Employment

I. Full-time employees

1. The Board authorizes the President to hire all full-time College employees.
2. All newly hired full-time employees shall receive a letter of appointment stating that the employee shall serve a probationary period of employment lasting a minimum of six (6) months. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract or contract renewal.
   The President is authorized to dismiss any full-time employee during that employee's probationary period for any reason deemed sufficient except for reasons related to the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation, status as a covered veteran 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 the dismissal was solely based on Impermissible Grounds.

II. Part-time and temporary employees

1. The Board authorizes the President or the President's designee to hire all part-time and temporary employees.
2. All part-time and temporary College employees shall serve as at-will employees. Nothing in this Policy shall entitle the employee to an employment contract.
3. 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 thedismissal was solely based on Impermissible Grounds.

III. Miscellaneous Provisions

1. The quality of the College's programs and services are dependent on the skills, commitment and enthusiasm of all employees. The College seeks to employ the best qualified personnel available. In return, the College 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.
2. No applicant will be considered for any employment position who does not complete and submit a College employment application form.
3. 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.

4. All employed instructional personnel shall meet the requirements and criteriaestablished by the college’s institutional accrediting agency.

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