

**I. FULL-TIME EMPLOYEES**

- A. The Board authorizes the President to hire all full-time College employees. The President shall inform the Board at the next regularly scheduled Board meeting of any new hires made since the last Board meeting.
- B. All newly hired full-time employees shall receive a letter of appointment and shall serve as at-will employees. The letter of appointment shall contain the appointment term. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract.
- C. To protect the integrity of the College's Organizational Chart, the development of all full-time non-curriculum employment positions must be approved by the Board prior to advertisement for the employment position. The creation of new full-time curriculum positions will be conducted during the approval of the academic program. If additional full-time curriculum positions are required for an existing curriculum, because of the academic program's growth, the President is delegated the authority by the Board to fill such essential positions.

**II. PART-TIME AND TEMPORARY EMPLOYEES**

- A. The Board authorizes the President or the President's designee to hire all part-time and temporary employees.
- B. All part-time and temporary College employees shall receive an employment agreement and shall serve as at-will employees. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract.

**III. MISCELLANEOUS PROVISIONS**

- A. The quality of the College's programs and services are dependent on the skills, commitment and enthusiasm of all of its employees. The Board seeks to employ the best qualified personnel available. In return, the Board expects its employees to accept and support the College's mission and vision. Specifically, all employees are expected to know the College's policies and procedures, devote their professional services and individual skills to the realization of the College's objectives and to discharge their duties in such a manner as to reflect positively upon the College.
- B. No applicant will be considered for any employment position who does not complete and submit a College employment application form.
- C. Employment preference will be given to eligible veterans, their spouses or surviving spouses and surviving dependents as defined by N.C.G.S. § 128-15. This preference applies to initial employment, subsequent hiring, promotions,

reassignments and horizontal transfers when two or more candidates are equally qualified for the position. To claim veterans' employment preference, all eligible veterans shall submit a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty) along with a College application for employment. To claim veterans' employment preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.

- D. All employed instructional personnel shall meet Southern Association of Colleges and Schools/Advanced ED criteria.

Adopted: 7/01/2018

Legal Reference: G.S. 115D-20; G.S.128-15; 1D SBCC 400.93(a)(1)