

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES EMPLOYMENT</b>	Policy No. 3.1.2
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## **I. FULL-TIME EMPLOYEES**

- A. All full-time College employees shall be appointed by the President and reported to the Board at the next Board meeting.
- B. All newly hired full-time curriculum employees (or current full-time curriculum employees receiving a promotion or a transfer to a new curriculum position) shall receive a letter of appointment stating that the employee shall serve a probationary period of at-will employment lasting two complete academic semesters (must be a fall and spring period or spring and fall period). After the probationary period, full-time curriculum employees may be eligible for nine-month employment contracts for subsequent academic years. If an employee is hired once an academic semester has already begun, the employee will be at-will and the two-semester academic probationary period will not commence until the first of the subsequent fall or spring semester. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract or contract renewal.

As needed, the President is authorized to enter into one, two or three months short-term contracts for full-time curriculum employees to extend their nine month employment contract for a specific year.

If a full-time non-curriculum employees receives a promotion or transfers to a full-time curriculum position, it shall be considered a new hire for purposes of this Policy.

- C. All newly hired full-time non-curriculum employees (or current full-time non-curriculum employees receiving a promotion or a transfer to a new non-curriculum position) shall receive a letter of appointment stating that the employee shall serve a probationary period of one year. After the probationary period, full-time curriculum employees may be eligible for one year employment contracts for subsequent fiscal years. If an employee's probationary period ends during the fiscal year and the employee continues, the term of the initial employment contract shall terminate at the end of that fiscal year. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract or contract renewal.

If a full-time curriculum employees receives a promotion or transfers to a full-time non-curriculum position, it shall be considered a new hire for purposes of this Policy.

- D. The Board shall hire the President and will specify in his/her contract the contractual term, salary and additional benefits, if any, and contract termination procedures.

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

- A. The Board hereby delegates to the President the authority to hire all part-time and temporary 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 part-time and temporary College employees shall receive a letter of appointment and shall serve as an at-will employee. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to a 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.
- D. 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. In order 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.
- E. All employed instructional personnel shall meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)/Advanced ED criteria.

Adopted: 02-06-2017  
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Legal Reference: G.S. 115D-20; G.S.128-15; 1D SBCC 400.4; 1C SBCCC 300.3, 1C SBCCC 200.94