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I. PURPOSE

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.

II. FULL-TIME EMPLOYEES

A. Authority to Hire

The Board authorizes the President to hire all full-time College employees. This authority may not be delegated. The President shall inform the Board at the next regularly scheduled Board meeting of any new full-time hires made since the last Board meeting.

B. Employment At-Will & Probationary Period

All newly hired full-time employees shall receive a letter of appointment stating the employee shall serve a probationary period lasting one (1) year. During the probationary period, the employment arrangement may be terminated for any reason deemed sufficient by the President except for reasons related to the employee's race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability, or if the decision is otherwise a violation of state or federal law ("Impermissible Grounds"). The President's decision is final and not subject to Board appeal unless the employee believes their dismissal was solely based on Impermissible Grounds. If the employee believes the President's decision was solely based on Impermissible Grounds, the employee may appeal in accordance with Policy 3.3.6 – Right of Appeal.

After the probationary period, the employment arrangement shall remain at-will in nature, though the employment arrangement may only be terminated in accordance with Policy 3.3.4 - Discipline Action, Suspension, and Dismissal or Policy 3.3.9 - Reduction in Force & Involuntary Leave Without Pay. Employees whose employment arrangement has been terminated in accordance with these policies may appeal in accordance with Policy 3.3.6 - Right of Appeal.

Employees who are hired to a new position in connection with an internal posting or appointment may be subject to a one (1) year probationary period in the new position in accordance with procedures adopted by the President.

III. PART-TIME AND TEMPORARY EMPLOYEES

A. Authority to Hire

The Board authorizes the President or the President's designees to hire all part-time and temporary employees.

B. Employment At-Will

All part-time and temporary College employees shall serve as at-will employees.

The President is authorized to dismiss any part-time or temporary employee for any reason deemed sufficient except for Impermissible Grounds. The President's decision is final and not subject to Board appeal unless the employee believes their dismissal was solely based on Impermissible Grounds. If the employee believes the President's decision was solely based on Impermissible Grounds, the employee may appeal in accordance with Policy 3.3.6 – Right of Appeal.

IV. MISCELLANEOUS PROVISIONS

A. Applications Required for Employment

No applicant will be considered for any employment position who does not complete and submit a College employment application form.

B. Employment Preference for Veterans

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.

C. Accreditation Agency Requirements

All employed instructional personnel shall meet criteria established by relevant accreditation agencies.

D. Authority to Engage in Contract Employment

Nothing in this policy shall be construed to limit the Board's ability or authority to offer an employment contract to a new or existing employee when either deems it appropriate, including but not limited to the President.

REFERENCES

Statutory References	N.C.G.S. §§ 115D-20, 128-15
Regulatory References	1D SBCCC 400.4, 1C SBCCC 200.94
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 3.3.4 - Discipline Action, Suspension, and Dismissal ● Policy 3.3.6 – Right of Appeal ● Policy 3.3.9 - Reduction in Force & Involuntary Leave Without Pay

POLICY HISTORY

January 1, 2025	Adopted.
September 14, 2026	Revised to be in conformity with Session Law 2026-21.