

EMPLOYMENT CATEGORIES AND BENEFITS- BP 2.8

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Revision:

EMPLOYMENT CATEGORIES AND BENEFITS

Delegation of Authority to the President; Responsibility of The Board of Trustees

As permitted by NCGS Section 115D-20(2), the Board hereby delegates the authority for employing all personnel other than the President of the College to the President.

The employment authority granted to the President also includes lateral transfers, promotions, non-renewals, terminations, and other changes in employment status.

The Board of Trustees shall be responsible for the employment of the President of the College, upon recommendation by the Personnel and Policy Committee of the Board of Trustees and approval by the State Board of Community Colleges.

Employment Process

Except as otherwise specified in this Policy, chief administrators are required to submit their recommendations for the employment status of personnel for the positions under their respective supervision to the President of the College, who will make a final determination regarding the recommended employment action. All employment decisions by the President of the College are to be made in accordance with the standards of the System, the College's equal employment opportunity obligations, and other standards and employment procedures of the College.

The employment process by category is as follows:

- (1) Full-Time Regular Faculty and Administrative Staff Personnel. The procedure for hiring all full-time regular and part-time regular employees who work 30 hours or more, faculty, administrative, support, and staff personnel is contained in the Screening Committee Handbook, for external searches, and in the College's Policy on Reorganization and Reassignment; Change in Employment Status. The procedure for lateral transfer and promotion of full-time regular faculty and administrative staff personnel is contained in the College's Policy on Reorganization and Reassignment; Change in Employment Status.
- (2) Full-Time Temporary Personnel. Written approval from the President is required prior to any offer of full-time temporary employment. Emergency full-time employment is temporary in all instances and is subject to this requirement. Full-time

temporary employees will be hired under a temporary employment agreement for one year or less.

- (3) Part-Time Personnel (Regular and Temporary). The President of the College hereby delegates authority to the chief administrators to employ, transfer laterally, promote, non-renew, terminate, or otherwise change the employment status of regular and temporary part-time employees under their supervision.

Full-Time Regular Employees

Full-time regular employees include all employees who either have a written letter of employment from the College for a 9-month or 12-month contract period, under which their average workweek is to consist of 40 hours of work.

Part-Time Regular Employees

Part-time regular employees include all employees who are hired under a written part-time regular employment agreement with the College for a 9-month, or 12-month contract period or are employed as part-time regular employees under an at-will agreement with the College, under which their average workweek is to consist of less than 40 hours of work.

Full-Time Temporary Employees

Full-time temporary employees include all employees who are hired under a written temporary employment agreement with the College or are employed as full-time temporary employees under an at-will agreement with the College for a period of one year or less, or as stipulated in the written contract under which their average workweek is to consist of 40 hours of work.

Part-Time Temporary Employees

Part-time temporary employees include all employees who are hired under a written part-time temporary employment agreement with the College, under which their average workweek is to consist of less than 30 hours of work.

Review by the Board

The President shall advise the Board or a designated committee of the procedures whereby the President and the chief administrators are making personnel decisions to ensure that they are in accordance with the standards of the System's regulations, the College's equal employment opportunity obligations, and other standards and employment procedures of the College.

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