTORS

The part-time instructor’s contact information must be contained on the course document, the supplemental course document, and the course syllabus, if applicable. Part-time faculty are provided free e-mail accounts through the College and are encouraged to utilize this service as an additional means of ensuring student contact.

(STUDENT ACCESS TO PART-TIME INSTRUCTORS, approved by the Trustees on June 2, 2003.)

FACULTY ABSENCES

In the event that a faculty member will be absent from duties because of an emergency or illness, the faculty member should immediately contact the appropriate Division Dean to arrange for coverage of classes. Upon return, the faculty member must complete a “Request and Authorization for Leave of Absence” form. For other absences planned in advance, permission for such absences should be approved by the Division Dean. Adequate coverage of classes is required.

FACULTY ATTENDANCE AT COLLEGE EXERCISES

All curriculum faculty and professional staff shall attend and participate in all College graduation, convocation, and other exercises unless excused by the President. Academic regalia will be required when these exercises are specified as formal. Faculty are encouraged to attend other graduation ceremonies for Human Resource Development, Adult High School and GED, Basic Law Enforcement Training, Foothills Correctional Institution, and similar programs.

FACULTY EVALUATIONS

All full-and part-time faculty will be advised as to the evaluation criteria, procedures, and instruments annually. The formal evaluation process of the instructor’s professional activities will be conducted openly and with full knowledge and awareness.

Administrative and Self-Evaluations will be conducted, for full and part-time instructors, on the proper forms. Administrative evaluations will be conducted once for the first year. Self-evaluations will be conducted each semester for first year. Administrative and Self-Evaluations will be conducted yearly during the fall or spring semester for subsequent years for full- and part-time instructors. The results of evaluations must be reported specifically and communicated adequately to the instructor by those making the evaluation. Those evaluated will have adequate opportunity to discuss the evaluation with their immediate supervisor. Faculty are, in
consultation with their supervisor, responsible for setting their personal goals for professional growth and for pursuing those goals.

The evaluation shall be signed by the person performing the evaluation and by the person being evaluated, who may attach a concise comment to the evaluation. All evaluations are confidential information and will be filed in the Office of Human Resources.

**Student Evaluations:** Every instructor will be evaluated annually by students in at least one class during the designated semester (between the 5th and 10th week). The instructor and immediate supervisor will consult and agree upon one or more classes in which the Student Evaluation forms will be distributed. Evaluations will be administered to the selected class(s) through the college’s Learning Management System. The instructor will be absent from the class during the total evaluation process.

It shall be the responsibility of the instructor’s immediate supervisor to see that the results of the evaluations are tabulated and reviewed with the instructor. The evaluation will be discussed with the appropriate Division Dean and Vice President for Academic Affairs. The original student evaluations will be returned to the instructor with a summary evaluation maintained at the division level. Division Deans and Program Coordinators are encouraged to review evaluations and compare them across courses, across semesters, and among instructors teaching the same courses. Confidentiality is to be respected. Student Evaluations are always to be used in conjunction with other evaluation instruments.
CONTINUING EDUCATION AND DEVELOPMENTAL (BASIC SKILLS)
PART-TIME INSTRUCTOR EVALUATION

Each new instructor’s performance is evaluated during the first semester of teaching by students and/or staff. An annual evaluation of instructors by students occurs each year thereafter using College evaluation forms. On other occasions, instructors will be evaluated any time the following occurs:

a. High drop-out rate;
b. Complaints from students;
c. Complaints from facility supervisors;
d. Complaints from staff; and/or
e. Other indications of instructor deficiencies

Student Evaluation forms are distributed to students during classes and returned to the either the Continuing Education office by the Director of Evening Activities Basic Skills personnel, or the instructor. Continuing Education and Basic Skills professional staff then prepare summary reports of the student evaluation forms. Summary reports are reviewed and instructors are counseled when needed by Continuing Education or Basic Skills staff. Summary reports are placed in the instructor’s personnel folder with a copy given to the instructor. Evaluations will be utilized to determine-future employment and employment and graduate school recommendations.
3.33

PART-TIME EMPLOYEE WORKLOADS

A maximum workload for part-time employees should not exceed eighty percent (80%) of a full-time employee in a similar work assignment. Extenuating circumstances necessitating a higher workload must have prior approval of the appropriate Vice President and should be only temporary. Persons consistently working greater than an eighty percent level should be considered for full-time employment.

Part-time Curriculum Instructors – Maximum of 18 teaching work units.

Part-time Continuing Education and Basic Skills Instructors – Maximum of 32 teaching contact hours per week.

Part-time employees in non-teaching positions – Maximum of 32 contact hours per week.

If a part-time employee works in more than one area listed above, the total of all areas should not exceed the equivalent of an eighty percent (80%) workload. However, Continuing Education and Basic Skills part-time employees teaching in immured facilities may be employed for a total of 35 contact hours per week.

Part-time conditions of employment are specified by one or more appropriate part-time employee contracts. Part-time positions are temporary, limited to the inclusive dates of the contract(s) and carry no obligations or expectations (stated, implied or assumed) that employment will be continued beyond the termination date of the contract.

USE OF NON-INSTRUCTIONAL STAFF FOR TEACHING

Authorization to use non-instructional College personnel for teaching in Curriculum or Continuing Education courses must be obtained from the appropriate Division Dean and approved by the President. Non-instructional exempt staff approved for teaching courses for additional pay will teach these courses at a time beyond regular weekly work hours. The rate of pay for teaching for non-instructional staff should be comparable to what a part-time instructor with comparable background and experience would earn, but may not exceed the rate of pay that full-time faculty would earn. Non-exempt personnel are not eligible for additional pay, but may volunteer to teach as part of their regular work hours with approval of their supervisor and the appropriate vice president. Non-instructional staff members must meet the qualifications established by the College to teach in Curriculum or Continuing Education programs.

Individuals whose duties include a combination of instructional and non-instructional activities, either on a temporary or regular basis, must meet the credential requirements for teaching positions, as well as the minimum requirements for their other work duties. Authorization for such dual assignments must be obtained by the appropriate supervisor, the appropriate Division Dean, and the Vice President for Academic Affairs with approval of the President.

(USE OF NON-INSTRUCTIONAL STAFF FOR TEACHING, amended by Trustees on February 4, 2008)

Reprinted/Effective: December 2011
NEW EMPLOYEE ORIENTATION

The primary purpose of a formal orientation program at Western Piedmont is: (1) to create a favorable impression on the new employee; (2) to help ease the new employee’s adjustment to the College; and (3) to provide specific information concerning the task and performance expectations of the job. Initially, all full-time employees will be onboarded which will include the completion of HR required paperwork, and an overview of benefits, etc. After meeting with the Director of Human Resources, the employee’s immediate supervisor will complete and sign an orientation checklist to be returned to the Office of Human Resources. The checklist will be placed in the employee’s personnel file.

The Director of Human Resources will arrange and oversee the College’s comprehensive and more formal new employee orientation program, called “Super Tuesdays”. This program is offered twice per year (the beginning of the fall and spring semesters) and typically goes through seven or eight weekly 2-hour sessions.

PROFESSIONAL DEVELOPMENT FOR FACULTY/STAFF

Western Piedmont Community College recognizes the importance of continuing education, training, and professional opportunities for employees in fulfilling its mission as a comprehensive community college. This policy is also based on the premise that intellectual growth, personal enhancement, and the acquisition of new skills will allow Western Piedmont Community College to provide the best possible educational programs and services to the students served.

The major goals of this on-going program of professional development are to acquire the necessary financial resources and release-time for implementation of a professional growth plan and to provide appropriate activities for all faculty and staff. The Professional Development Program is in support of three major objectives of the College: (1) to hire and maintain a staff of competent employees committed to the mission of Western Piedmont Community College, (2) to satisfy the credential requirements of accrediting agencies, and (3) to encourage improved job performance and productivity. The Professional Development Program provides for personal growth in community life, interpersonal relationships, and work attitudes as well as in job-related skills, knowledge, and professional contacts.

Recognizing the critical role professional development plays in promoting student learning, the College requires that each full-time employee earns a specified number of Continuing Education Units (CEUs) each year during the normal evaluation period (March to February). Employees and their supervisors will manage individual professional development through the employee’s annual professional growth self-evaluation process. The Office of the Vice President for Academic Affairs has primary responsibility for promoting institution-wide professional development opportunities.

(PROFESSIONAL DEVELOPMENT FOR FACULTY/STAFF, amended by Trustees on March 9, 2009).

Reprinted/Effective: December 2011
3.35

EMPLOYEE GRIEVANCE PROCEDURE

The individual is the cornerstone and the success of Western Piedmont Community College. Excellence will be attained only as energies are released and used creatively in an atmosphere dedicated to satisfying the needs and fulfilling the aspirations of those who make up the College community. Understanding and respect should be sought between administrator, instructor and student, supervisor and employee, and among individuals who come together for any accepted College purpose.

All employee grievances should first be brought to the attention of the person’s immediate supervisor. Supervisors will make known to employees their readiness to hear and to act fairly regarding grievances submitted to them. The parties concerned, whenever possible, should be brought together and resolve the grievance among themselves. Supervisors shall try to determine and, whenever possible, eliminate the causes of dissatisfaction. Care must be exercised to avoid aggravating matters by thoughtless, insensitive, or unwise careless handling of the grievance.

When such matters are not resolved at the immediate supervisor’s level, a complaint may be registered orally or in writing to the next supervisory level in the College organization and, ultimately, the Vice President level.

College Grievance Committee: Any grievance, except those concerning non-reappointment, suspension, dismissal, or other adverse personnel actions, which cannot be satisfactorily resolved in private conference with the appropriate Vice President, may be petitioned to a Grievance Committee. The Grievance Committee is an ad hoc, advisory committee appointed by the President which reports directly to the President. The grievance petition must set forth the specific nature of the grievance and describe what efforts have been made to obtain redress. Copies of the grievance petition must be made available to the President, the Grievance Committee, and any other interested parties. If requested, the Administrative Assistant to the President will type the grievance petition and return it to the aggrieved person.

The Grievance Committee must investigate the grievance and recommend appropriate action to the President. If a member of the Committee is a party in the grievance under consideration, he/she must step aside and the President will appoint another to consider the grievance. The Committee will hold an informal hearing within three (3) working days after receiving the grievance. In addition to the person who filed the grievance, any party to the grievance may appear and testify or present other evidence. An audio-recording will be kept of all proceedings.

Private legal counsel may be retained by either party to a grievance and may present his/her position before the Committee. But in the event legal counsel will be present, the other party or parties to the grievance, and the College President, must be advised at least 24 hours in advance of the meeting.

Reprinted/Effective: December 2011
The Grievance Committee must submit its written and unelaborated recommendations to the President within seven (7) working days after the hearing. The complete record, including any transcript, must also be submitted. A simple majority of the committee will suffice to determine the nature of the report. A statement of nonoccurrence will be included if deemed appropriate by a member. All members will sign the submitted report. The President, after careful consideration of the Grievance Committee’s report, will take the action considered appropriate. The President will advise all concerned in a simple, unelaborated written statement.
EMPLOYEE DISCIPLINARY ACTION

Western Piedmont Community College maintains the right to enforce reasonable job expectations and rules of conduct among its employees and expects each employee to perform his/her work and to conduct himself or herself in a manner that brings credit to the College. Therefore, appropriate disciplinary action will be taken for misconduct or violations of established policy, procedures, or rules.

Disciplinary action should be the exceptional instance in a continuous process of individuals successfully relating to one another and to the College, but when all else fails, the action taken by the College should be restorative in nature and serve to reaffirm and enhance the concept of individual importance.

Such responses by the College may include a progressive series of disciplinary actions that include warnings, suspension, or dismissal. The nature or severity of the offense will determine the first step to be taken. In conjunction with related College policies and procedures, supervisors are expected to follow the steps outlined below:

**Step 1 – First Oral Warning:** The responsible supervisor speaks to the employee: (a) to review expected job performance or conduct; (b) to explain specifically how the employee has not met College expectations; (c) to provide an opportunity for the employee to explain his/her actions; and, together, (d) to agree, if possible, on a course of action that will correct the job performance or conduct under question. The supervisor will record the date and notes of this meeting.

**Step 2 – Second Oral Warning With Letter:** The supervisor, appropriate Vice President, and employee review the issues of the first meeting in an attempt to determine why improvements have not occurred. The supervisor then explains to the employee that a change in job performance or conduct is required within a specified period of time. A follow-up letter outlining this discussion is written by the supervisor and delivered to the employee with a copy to the employee’s personnel file.

**Step 3 – Official Written Notification:** When appropriate corrective action has not been taken by the employee during the specified time period, the supervisor will inform the President and review the previous meetings and letter. A second letter, signed by the President, will be delivered to the employee explaining the unacceptable progress and providing notification of any further action to be taken.

**Step 4 – Suspension:** Suspension from duty is considered to be a severe reprimand that provides an opportunity for constructive improvements in the situation. After consultations with the immediate supervisor, the President will provide the employee with a written notice and explanation of the specific reason(s) for the suspension, the inclusive dates of suspension, and that dismissal will result if these or similar offenses reoccur or continue.
Step 5 – Dismissal: As a last resort, and after the above actions have failed, the employee may be terminated. Under other circumstances, however, serious offenses may be cause for immediate termination.

Examples of Poor Job Performance: The following list is an attempt to provide examples of some of the serious work deficiencies or offenses which normally require disciplinary action. This is not intended as an all-inclusive list of poor job performance:

a. incompetence and/or inefficiency  
   f. negligence in performance of work  
   b. absent without proper leave  
   g. careless use of College property  
   c. habitual failure to report on time  
   h. improper use of leave privileges  
   d. excessive absences from work  
   i. failure to maintain required license or certifications  
   e. failure to maintain satisfactory working relationships with the public or employees  
   j. falsified work records

Examples of Poor Conduct: Likewise, the following list of improper behaviors is an attempt to provide examples of potentially serious offenses under this policy. This is not intended as an all-inclusive list of poor conduct:

a. conviction of a felony or misdemeanor  
   g. conviction for immoral conduct  
   b. misuse of College funds or property  
   h. falsified job application  
   c. disruptive or abusive behavior  
   i. endangerment of persons  
   d. willful damage to property  
   j. unlawful possession of a weapon  
   e. insubordination  
   k. accepting “gifts” or “favors”  
   f. misuse of confidential information
SUSPENSION AND DISMISSAL PROCEDURES

Suspension: The President may suspend any College employee if he/she believes that justifiable cause exists. The suspension shall follow the President's careful preliminary inquiry and deliberation. All suspensions shall be without pay. The President's decision may not be based on any of the following impermissible grounds: (1) the employee's exercise of rights guaranteed by the First Amendment to the United States Constitution; (2) discrimination based on the employee's race, religion, age, sex, disability, association, or national origin; (3) personal malice; or (4) the judicious exercise of academic freedom.

The President shall give the employee written notice of the suspension, including a simple statement of the cause, the date and hour the suspension becomes effective. This notice shall either be delivered personally, or forwarded to the employee's last known address by registered mail with return receipt requested. The President must make a continuing effort to notify the employee and immediately conduct a thorough investigation of the circumstances leading to the suspension. The President must decide on one of the following actions and notify the suspended person within ten (10) working days after the suspension period begins:

1. To institute formal dismissal proceedings against the suspended employee;
2. To reinstate the suspended employee to the former position;
3. To reinstate the suspended employee to the former position with appropriate sanctions; or
4. To reinstate the employee to a different position within the institution.

In the case of a suspended employee who is reinstated with sanctions or reinstated to a different position, the employee may make a written request for a conference with the President to discuss the action taken. Such requests will be made within five (5) work days after notification of the President's decision. A conference shall be granted, and if possible, held within five (5) days after the President receives the employee's request. At the conference, the President, with others whom the President has asked to attend, shall discuss the action and attempt to answer the employee's questions. The employee shall be given an opportunity to present reasons why the sanctions should not be imposed or why the reassignment should not be made. Within five (5) days after the conference, the President shall give the employee a simple, unelaborated written statement as to whether the sanctions or reassignment will be modified.

Dismissal: Justifiable cause for the dismissal of any College employee during the contract period shall consist of one or more of the following:

a. Continuing neglect of responsibilities stated in the written terms and conditions of the appointment;
b. Professional incompetence;
c. Misconduct which indicates that the employee is unfit to continue as a member of the faculty or staff;
d. Permanently incapacitating mental or physical disability if accommodations are impossible;
e. Financial exigency, or a program change, that requires a reduction of personnel.
**Notice of Dismissal:** If the President decides to recommend dismissal of an employee, the employee will be given written notice of the proposed dismissal. The president’s written notice shall include a simple statement of the cause for dismissal, and it shall inform the employee of his/her rights to a conference with the President.

Employee’s Request for a Conference with the President: If an employee wants a conference with the President, the employee must make a written request to the President within five (5) working days after receiving written notice of the proposed dismissal. If an employee does not make written request for a conference within five (5) work days after receiving written notice of the proposed dismissal, the employment shall be terminated on the date specified in the dismissal notice, and the dismissal will be final.

If a conference with the President is requested, it shall be granted, and if possible, held within five (5) days after the President receives the employee’s request. At the conference, President, with others whom the President has asked to attend, shall discuss the reasons for the proposed dismissal and attempt to answer the employee’s questions. The employee shall be given an opportunity to present reasons why the proposed dismissal should not take place. Within five (5) days after the conference, the president shall give the employee a simple, unelaborated, written statement as to whether the recommended dismissal of the employee will be presented to Trustees.

**Employee’s Request to Appear Before the Trustees:** If an employee wants to appeal the President’s decision on dismissal, he/she may, within five (5) days after receiving the President’s written statement, request a hearing before the Trustees. The request for a hearing shall be in writing and addressed to the Trustee Chair and outline why the employee contends that the state cause for dismissal is untrue and unsubstantiated, or improper, and it shall include a short and plain statement of the facts believed to support the contention. Submission of such a request constitutes on the part of the employee: (1) a representation that he/she can support the contention by factual proof, and (2) acknowledgment that the College may offer in rebuttal to this contention any relevant data within its possession.

The burden is on the employee to demonstrate that he/she did not violate College policies, procedures and/or rules; or, for purposes of non-renewal, to demonstrate that the President’s determination was based on impermissible grounds or, for purposes of reduction in force or involuntary leave without pay, to demonstrate that the President’s decision was arbitrary, capricious, discriminatory or a violation of policy.

*Impermissible Grounds* means the use of the employee’s race, sex, religion, age, national origin, disability status, military status, protected First Amendment rights or any other protected class as prohibited by law as the basis for the non-renewal decision.

**Trustee Action on the Employee’s Request:** The Trustees shall conduct a hearing on the recommendation to dismiss within ten (10 days after the Trustees receive the employee’s request. The employee shall be given at least five (5) days notice of the hearing.

Reprinted/Effective: December 2011
Conduct of the Hearing: The hearing shall be conducted informally and in private with only the Trustees, the employee, the officers of the institution who were involved in the dismissal decision, the President, and such witnesses as may be called in attendance, except that the employee and the President may each be represented by a person designated in writing to act in his/her interest. A quorum for purposes of the hearing is a simple majority of the Trustees. Trustees who will testify as witnesses or have any other significant conflict of interest are disqualified, but are still counted for purposes of establishing a quorum. An audio-recording of the proceedings will be made. Trustees may consider such evidence as considered fair and reliable. All witnesses may be questioned by Trustees, the employee, the President, and the representatives of the employee and the President. Except as herein provided, the conduct of the hearing is under the Trustee Chair's control.

Hearing Procedure: The hearing shall begin with the employee's presentation of why the stated cause for dismissal is untrue and unsubstantiated, or impermissible, and it must be limited to those reasons outlined in the employee's request for a hearing and supported by proof. The President may then present in rebuttal to the employee's contentions, or in general support of the decision to dismiss, such testimonial or documented proof as desired to offer, including personal testimony. At the end of these presentations, Trustees shall consider the matter in closed session, at which the President shall not be present.

Procedure After Hearing: After all of the evidence has been presented, Trustees shall determine whether there is justifiable cause for the employee's dismissal. Trustees shall notify the employee and the President of the decision in a simple, unelaborated written statement. This notice shall also include the Trustees' decision on dismissal, which decision shall be final. The final decision shall be announced at the Trustees' next public meeting.

(SUSPENSION AND DISMISSAL PROCEDURES, amended by Trustees on April 7, 2014.)
The President of Western Piedmont Community College may decline to renew the contract of any employee for any reason he/she deems sufficient. In assessing the person for reappointment, the President may take into account, and use as the basis of the recommendation, in whole or in part, any factors deemed relevant to total institutional interests. However, the decision may not be based on any of the following impermissible grounds: (1) the employee’s exercise of rights guaranteed by the First Amendment to the United States Constitution; (2) discrimination based on the employee’s race, religion, sex, age, disability, or national origin; (3) personal malice; or (4) the judicious exercise of academic freedom. Instructors having de facto tenure as defined by the Trustees on November 2, 1981, may be non-reappointed only for cause.

Notice of Non-Reappointment for Full-Time Employees (Curriculum Faculty, Administrative, and Professional): The employee’s immediate supervisor must recommend to the President through appropriate channels whether to renew the employee’s contract for the next contract period. If the President intends non-reappointment, the President shall give the employee a simple, unelaborated, written statement of the decision. The President should attempt to give this notice no later than thirty (30) days prior to the end of employment so that the institution can give timely notice of a final decision. The notice also shall include a copy of this non-reappointment policy and procedure.

North Carolina law and regulations do not permit salary commitments if funds are not allocated for staffing, and deviation from this notice schedule may be necessary if non-reappointment is caused by financial exigency.

Full-Time Employees (Classified): Classified employees are employed by the President or a designee for the period specified in the letter of appointment. Full-time classified employees who are not to be retained in employment shall be so notified in writing giving a thirty (30) days’ notice. The College is not obligated to give reasons for the non-reappointment.

Part-Time Employees: All part-time employees have a contract for a specified period of time; there should be no expectation of employment beyond the contracting period and, therefore, notice of non-reappointment is not applicable. Part-time employees who are not given subsequent contracts do have the right of a conference with the President and may request to appear before the Trustees under the same conditions described below.

Employee’s Request for a Conference with the President: Within five (5) days after receiving the President’s written notice to recommend non-reappointment, an employee may, in writing, request a conference with the President. The President may invite the employee’s immediate supervisor and any other institutional administrator to attend the conference if thought their presence will be helpful.
The conference with the President shall be granted and held within five (5) days after receiving the employee’s request, if possible. At the conference, the President shall discuss the intended recommendation and attempt to answer the employee’s questions concerning the recommendation. Within five (5) days after the conference, the President shall give a simple, unelaborated, written statement to the employee as to whether the non-appointment decision stands.

**Employee’s Request to Appear Before the Trustees:** If the full-time curriculum faculty, administrative, or professional employee receives notice that the President will recommend non-reappointment to the Trustees, he/she may, within five (5) days after receiving such notice, request a hearing on the President’s recommendation before the Trustees. This request shall be granted only if the employee contends that the President’s recommendation not to reappoint was based on one of the grounds previously stated to be impermissible.

An employee’s request for a hearing before the Trustees shall be in writing and addressed to the Chair. It shall specify the impermissible ground(s) on which the employee contends that the President’s recommendation or the Trustees’ decision was based and shall include a short and plain statement of the facts to support the contention. Submission of such a request constitutes on the part of the employee: (1) a representation of the contention by factual proof, and (2) acknowledgment that the College may offer in rebuttal of the contention any relevant data within its possession.

Full-time classified employees who believe that the decision for their not being retained was based on one of the grounds previously stated to be impermissible may also request an appearance before the Trustees. Although part-time employees have no expectation of continued employment, they too may be granted a hearing before the Trustees if they contend that personnel action relating to their employment was based on impermissible grounds.

The burden is on the employee to demonstrate that he/she did not violate College policies, procedures and/or rules; or, for purposes of non-renewal, to demonstrate that the President's determination was based on impermissible grounds or, for purposes of reduction in force or involuntary leave without pay, to demonstrate that the President's decisions was arbitrary, capricious, discriminatory or a violation of policy.

*Impermissible Grounds* means the use of the employee's race, sex, religion, age, national origin, disability status, military status, protected First Amendment rights or any other protected class as prohibited by law as the basis for the non-renewal decision.

**Trustee Action on the Employee’s Request:** After considering the employee’s request, the Trustees shall permit a hearing if it is determined: (a) that the request contains a contention that the recommendation or decision was based on an impermissible ground, and (b) that the facts alleged by the employee, if established, might support the contention. If the Trustees determine that the request does not meet these conditions, they shall immediately consider the President’s recommendation and decide on the reappointment. Trustees shall notify the employee and the President of the decision to reject the petition and the decision on reappointment with a simple, unelaborated, written statement. This notice shall terminate the proceedings and finally confirm
the decision on reappointment. If the employee’s request is granted, a special hearing shall be held within ten (10) days after the Trustees receive the request. The employee shall be given at least five (5) days’ notice of the hearing.

**Conduct of the Hearing:** The hearing shall abide by rules established in the Trustee Bylaws and be conducted informally and in private with only the members of the Trustees, the employee, the President, and other officers of the administration the President so designates, and such witnesses as may be called in attendance, except that the employee and the President may each be represented by a person designated in writing. A quorum for purposes of the hearing is a simple majority of the total board membership. Trustees who will testify as witnesses or have any other significant conflict of interest are disqualified, but are still counted for purposes of establishing a quorum. The Trustees may consider only such evidence as is presented at the hearing and need only consider such evidence as considered fair and reliable. All witnesses may be questioned by Trustees, the employee, the President and the representatives of the employee and the President. An audio-recording of the proceedings will be made. Except as herein provided, the conduct of the hearing is under the Trustee Chair’s control.

**Hearing Procedure:** The hearing shall begin with the employee’s presentation of proof, but limited to those impermissible grounds specified in the request for a hearing. When this presentation has concluded, the Trustees shall recess to consider whether the proof offered establishes that the President’s recommendation or the Trustees’ decision not to reappoint was based on an impermissible ground. If determined that the contention has not been so established, Trustees shall so notify the employee and President with a simple, unelaborated, written statement that the employee has not shown that the President’s recommendation or Trustees’ decision not to reappoint was based on an impermissible ground. This notice shall be accompanied by the Trustees’ decision on reappointment when the hearing has considered the President’s negative recommendation. This notice shall terminate the proceedings and be the final decision on reappointment.

If Trustees determine that the rebuttal or explanation by the President is desirable, they shall so notify the parties and the hearing shall proceed. The President may then present in rebuttal of the employee’s contentions, or in general support of the decision not to reappoint, such testimonial or documentary proof, including the President’s own testimony.

If the President recommended reappointment, but Trustees decided not to reappoint, Trustees shall designate someone to rebut the contentions. If the College attorney is chosen to make this rebuttal, he/she shall not serve as legal adviser to the Trustees on any issue arising out of this non-reappointment. At the end of the presentations, the Trustees shall consider the matter in closed session, at which the President shall not be present. The burden shall be on the employee to satisfy the Trustees that the contention is true.

**Procedure after Hearing:** After all of the evidence has been presented, the Trustees shall determine whether the employee’s contention has been established, and shall, by a simple unelaborated statement, so notify the employee and the President. This notice shall also include the Trustees’ decision on reappointment, which decision shall be final and announced at the next public meeting.
(NON-REAPPOINTMENT OF EMPLOYEES, amended by Trustees on January 14, 2002, February 3, 2003 and April 7, 2014.)
GUIDELINES FOR A REDUCTION IN FORCE

The President may terminate an employee’s employment with the College during a contract period when budgetary circumstances indicate the imminent need to reduce the number of personnel within the College’s workforce. The termination of a full-time or part-time employee under the provisions of this policy requires Trustees to first declare that a financial exigency exists at Western Piedmont Community College. Trustee meetings to consider financial exigency for a reduction in force shall be held in accordance with Article III, Section 2, and related sections of the Trustee Bylaws.

Financial exigency is defined as a situation where current or anticipated fiscal resources are not sufficient to continue campus operations at current levels. Such a situation may affect one or more operational areas or programs of the College and may occur as a result of declining enrollments, reduced funding from any source, reorganization, or other similar events. The President and administrative staff shall provide to Trustees the essential information, proposed options, and recommended actions required to reduce or eliminate the financial emergency.

Within these procedures, the primary consideration for the continuation or termination of an employee is the maintenance, within allocated resources, of a sound and balanced educational program as stated in the College’s Mission Statement. Although length of employee service is an important consideration in these matters, a strict seniority rule will not be applied. Reassignments will be considered as an alternative to termination.

Within 24 hours of the decision to terminate an employee, the President shall have delivered by written letter and certified mail such notice of termination, the effective date of termination, possible conditions of reemployment, and the employee’s right to appeal as prescribed in this manual. While excluding official holidays, full-time employees shall be given no less than 30 calendar days’ notice, and part-time employees shall be given no less than 15 calendar days’ notice. The College, when requested, shall give the terminated employee reasonable assistance in finding other employment.

(GUIDELINES FOR A REDUCTION IN FORCE, amended by Trustees January 14, 2002; April 7, 2014)
COLLEGE SEPARATION PROCEDURE

An employee who is terminating employment, for any reason, is required to complete the College “Separation Procedure” form and may complete the “Exit Interview Questionnaire”. Once the Office of Human Resources is notified of the termination, a Separation Exit Checklist is sent to the employee to complete prior to his/her last day of employment. The exiting employee is responsible for obtaining clearance from the Division he/she reports to, the Library and the Business Office (Equipment), and completing and returning all forms to the Office of Human Resources. Western Piedmont reserves the right to hold the employee’s last check until all obligations to the College are completed.

TERMINATION OF BENEFITS

During the period of termination, an employee ceases to earn leave and increments and ceases to be entitled to take sick leave. The employee will not be charged leave for any holidays occurring during that period. The last day of work is the date of separation, except when an employee exhausts sick and vacation leave before disability retirement, the date separated will be the ending date of vacation leave. In the latter case, the employee continues to earn benefits during the period of exhausting leave.

MANDATORY RETIREMENT

In accordance with federal laws and regulations, no employee may be retired for age.

EMPLOYEE RECOGNITION

Western Piedmont Community College will recognize employees retiring from the College who are eligible for North Carolina retirement benefits. Each year the College will host a reception to recognize these individuals. Invitations will be sent to all full-time employees and Trustees. Immediate family members (spouse and children) of each honoree will also be invited to attend. Other recognition activities by campus individuals, groups, or divisions are encouraged; however, these will be totally apart from the official College recognition. A gift from the College will be given to each honoree who retires with fifteen or more full-time years of service to the College. No other recognition or presentation will be given during this College event. The Director of Human Resources is responsible for policy implementation.
3.41

EMERITUS STATUS FOR FACULTY AND STAFF

Emeritus Status is an honorary designation for retired persons who have rendered singular service to Western Piedmont Community College as a member of the faculty or staff. Emeritus Status is conferred by the Trustees on the recommendation of the President of the College. Nominations for Emeritus Status may be forwarded by any College employee or group of employees to the President. The following conditions apply for nominations:

1. Emeritus Status may be extended to retired persons only on the basis of merit exhibited through distinguished service to Western Piedmont;

2. The nominee must have fully retired from Western Piedmont, although occasional part-time work at the College will not be precluded; and

3. The nominee must have served at least fifteen (15) years on the faculty or staff of Western Piedmont immediately prior to retirement.

The recommendation must be made no later than the end of the second year of retirement. The status of Instructor Emeritus will designate the academic department which closely parallels the person’s academic degree. Staff granted Emeritus Status will normally be designated in their work area, but may be designated with an administrative title such as “Dean Emeritus”.

Whenever possible, persons with Emeritus Status may participate in academic processions and attend, as guests, all athletic, dramatic, musical, conference, and other such functions sponsored by the College or the Western Piedmont Foundation.

EXCELLENCE IN TEACHING AWARD

Established by Western Piedmont Foundation, Inc., the Excellence in Teaching Award is given annually to a full-time and part-time faculty member of the curriculum faculty in recognition of his/her outstanding qualities as a teacher.

Committed to the mission of the comprehensive community college, these teachers make every effort to assist students in achieving their highest potentials and to encourage inquiring minds. Basically, the selection criteria recognizes: (1) extraordinary efforts as a teacher; (2) service to the profession, the College and community; (3) involvement with present and former students; and (4) evidence of innovative or special efforts in teaching. Selection is based upon the following procedures:

1. A selection committee, comprised of prior award recipients, is appointed by the Vice President for Academic Affairs with the past year recipient serving as chair. The
committee shall have a minimum of three (3) members. Past recipients are ineligible for nomination for a period of five (5) years following the award.

2. The chair shall publish the criteria and nomination procedures weekly in relevant college publications and distribute notices to all full-time employees during the first week of February and the third week of March.

3. Letters of nomination are due by the last work day in March.

4. Nominees must be currently employed, College curriculum faculty members whose primary assignments are teaching and whose contracts are for the current academic year.

5. The selected nominee’s name will be forwarded to the Vice President for Academic Affairs by May 1. Announcement of the award is made at Spring Commencement.

6. No permanent files are maintained. All committee notes and materials are destroyed.

(EXCELLENCE IN TEACHING AWARD, amended by Trustees March 3, 2014.)
3.42

OUTSTANDING STAFF MEMBER AWARD

Established by Western Piedmont Foundation, Inc., the Outstanding Staff Member Award is given annually to a full-time staff member of the College in recognition of his/her superior contributions as an employee. This employee should demonstrate a commitment to the philosophy of the community college and to the mission and goals of the College. The following positions are not eligible to receive the Outstanding Staff member Award: President, Executive Vice President, Vice President for Academic Affairs, Vice President for Student Development and full-time faculty. The selection criteria include:

1. Extraordinary efforts as an employee;
2. Service to profession, the College, and community;
3. Evidence of innovative or special efforts in their area of responsibility;
4. Minimum period of two years’ service with the College;
5. Excellent attendance and punctuality records;
6. Shows a cooperative attitude toward College policies;
7. Works harmoniously with and for others;
8. Quality and quantity of work is consistently superior;
9. Is willing to take on additional duties when the need arises;
10. Is dependable in fulfilling responsibilities;
11. Shows initiative;
12. Exercises good judgment;
13. Consistently demonstrates an ability to cope with varied problems;
14. Accomplishes objectives effectively;
15. Keeps abreast of current development in his/her field of expertise; and
16. Has a good attitude toward safety, follows safe practices, and influences others to do the same.

Selection Procedures

1. The first year selection committee appointed by the President will be comprised of five (5) members. The second year committee will include the first year recipient with the President appointing the remaining four (4) members. For each succeeding year, the committee will be comprised of the most recent recipients plus members appointed by the President not to exceed a total of five. The previous years’ recipient will serve as chair for the current year. Past recipients are ineligible for nomination for a period of five (5) years following receipt of the award.

2. Each year the new chair will publish the criteria and procedures in the weekly UPDATE and distribute notices to all full-time employees during the first week of May and the third week of June.

3. Letters of nomination will be due by the first week in July.

Reprinted/Effective: December 2011
4. Nominees must be full-time College staff members who hold contracts for the current fiscal year.

5. The nominee’s name will be forwarded to the President by August 1 with the announcement of the award to be made at Fall Orientation.

6. No permanent files will be maintained. All committee notes and materials will be destroyed.
SECONDARY EMPLOYMENT

The employment responsibilities to the College are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. The Trustees shall approve or disapprove any secondary employment of the President. A full-time employee shall have approval from the President before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest.

Secondary employment shall not be permitted when it would:

- Create either directly or indirectly a conflict of interest with the primary employment.
- Impair in any way the employee’s ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee’s position.

The employee shall have approval of the agency head, or designee, before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment. It is the responsibility of the employee to complete a Secondary Employment Form for all employment outside the College, and to update the form annually, as well as to document changes as they occur.

(SECONDARY EMPLOYMENT, approved by Trustees on April 4, 2005.)
NEPOTISM

The State Board of Community Colleges expects present and prospective employees to be evaluated on the basis of individual merit, without respect to race, sex, religion, national origin, disability, or any other factors not involving professional qualifications and performance. In accordance with this policy, the following restrictions are adopted to avoid the possibility of favoritism based on family relationships among employees of community colleges in the North Carolina Community College System:

1. An institution shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which result in one person of such relationship supervising a closely related person, or having a substantial influence over employment, salary, or wages, or other management or personnel actions.


3. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional 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.

COLLEGE SAFETY AND PROPERTY

The College endeavors at all times to maintain safe working conditions. Employees are expected to practice good housekeeping continuously and to be attentive to safety in work habits. Employees should make full use of safety devices provided for their protection and report to supervisors any unsafe working conditions or safety hazards on the campus. Any accident or injury received on the job must be reported immediately to the employee’s supervisor.

Employees given responsibility for property belonging to the College are to keep such property in good condition. College property must be returned when an employee leaves the employment of the College. The use of College property for personal reasons is prohibited.
DISEASE EXPOSURE CONTROL PLAN

This policy sets forth the Exposure Control Plan (ECP) of Western Piedmont Community College required by the occupational health standard for bloodborne pathogens (29 C.F.R. 1910.1030) promulgated by the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

The College’s Exposure Control Plan identifies the job classifications which have been determined to have potential exposure to blood and other potentially infectious materials. Other potentially infectious material is defined in the OSHA Standard as including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The ECP also describes the methods of compliance with applicable requirements of the Standard, it sets forth a compliance schedule for such methods and describes a procedure for evaluating exposure incidents.

All personnel employed by Western Piedmont Community College are required to comply with this ECP and with the requirements of the standard. Any failure to comply may be cause for disciplinary action. In the event the requirements of the College’s ECP, or the compliance requirements of the standard, should conflict with established infection control procedures, the more protective procedure will be followed to obtain maximum protection for the employee. The ECP may be examined by College employees during regular working hours, or at such other times as reasonable.

Western Piedmont’s Exposure Control Plan will be reviewed annually, or more often when required, to reflect new or modified tasks and procedures which affect employee exposure to blood and other potentially infectious materials, and to reflect new or revised employee job duties with a potential for exposure. Questions concerning the ECP and compliance with the standard should be directed to the College’s Equipment Coordinator.

DRUG-FREE CAMPUS

Western Piedmont Community College recognizes its obligations to all employees, students, and the general public to provide and maintain a safe environment which is free of alcohol and illegal drugs. This policy is in accordance with the requirements set forth by the Federal Drug-Free Schools and Campuses Act of 1989 with amendments. In the event of a conflict between the provisions of this policy and related federal law, federal law shall always prevail. This policy is intended to ensure the safety and well-being of employees and students as well as the general public. All employees and students of the
College, including full-time, trainee, part-time, regular hourly, and temporary, are expected to acknowledge an understanding of this policy and to abide by its provisions. The following terms apply:

**Impaired Performance or Behavior** shall mean such work performance and/or behavior which indicates to an observer that the employee’s or student’s ability to handle assignments safely and efficiently may be compromised.

**Substantiated Evidence** shall mean that the impairment of work performance or behavior is deemed consistent with alcohol or drug abuse. Medical tests or other tests may also be used to substantiate impairment.

**Illegal Drugs** are drugs which are not legally obtainable and drugs which are legally obtainable but have been obtained in a manner which is illegal.

Disciplinary Action up to and including dismissal shall include both oral and written warnings, transfer, demotion in classification and/or pay, leave without pay for up to three days, and dismissal. The intent is to utilize the disciplinary process in a constructive, rather than punitive, manner.

**Prohibited Acts:** An employee or student who commits any of the following prohibited acts is subject to disciplinary action up to and including termination. Any such prohibited acts will be reported to appropriate law enforcement agents.

1. The unlawful manufacture, distribution, sale, possession, or use of drugs, and the possession or use of alcoholic beverages while on campus, at workstations, and/or the selling of illegal substances or counterfeit substances on campus.

2. Reporting to the worksite, classroom, or campus while unable to perform due to the use of drugs, prescribed by a physician or purchased over-the-counter.

**Awareness Efforts**

Employees and students will be reminded of the provisions of the Federal Drug-Free Workplace and Drug-Free Schools and Communities Acts and their expected conduct annually. Resources are available describing:

1. Health risks associated with alcohol and drug use,
2. Appropriate sanctions for violation of federal, state and local laws, and
3. Available treatment options/programs.

Multiple avenues promoting a drug-free campus and workplace will be employed that include, but will not be limited to:

1. Articles in the student publication, “The Update”,
2. Employee/student e-mail communications/articles,
3. Web-based orientation assignments,
4. Printed material/flyers,
5. Health fairs, and
6. Web-based resources with links to related sites.

Should prevention fail, resources are available for students or employees having drug or alcohol-related problems. Student counseling/referral resources are available through Student Services located in Hildebrand Hall. Employee resources are available through the Employee Assistance Program.

Compliance

Part 86, the Drug-Free Schools and Campuses Regulations (Education Department General Administrative Regulations), requires that, as a condition of receiving funds, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Preparation of the required biennial report is the responsibility of the Dean of Student Services. This report will be conducted during even-numbered years and copies maintained in Student Services and the Office of Planning and Research.

Sanctions

1. Western Piedmont Community College does not differentiate between unlawful users, pushers, or sellers of controlled substances or alcohol. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance or alcoholic beverage to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. In the event of a conflict between the provisions of this policy and related federal law, federal law shall always prevail.

2. The term “controlled substance” means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, “Heroin, Marijuana, Cocaine, PCP, and Crack.” They also include “legal drugs” which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, liquor, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

Procedures for Disciplinary Action: Commission of one or more of the above prohibited acts on the campus of Western Piedmont Community College shall be deemed unacceptable personal conduct, subject to disciplinary action. The College’s immediate response to such situations shall be in accordance with the following requirements and other related procedures contained in this manual:
1. Any employee and/or student determined by administrative investigation to be involved in the manufacture, distribution, or selling of illegal or counterfeit substances on campus shall be terminated or expelled.

2. Any employee and/or student determined by administrative investigation to be on campus and in possession of alcohol, illegal drugs, or prescription drug not prescribed to that person shall receive a written warning and may be subject to other disciplinary action.

3. Any employee and/or student on campus determined by administrative investigation to be impaired by alcohol or drugs, including drugs prescribed by a physician and over-the-counter drugs, shall be ordered to leave the campus and may be subject to other disciplinary action.

Following an investigation, the Director of Human Resources and/or the Dean of Student Services shall schedule a conference with the employee or student to review the results of the investigation and to give the employee and/or student an opportunity to respond at a due process hearing. When findings of an employee investigation include substantiated evidence or abuse and/or impairment, the employee shall receive a written warning and be referred to the College’s Employee Assistance Program (EAP) as a condition for continued employment. If the employee fails to meet scheduled EAP conferences and/or fails to complete recommended treatment, this shall be grounds for employee dismissal. In the same instance, a student will be referred to community agencies for counseling and may be readmitted upon the successful completion of an appropriate program.

**Student Responsibilities**

Self-discipline is an integral part of all students’ education. Students will maintain standards of conduct appropriate for students; however, in those rare instances when individuals interfere with the rights of others to educational opportunities, the College will maintain order. To this end, the WPCC Student Handbook contains a Student Code of Conduct to which students will adhere. The prohibition of alcohol and drugs is an integral part of this code. Any student convicted of any criminal drug statute violation must notify the Dean of Student Services in writing not later than five (5) calendar days after such conviction. Failure to provide notification may result in expulsion.

**Employee Responsibilities:**

1. Any employee using prescribed medication under a doctor’s direction, and any employee taking prescription or over-the-counter medication that could alter his/her ability to perform the duties and responsibilities of his/her position, must notify the Director of Human Services. Such employees are responsible for finding out from a health-care professional the effects of any drug being taken. Failure to obtain such information will not restrict disciplinary action under this policy. If in the opinion of the employee’s
supervisor and the Director of Human Resources, an employee’s action and/or behavior is considered unsafe as a result of using the medication, the employee may be sent home on sick leave. Other options include referral to the EAP and/or temporary assignment. Failure to notify the Director of Human Resources shall be cause for disciplinary action up to and including dismissal.

2. Employees are responsible for notifying the Director of Human Resources within five calendar days after an arrest and/or indictment, or conviction on drug related charges. Failure to do so will be considered as employment related negligence of duty. Employees working under federal grants, who are convicted for violation drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The Director of Human Resources must notify the U. S. government agency responsible for the grant within ten (10) days after receiving notice from the employee or other notification. The college shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

3. Any employee convicted of an off-the-job related offense which could directly or indirectly affect their credibility or ability to carry out effectively the duties and responsibilities of his/her position at Western Piedmont Community College shall be subject to disciplinary action up to and including dismissal.

4. Any employee whose job requires a valid vehicle operator’s license and who is convicted of a violation for driving while impaired, resulting in a revocation of such license, must report this revocation to the Director of Human Resources. The Director shall determine whether revocation shall interfere with a minimum level of job performance.

5. During the statutorily required initial “ten-day revocation period” temporary job assignment may be necessary. If, upon conviction, revocation of the operator’s license is for one year or more, and no restricted license can be obtained, the College may either assign the employee to another job for which he/she is qualified or may terminate the employee for cause. In the event the employee is retained, a mandatory referral to the EAP is required as a condition of continued employment. Failure to notify the Director of Human Resources shall be cause for disciplinary action up to and including dismissal.

Other Provisions and Procedures:

1. All employees and/or students have an obligation to report observed and suspected violations of this policy to their instructors, supervisors, or College administrators.

2. The Director of Human Resources is assigned responsibility and authority to establish supplemental policies and procedures necessary to the implementation and administration of this policy.
3. The Employee Assistance Program’s (EAP) responsibility for supervision and employee awareness will be to assist agencies in meeting compliance requirements. The EAP serves as the staff resource in the development and communication of employee awareness and training programs. In the case of “emergency situations” or “mandatory referrals”, the EAP agrees to schedule an assessment within three working days of receiving the referral. Assessment services include:

a. Providing initial assessment and evaluation of all referrals (supervisory, self referrals, and employee’s family members);
b. Referring the individual to the most appropriate available resource in a timely and efficient manner;
c. Maintaining a network of community resources and being knowledgeable about available services and their costs;
d. Serving as a liaison to the Director of Human Resources;
e. Monitoring employee’s attendance and completion of services; and
f. Maintaining discretion and confidentiality of all personnel and personal information concerning program participants.
g. Serving as a staff resource in the development and communication of employee awareness and training programs. In the case of emergency situations or mandatory referrals, the EAP will schedule an assessment within three (3) working days of receiving the referral.

(DRUG FREE CAMPUS, approved and amended on April 6, 2009).
3.46  

INAPPROPRIATE RELATIONSHIPS

Western Piedmont Community College’s educational mission is promoted by professionalism in student-faculty relationships and in supervisor-subordinate relationships. Professionalism is fostered by an atmosphere of trust and respect. Professionalism and academic integrity are diminished when those in positions of power abuse their authority. Actions of faculty members, supervising administrators, other employees, or students which harm the College’s atmosphere of trust and respect undermine professionalism, damage the academic integrity of the College, and hinder the fulfillment of the College’s educational mission.

Faculty, staff and administrators should be aware of the possibility that a personal relationship with a student or a subordinate employee may be interpreted, either at the time or at a later date, as non-consensual. Such a personal relationship may be interpreted as sexual harassment or as inappropriate preferential treatment.

There is an inherent power differential in faculty-student relationships, and in the relationships between a supervisor and a subordinate within the work force. Because of this power differential, it may be impossible for a balanced and truly consensual “romantic or sexual” relationship between such parties to exist. There is a potential for power to be used to prolong or shape the relationship in ways that could not occur in the absence of the potentially coercive power differential. There is also potential for a party to the relationship to extort favors or privileges from the other party.

In order to avoid the problems which are likely to result from such inappropriate romantic or sexual relationships, WPCC has established, as policy, that inappropriate personal relationships (as generally described hereinabove) between a faculty member and a student or between a supervisor and a subordinate employee are a conflict of interest when the faculty member or supervisor has direct evaluative professional responsibility over the student or subordinate employee. No faculty member or supervisor shall initiate, pursue, or be involved in an inappropriate personal relationship with any employee or student who is advised, counseled, evaluated by, or supervised directly or indirectly by, or whose job performance is reviewed or evaluated by that person.

WPCC will not tolerate inappropriate personal relationships nor will it tolerate any form of retaliation against any employee or student who has brought good faith concerns to the attention of the College. A faculty member, supervising administrator, or other employee acting in an advisory, counseling, supervisory or evaluative role with respect to employees or students who is involved in an inappropriate personal relationship or in any retaliatory activity will be deemed to have engaged in serious misconduct.

(INAPPROPRIATE RELATIONSHIPS, approved by Trustees on August 7, 2006, and amended on April 14, 2008).
SEXUAL ASSAULT

Sexual assaults, including date or acquaintance rape, are a serious concern to the college and will not be tolerated. Victims of sexual assaults should get to a safe place, and then seek medical treatment as soon as possible (preferably within 72 hours). Time is a critical factor for evidence collection and preservation. Victims should notify the Campus Security at 828-448-6196, or contact any of the “campus security authorities” for help. If the assault occurred school sponsored activity, Campus Security will help the victim file a report with the appropriate law enforcement agency. The filing of a report does not obligate the victim to pursue charges, but does make filing of charges easier at a later date.

To aid the police investigation, victims of sexual assault should take these steps to help preserve evidence:

Try to preserve all physical evidence

Do not shower or bathe before the medical exam.

Do not change your clothes; but if you do, save all your clothing and give them to the police.

Do not disturb or alter the crime scene.

Document any injury you suffered, either by photograph or by showing it to someone you trust.

Options available to sexual assault victims are resolution through the college and/or the judicial system (criminal and/or civil). Western Piedmont Community College will assist in pursuing option(s) elected by the victim. The college and the courts are independent systems; charges may be filed in either or both systems.

Counseling services for sexual assault victims are available both on and off campus. Security, Human Resources, Advisors, Counselors, and Student Services Personnel may provide counseling or referrals to off-campus resources. The appropriate county organizations will also be notified. Additionally, instructional personnel will make every reasonable effort to assist victims of sexual assault by providing options for changing academic conditions whenever possible.

The college responds to all violations of the Student Code of Conduct, including all sex offenses, forcible or non-forcible. Both the accuser and the accused are entitled to the same opportunities to have others present during the proceedings, and both parties of any sex offense hearing shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sex offense.
Violations of the Student Code of Conduct may result in immediate sanctions, including probation or suspension from the college by the President, upon recommendation by a college Vice President, or expulsion from the college by the President, upon recommendation by a college Vice President. Additionally, the college may defer imposition of sanctions pending the outcome of an investigation. Students who wish to appeal any sanction should consult the Student Grievance Procedure as outlined in the Student Code of Conduct.

If an assault victim does not wish to pursue action with the college or the judicial system, the victim may make an anonymous report. With the victim's permission, the college can file a report on the details of the incident without revealing the victim's identity. This type of anonymous report helps to ensure the future safety of the victim and others. With such information, the college can keep accurate records about the number of incidents involving students, determine where there is a pattern of assaults with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

(SEXUAL ASSAULT, approved by Trustees on August 4, 2014.)

SEXUAL HARASSMENT

Western Piedmont seeks to prevent sexual harassment among employees, applicants for employment, and students. The following describes the various measures appropriate in dealing with this subject. Sexual harassment includes such behavior as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, applicant, or student, particularly when one or more of the following circumstances are present:

a. toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation;

b. submission to or rejection of such conduct is used as a basis for a personnel decision or academic evaluation affecting such individual; or

c. the conduct has the purpose or effect of interfering with a person’s work performance, or creating an intimidating or offensive working or learning environment.

Western Piedmont, its officers, and employees are responsible for maintaining a working and learning environment free from sexual harassment. Existing disciplinary and grievance procedures shall serve as a framework for resolving allegations of sexual harassment. College responsibilities include making widely known the prohibitions against sexual harassment and ensuring the existence of appropriate procedures for dealing with allegations of sexual harassment.

In allegations of sexual harassment, a review by an immediate supervisor of the entire record and the circumstances will be made to determine whether the alleged conduct constitutes sexual harassment or whether the allegation may be malicious of ill-founded. There will be
no internal interference, coercion, restraint, or reprisal against any person complaining of alleged sexual harassment. All allegations or complaints of sexual harassment will be made known to the President of the College.

POLITICAL ACTIVITIES OF COLLEGE EMPLOYEES

As private citizens, all College employees retain the rights and obligations of citizenship, including freedom to engage in political activities. Certain types of activities by College employees, however, may be incompatible with their responsibilities to the College. Therefore, the following restrictions exist to holding public office concurrent with College employment:

1. **Full-Time Public Offices**: Upon election to or acceptance of appointment to a public office requiring full-time service, an employee of the College will be deemed to have resigned from College employment. However, upon written request and, if deemed practicable by the Trustees, the employee may be granted an appropriate leave of absence, with reduced compensation or without pay, to coincide with the period of public service; with such period of leave not to exceed two years in any case.

2. **Part-Time Public Offices**: Election to or acceptance of an appointment to a public office requiring part-time service, for which no compensation is paid or for which the compensation paid is nominal, shall be presumed not to create a conflict of time or interest which interferes with responsibilities owed the College. However, if the President believes that there will be a conflict of time or interest in the particular case, the question may be referred for resolution to the Trustees. Any employee who files as a candidate for or intends to accept appointment to such a public office must promptly provide to the President a written statement setting forth the amount of any payments to which the holder of such office is entitled and indicate the employee’s intentions to remain employed, resign, or seek a leave of absence.

3. **Candidate for Full-Time Office**: The candidacy of a College employee for election to a public office requiring full-time service is presumed to create a conflict of time which interferes with the performance of responsibilities owed the College and requires the employee either to procure an appropriate leave of absence or to resign from College employment. If prior to announcing candidacy, the affected employee, by petition, is able to establish to the satisfaction of the College that, contrary to this presumption, such candidacy in fact will not create a conflict of time which interferes with responsibilities owed the College, the resignation requirement shall not be applicable. Upon written request by the employee, and if deemed practicable by the Trustees, the employee may be granted a full or partial leave of absence from College employment, with a corresponding suspension or reduction in pay corresponding to the period of candidacy.

4. **Candidate for Part-Time Office**: The candidacy of a College employee for election to a public office requiring part-time service, for which no compensation is paid or for which the compensation paid is nominal, is presumed not to create a conflict of time which interferes with responsibilities owed the College. However, if the President believes that there will be a conflict of time in the particular case, the question may be referred for resolution by the Trustees. Any employee who files as a candidate for such a public office must provide to the President a written statement setting forth the amount of...
any payments to which the holder of such office is entitled and indicate the employee’s intentions to remain employed, resign, or seek a leave of absence.

Political Campaign Activities: With respect to an employee’s candidacy for election to public office, or to any other person’s candidacy for election to public office, no College employee shall:

1. Use College funds, services, supplies, vehicles, or other property to support or oppose the candidacy of any person for elective public office;
2. Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, with respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support of or opposition to any candidate for elective office; or
3. Solicit support for any political candidate or support for any issue on any referendum during regular working hours on College property. This policy shall not operate to preclude the discussion of political matters by students and employees.

College President: All portions of the policy above apply to the President of the College. In addition, the Trustees will notify the State Board of Community Colleges when the President becomes a candidate for public office or when the President is elected to a public office.
FACULTY CREDENTIALS

Western Piedmont Community College hires competent instructional personnel who are qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The College also considers competence, effectiveness, and capacity; including, as appropriate: undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes as justification when minimum academic requirements are not met. In all cases, the College is responsible for documenting and justifying the qualifications of its faculty. Credentials will be evaluated by the appropriate department head in consultation with the division dean and final approval by the Vice President for Academic Affairs.

**Associate degree courses designed for transfer to a baccalaureate degree:**
Doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
Minimum Documentation: Official transcripts from a regionally accredited institution and evaluation of graduate hours by college personnel

**Associate degree, certificate, or diploma courses not designed for transfer to the baccalaureate degree:**
Bachelor’s degree in the teaching discipline or associate’s degree and demonstrated competencies in the teaching discipline
Minimum Documentation: Official transcripts from a regionally accredited institution and evaluation of transcripts by college personnel

**Developmental courses:**
Bachelor’s degree in the discipline or bachelor’s degree with documented experience in the teaching profession (specifically K-12 education or higher education)
Minimum Documentation: Official transcripts from a regionally accredited institution and evaluation of transcripts by college personnel

**Librarians:**
Professional Librarians must hold a graduate degree in library science or a related field from an American Library Association (ALA) accredited program of study.
Minimum Documentation: Official transcripts from an ALA accredited program of study, and evaluation of transcripts by college personnel.

**Justification:**
Justification for teaching a course or courses without the above stated minimums must include: documented excellence in the field of study, a bachelor’s degree for transfer courses, or an
associate’s degree for non-transfer courses. Documentation of excellence in the field may include:

- Published documents written or electronic related to the field of study
  - Nationally recognized books (either scholarly or popular)
  - Peer reviewed papers published in recognized publications (on-line or in print)
  - Awards for published work from nationally recognized organizations
  - Outstanding contributions as part of a team for a nationally recognized publication

- Excellence in teaching via awards or citations
  - Teacher of the year or similar awards while teaching in the discipline or a related discipline at the higher education level
  - Commendations for outstanding work done in the field as an instructor at the higher education level

- Research in the field at an advanced level
  - Documented research indicating a significant contribution in an area that directly relates to the field of study

- Work experience that clearly shows outstanding performance
  - Service in a governmental or non-profit center directly applicable to the field of study
  - Industry work in the field of study or a related field of study
  - Small business experience in the field of study

(FACULTY CREDENTIALS, approved by Trustees on May 11, 2009.)
3.49

CODE OF CONDUCT – REPORTING POTENTIAL FRAUD, DAMAGE, OR THEFT OF COLLEGE PROPERTY

Employees must report information or evidence of possible fraudulent or corrupt activity, and must cooperate with investigations initiated under these regulations. Additional information on reporting possible violations involving the misuse of state property can be found at NC General Statute 114-15.1 and 23 SBCCC 02C .0109 (6). Fraud covers a number of illegal acts including intentional deception, theft, embezzlement, false representation, concealment, misappropriation of resources, manipulation of data, identity theft, and other inappropriate conduct.

The following procedures are to be used when filing a claim of misconduct:

1. Any employee who has or receives information or evidence of an attempted arson, or arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of any state-owned, College-owned, grant-funded, donated, or loaned personal property, buildings, or other real property must report this information or evidence as soon as possible, but not later than three days from its receipt, to his/her immediate supervisor and WPCC Security.

2. The Chief of Security and Safety must complete a WPCC Incident Report. Security, the reporting employee and his/her immediate supervisor will notify the Executive Vice-President for incidents involving potential financial irregularities, misappropriation of funds, or embezzlement within two business days of reporting and completing the Incident Report. In the event that any person with a reporting obligation under this policy believes that there is a conflict of interest on the part of the person to whom the allegations of suspected improper activities are to be reported, the report should be submitted to the next higher level of authority.

3. The Morganton Department of Public Safety will be notified of the incident and they will send an officer out to conduct the initial report.

4. Upon notification of the incident, and based on the preliminary investigation for incidents involving potential financial irregularities, Security will prepare the State Property Incident Report to be submitted to the State Bureau of Investigation within five days of the receipt of the information or evidence.

5. After the State Property Incident Report has been prepared, reviewed and approved by the Executive Vice-President and/or designee, the State Property Incident Report will be submitted (within ten days of the receipt of the information or evidence) to the State Bureau of Investigation.

6. After the investigation, Security will review the results with the Executive Vice-President and appropriate administrators, and make recommendations for improvements to the system of internal controls.
7. In order to maintain confidentiality and prevent compromising any related investigations, employees should not attempt to conduct investigations or discuss the facts, suspicions, or allegations with anyone, unless specifically directed to do so.

8. Reports of known or potential fraud will be treated in the strictest confidence to the extent possible. Employees will not be subject to retaliation or retribution as a consequence of reporting known or suspected fraud.

9. Employees must direct all inquiries from the media or external parties to the Vice-President for Student Development (Public Information Officer).

10. Cases involving monetary losses to WPCC will be pursued for recovery of losses. The College reserves the right to seek redress via civil proceedings against individuals whose fraudulent acts have resulted in financial loss to the College, whether or not the individual concerned is criminally convicted of that fraudulent act.

(Code of Conduct, amended by Trustees on October 1, 2012.)