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- (1) The purpose of this policy is to define the employment classifications for personnel hired at Roanoke-Chowan Community College and to describe the benefits provided for each employment classification.
- (2) Permanent Positions--A permanent appointment is a permanent full-time appointment to an established position when the incumbent is expected to be retained in the position on a permanent basis. A permanent appointment shall be given when the requirements of the probationary period have been satisfied. Permanent full-time and part-time positions are eligible to participate in State Retirement and Health Benefit Plans.
  - (2.1) Full-Time Permanent Positions--Full time permanent personnel are those paid on a monthly basis and whose work schedule is such that they are considered to be full-time positions for the purpose of determining eligibility for membership in teachers and state personnel retirement system. Nine-, ten-, or twelve-month contractual personnel will be considered as full-time positions.
  - (2.2) Part-Time Permanent Positions--Part-time permanent personnel receive a contract for specified services on a continuing basis, are employed for a minimum of nine months per year, and work a minimum of 30 hours per week. They are eligible to participate in State Retirement and Health Benefit Plans. They may also earn annual and sick leave on a pro rata basis.
  - (2.3) Time-Limited Permanent--A time-limited permanent appointment is an appointment that has a limited duration to (1) a permanent position that is vacant due to the incumbent's leave of absence and when the replacement employee's services will be needed for a period of one year or less, or (2) a time-limited permanent position. Individuals receiving initial appointments to the College must first serve a time-limited probationary

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appointment. Positions with a time-limited permanent appointment receive leave, total state service credit, retirement, and health benefits.

(3) Temporary Positions--Temporary positions are employed to perform specific duties on a short-term basis. They may be hired on an as-needed basis by their immediate supervisor, with appropriate authorization from the President. All personnel employed in these categories must meet the same qualifications as those for permanent positions. Personnel files must be maintained for each of these positions, with an application, appropriate documentation of credentials, and any other necessary or relevant information. Personnel hired as temporary appointments do not earn benefits.

(3.1) Full-Time Temporary Positions--Full-time temporary positions are employed on a contract basis for less than nine months and do not earn benefits.

(3.2) Part-Time Temporary Positions

PT Temporary Staff: Part-time temporary personnel are employed on an hourly or short-term one-time contractual basis with no benefits.

PT Temporary Instructional: Part-time temporary positions employed as faculty are hired on a semester or course contractual basis for instructional services. There is no commitment by either the instructor or the College for employment beyond the terms of the contract. Temporary instructional personnel do not earn benefits.

(4) Position Categories--Employment positions are categorized according to their job responsibilities. The definitions for the two categories defining employment positions at Roanoke-Chowan Community College follow:

(4.1) Instructional Positions--Instructional personnel perform professional activities in guiding and directing the learning experiences of students in an instructional situation. A full-time instructional position is one

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- a.) that is established in the budget as a regular recurring position,
- b.) with an employment contract for a minimum period of nine months, and
- c.) with a full-time workload.

Instructional personnel with responsibility for coordinating the learning activities of an open learning lab such as Basic Skills, the Computer-Assisted Instruction Lab, or the Alternative Learning Center will earn leave in accordance with the procedures for staff personnel. The vacation leave for curriculum faculty is determined by the academic calendar; therefore they do not earn vacation leave. They are eligible to receive all other benefits awarded full-time personnel.

(4.2) Staff Positions--Staff personnel comprise all of the positions whose job responsibilities encompass the support services infrastructure required for operation of the College.

These positions do not involve direct instruction of students. Staff positions are eligible to receive leave, total state service credit, retirement, and health benefits.

(4.3) Probationary Status--Individuals receiving initial appointments to permanent or time-limited positions must serve a probationary period. The probationary period is an extension of the selection process, and provides the time for effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards. The length of the probationary period shall be three months of either full-time or part-time employment from the actual date of employment. Instructional positions will have a minimum probationary period of one full academic term. Positions on probationary status receive leave, total state service credit, retirement, and health benefits.

(4.4) Pre-Vocational Student Appointment--This appointment is to be used to enable students to gain practical knowledge of and further prepare for the particular occupational area. A

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suitable plan for training under close supervision must be developed for the individual; in the case of a co-operative, work-study, internship or similar appointment, the time schedule for work must be determined. Students employed through the pre-vocational or co-op/work study programs will be limited to less than 15 hours per week and therefore ineligible for benefits.

- (5) Termination of Employment--Staff and faculty members desiring to voluntarily terminate their employment must submit a written statement to the President at least 30 days prior to the date of leaving. The College will provide the employee a minimum of 30 days notice of termination, should circumstances warrant. In order that a continuum of quality instruction is provided for students, the College requests that instructional personnel provide a minimum of one academic term notice for employment termination.