

The CCCC Board recognized the need for a comprehensive review and revision of the college's policies and procedures. Staff is now presenting each policy section to the Board of Trustees for approval.

During the August Board meeting, the Board of Trustees approved the Human Resources section of the policies outlined below. These policies, effective January 1, 2025, will undergo formatting adjustments before their final posting.

Once finalized, the governance and operational structure will consist of three distinct levels:

- **Policies:** These are high-level directives that guide the overall direction and functioning of the college. Policies are foundational and typically address broad issues such as academic standards, student conduct, and institutional ethics. Due to their significant impact on the college community, policies require approval from the Board of Trustees. This ensures that they align with the college's mission, legal requirements, and long-term goals.
- **Procedures:** These are the detailed steps and guidelines that outline how the policies should be implemented. Procedures translate the broad intentions of policies into actionable plans. At CCCC, procedures are usually developed and approved by the President's Council. This level of approval ensures that procedures are practical, consistent across the institution, and aligned with the strategic objectives set by the Board.
- **Standard Operating Processes (SOPs):** SOPs are the specific, day-to-day instructions that guide routine tasks within individual departments. Unlike policies and procedures, SOPs are more focused on operational efficiency and are tailored to the unique needs of each department. These are typically approved at the departmental level, allowing for flexibility and adaptability to meet specific operational needs while still adhering to the overarching policies and procedures of the college.

The President's Council will work closely with the relevant departments over the coming months to develop and finalize comprehensive procedures and SOPs for the Human Resources section. Our goal is to ensure these are fully ready by the January 1, 2025 implementation date. Below, we have highlighted key elements of the approved Human Resources policies, along with links to the full documents for your reference.

3.1.3 - Employment Classifications

This section formalizes the language the college already employs in its hiring and employment practices. Additionally, it introduces a new provision on permanent part-time employment, a category that, while previously unused by the college, is recognized within state guidelines. The definition of a probationary employee has also been extended from ninety (90) days to one (1) year, reflective of OSHR policy. Probationary status will not apply to an employee who is promoted to a new position outside of the formal selection process.

3.2.4 - Annual Leave

The Board has approved a change to CCCC's annual leave policy. Permanent employees will now accrue annual leave at a rate of 13.33 hours per month for those with less than 15 years of total state service and

17.33 hours per month for those with 15 years or more. Reduced hours full-time and permanent part-time employees will earn annual leave on a pro-rata basis, depending on their work hours. Temporary part-time employees are not eligible for annual leave under this policy.

3.2.14 - Community Service Leave

This policy allows full-time and part-time permanent employees to earn up to 24 hours of leave per calendar year for volunteer activities in schools, nonprofit organizations, state agencies, or public universities and community colleges. The policy defines community service as volunteer work that supports North Carolina citizens, with specific examples provided. Employees must obtain supervisor approval to use this leave during regular work hours, and unused leave does not carry over to the next year.

3.2.16 - Bereavement Leave

Full-time employees are entitled to three days of bereavement leave for the death of an immediate family member, including partners, parents, children, in-home dependents, siblings, grandparents, grandchildren, and all step, half, and in-law relations. Any additional leave beyond these three days must be taken from annual leave, sick leave, or leave without pay. Bereavement leave must be used within one year, cannot be accumulated, transferred, or converted to cash upon separation.

3.2.19 - Paid Parental Leave

This temporary policy was made permanent. As a reminder, upon a qualifying event, this policy entitles all full-time employees to eight weeks of paid parental leave for a birthing parent and four weeks for non-birthing parents. Reduced hours full-time and part-time employees are entitled to this leave on a pro-rata basis.

3.4.7 - Flexible Work Arrangements

This policy outlines the structure and procedures for implementing flexible work schedules and locations. The policy covers both short-term and long-term adjustments, such as time-shifting work hours and teleworking from alternative locations. Approval for FWAs depends on meeting the college's operational needs, and arrangements are not guaranteed; they can be modified or revoked at the college's discretion. Core work hours must be maintained, and supervisors are responsible for ensuring adequate coverage. The policy includes specific guidelines for approval processes, duty stations, travel expectations, and security requirements. All FWAs must comply with college policies, and existing arrangements must be reviewed under the new guidelines.

[3.1.1 – Equal Employment Opportunity](#)

[3.1.2 – Employment](#)

[3.1.3 – Employment Classifications and Working Hours](#)

[3.1.4 – Compensatory Time](#)

[3.1.5 – Re-employment of Retired Persons](#)

[3.1.6 – Employment of Relatives](#)

[3.1.7 – Salary Plan](#)

[3.1.8 - Professional Development](#)

[3.1.9 – President – Hiring and Duties](#)

[3.2.1 – Benefits](#)

[3.2.2 – Longevity Pay](#)

[3.2.3 – Employee Tuition Support Programs](#)

[3.2.4 – Leave](#)

[3.2.5 – Sick Leave](#)

[3.2.6 – Annual Leave](#)

[3.2.7 – Educational Leave](#)

[3.2.8 – Civil Leave](#)

[3.2.9 – Workers' Compensation Leave and Benefits](#)

[3.2.10 – Bonus Leave](#)

[3.2.11 – Adverse Weather/ Emergency Closings](#)

[3.2.12 – Voluntary Shared Leave](#)

[3.2.13 – FMLA](#)

[3.2.14 – Community Service Leave](#)

[3.2.15 – Military Leave](#)

[3.2.16 – Bereavement Leave](#)

[3.2.17 – Leave Without Pay](#)

[3.2.18 – Holidays](#)

[3.2.19 – Paid Parental Leave](#)

[3.2.20 – Personal Observance Leave](#)

[3.3.1 – Personnel Files](#)

[3.3.2 – Evaluations](#)

[3.3.3 – Code of Employee Conduct](#)

[3.3.4 – Discipline Action, Suspension, and Dismissal](#)

[3.3.5 – Contract Nonrenewal and Resignations](#)

[3.3.6 – Right of Appeal](#)

[3.3.8 – Grievance](#)

[3.3.9 – Reduction in Force/Involuntary Leave without Pay](#)

[3.4.2 – Employee Political Activity](#)

[3.4.3 – Weapons on Campus](#)

[3.4.4 – Alcohol and Drugs on Campus](#) (Supersedes current Temporary Policy - Use of Alcohol at Special Events)

[3.4.5 – Communicable Diseases and Occupational Exposure to Bloodborne Pathogens](#)

[3.4.6 – Academic Freedom](#)

[3.4.7 – Flexible Work Arrangements](#)

[3.4.8 – Secondary Employment](#)

[3.4.9 – Service Animals and other Animals on Campus](#)