



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph.D.*

*President*

24 January 2017

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

**FROM:** Q. Shanté Martin, *NCCCS General Counsel*

**RE:** **Proposed Amendment of 1C SBCCC 200.94 – “Local College Personnel Policies”**

The State Board of Community Colleges has initiated the rulemaking process to amend **1C SBCCC 200.94 – “Local Community Personnel Policies”** to comply with Section 36.19 in S.L. 2016-94.

**The proposed amendment is published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on 23 February 2017.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 February 2017.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

**CC17-005  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 24 January 2017

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Amend 1C SBCCC 200.94 – Local College Personnel Policies
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

<b>Rationale for proposed adoption, amendment or repeal:</b>	The purpose for the amendment is to comply with Section 36.19 in S.L. 2016-94.
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<b>Proposed Effective Date of Rule</b>	May 1, 2017
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**State Board of Community Colleges Code**  
**TITLE 1 – COMMUNITY COLLEGES**

**CHAPTER C. PERSONNEL**

**SUBCHAPTER 200. PERSONNEL POLICIES**

**1C SBCCC 200.94 Local College Personnel Policies**

- (a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:
- (1) Adverse weather;
  - (2) Annual leave (vacation);
  - (3) Drug and alcohol use;
  - (4) Civil leave;
  - (5) Communicable disease;
  - (6) Compensatory leave;
  - (7) Definitions of the employment categories and benefits for each:
    - (A) Full-time permanent,
    - (B) Part-time permanent,
    - (C) Full-time temporary, and
    - (D) Part-time temporary;
  - (8) Disciplinary action addressing suspension and dismissal;
  - (9) Educational leave (reference 1C SBCCC 400.96);
  - (10) Employee evaluation process;
  - (11) Employee grievance procedures;
  - (12) Employee personnel file;
  - (13) Hiring procedures (describing procedures used for employment of both full- and part-time employees);
  - (14) Leave transfer;
  - (15) Leave without pay;

- 1 (16) Longevity pay plan (reference 1C SBCCC 400.98);  
2 (17) Military leave (reference 1C SBCCC 400.97);  
3 (18) Nepotism (reference 1C SBCCC 200.98);  
4 (19) Non-reappointment;  
5 (20) Other employee benefits;  
6 (21) Political activities of employees (reference 1C SBCCC 200.99);  
7 (22) Professional development;  
8 (23) Reduction in force;  
9 (24) Salary determination methods for full- and part-time employees that address at  
10 least the following:  
11 (A) Provisions and criteria for salary determination,  
12 (B) Requirements for annual salary review, and  
13 (C) Establishment of salary formulas, ranges, or schedules;  
14 (25) Sexual harassment;  
15 (26) Tuition exemption (reference 1E SBCCC 300.99; 800.97; and 900.98);  
16 (27) Sick leave consistent with provisions of the State Retirement system;  
17 (28) Secondary Employment that addresses conflict with the employee's primary  
18 job responsibilities and institutional resources (the local board of trustees shall  
19 approve or disapprove any secondary employment of the president; the president  
20 or any member of the college's senior administration designated by the president  
21 shall approve or disapprove secondary employment of all full-time employees);  
22 and  
23 (29) Shared leave consistent with subsection (c) of this section~~provisions of the~~  
24 ~~Office of State Personnel (reference 25 NCAC 01E .1301 through 25 NCAC 01E~~  
25 ~~.1307).~~  
26 (30) Providing a preference for veterans, as defined in G.S. 128-15, in hiring  
27 decisions.  
28 (b) Each local board of trustees shall submit copies of these policies, including  
29 amendments, to the NC Community College System President's office upon adoption.  
30 (c) Shared Leave Policy

1 (1) Purpose: The purpose of the Voluntary Shared Leave Program is to allow an  
2 employee to donate leave, as allowed in this rule, to an employee who has been  
3 approved to receive leave through the Voluntary Shared Leave Program because  
4 of a medical condition of the employee or of a member of the employee's  
5 immediate family that will require the employee's absence for a prolonged period  
6 of time.

7 (2) In cases of a prolonged medical condition an employee may apply for or be  
8 nominated to become a recipient of leave transferred from the vacation leave  
9 account of another employee, from the sick leave or vacation account of an  
10 immediate family member as defined in section of this (c)(7) of this Subchapter or  
11 from the sick leave account of a non-family member as provided in (c)(10)(B) of  
12 this Rule. For purposes of this Rule, prolonged medical condition means medical  
13 condition that is likely to require an employee's absence from duty for a period of  
14 at least 20 consecutive workdays. If an employee has had previous absences for  
15 the same condition that has caused the employee to not have enough leave to  
16 cover the new need for leave or if the employee has had a previous, but different,  
17 prolonged medical condition within the last 12 months, the college may waive the  
18 requirement that the employee be absent from duty for a period of 20 consecutive  
19 workdays to participate in the program.

20 (3) An employee who receives benefits from the Disability Income Plan of North  
21 Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared  
22 leave, however, may be used during the required waiting period and following the  
23 waiting period provided DIPNC benefits have not begun.

24 (4) Participation in the voluntary shared leave program shall be limited to 1,040 hours,  
25 (prorated for part-time employees), either continuously or, if for the same condition,  
26 on a recurring basis. However, management may grant employees continuation in  
27 the program, month by month, for a maximum of 2,080 hours, if management  
28 would have otherwise granted leave without pay.

29 (5) An employee on workers' compensation leave who is drawing temporary total  
30 disability compensation may be eligible to participate in the voluntary shared leave  
31 program. Use of donated leave under the workers' compensation program shall

1 be limited to use with the supplemental leave schedule as described in 25 NCAC  
2 01E .0707.

3 (6) The employee shall exhaust all available leave before using donated leave.

4 (7) Non-qualifying conditions: This leave does not apply to short-term or sporadic  
5 conditions or illnesses that are common, expected or anticipated as determined by  
6 the college president or the college president's designee. This includes such things  
7 as sporadic, short-term recurrences of chronic allergies or conditions; short-term  
8 absences due to contagious diseases; or short-term, recurring medical or  
9 therapeutic treatments. These examples are illustrative, not all inclusive. Each  
10 case must be examined and decided based on its conformity to the intent of this  
11 Rule and must be applied consistently and equitably.

12 (8) For purposes of this Section, immediate family means:

13 (A) Spouse: A husband or wife;

14 (B) Parent:

15 (i) a biological or adoptive parent; or

16 (ii) an individual who stood in loco parentis (a person who is in the position or  
17 place of a parent) to an employee when the employee was a child; or

18 (iii) a step-parent; or

19 (iv) in-law relationships;

20 (C) Child: A son or daughter who is:

21 (i) a biological child; or

22 (ii) an adopted child; or

23 (iii) a foster child (a child for whom the employee performs the duties of a parent  
24 as if it were the employee's child); or

25 (iv) step-child (a child of the employee's spouse from a former marriage); or

26 (v) a legal ward (a minor child placed by the court under the care of a guardian);  
27 or

28 (vi) a child of an employee standing in loco parentis; or

29 (vii) in-law relationships;

30 (D) Sister or brother - biological, adoptive (including step-, half- or in-law  
31 relationships);

1 (E) Grandparents, great grandparents, grandchildren, great grandchildren  
2 (including step relationships); and

3 (F) Other dependents living in the employee's household.

4 (9) Administration

5 (A) All colleges shall develop policies and procedures to implement the voluntary  
6 shared leave program.

7 (B) Colleges shall not establish a leave "bank" for use by unnamed employees.

8 Leave shall be donated on a one-to-one personal basis.

9 (10) Qualifying to Participate in Voluntary Shared Leave Program. To participate in  
10 the Voluntary Shared Leave Program, an employee shall meet the following  
11 conditions:

12 (A) A donor or recipient shall have a half-time or more permanent, probationary, or  
13 time-limited appointment (The limitation and leave balance for permanent part-  
14 time employees shall be prorated);

15 (B) A recipient shall apply or be nominated by a fellow employee to participate in  
16 the program;

17 (C) A recipient shall produce medical evidence to support the need for leave  
18 beyond the available accumulated leave; and

19 (D) The parent college shall review the merits of the request and approve or  
20 disapprove according to these Rules.

21 (11) Donor Guidelines

22 (A) An employee of a community college may donate vacation leave, bonus leave  
23 or sick leave to an immediate family member in any State agency, public school  
24 or community college. An employee of a community college may donate  
25 vacation or bonus leave to a coworker's immediate family member who is an  
26 employee in a state agency or public school provided the employee and  
27 coworker are at the same college. An employee may donate vacation, bonus  
28 or sick leave to another employee at a community college in accordance with  
29 the provisions of (c)(10)(B) of this Rule.

30 (B) An employee of a community college may donate up to five days of sick leave  
31 to a nonfamily member employee of a community college. The combined total

1 of sick leave donated to a recipient from a nonfamily member donor shall not  
2 exceed 20 days per year. Donated sick leave shall not be used for retirement  
3 purposes. Employees who donate sick leave shall be notified in writing of the  
4 State retirement credit consequences of donating sick leave.

5 (C) The minimum amount of sick leave or vacation leave to be donated is four  
6 hours. An employee family member donating sick leave to a qualified family  
7 member under the Voluntary Shared Leave program may donate up to a  
8 maximum of 1040 hours but may not reduce the sick leave account below 40  
9 hours.

10 (D) The maximum amount of vacation leave allowed to be donated by one  
11 individual is the amount of the individual's annual accrual rate. However, the  
12 amount donated shall not reduce the donor's vacation leave balance below  
13 one-half of the annual vacation leave accrual rate. Bonus leave may be  
14 donated without regard to this limitation.

15 (E) An employee may not directly or indirectly intimidate, threaten, coerce, or  
16 attempt to intimidate, threaten, or coerce, any other employee for the purpose  
17 of interfering with any right which such employee may have with respect to  
18 donating, receiving, or using annual leave under this program. Such action by  
19 an employee shall be grounds for disciplinary action up to and including  
20 dismissal on the basis of personal conduct. The donation of leave is  
21 confidential, and only those individuals authorized under G.S. 115D-29 to  
22 access employee personnel file information may view donation information  
23 consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not  
24 have access to information about individuals who donated leave. The  
25 employee donating leave shall not receive remuneration for the leave donated.

26 (12) Leave Accounting Procedures. The following conditions shall control the  
27 accounting and usage procedures for leave donations in the Voluntary Shared  
28 Leave program:

29 (A) The community college may establish a specific time period during which leave  
30 can be donated.



1 (B) All leave donated shall be credited to the recipient's sick leave account and is  
2 available for use on a current basis or may be retroactive for up to 60 calendar  
3 days to substitute for advanced vacation or sick leave already granted to the  
4 recipient or to substitute for leave without pay. Donated leave shall be applied  
5 to advanced leave before applying it to leave without pay.

6 (C) At the expiration of the medical condition, as determined by the community  
7 college, any unused leave in the recipient's donated leave account shall be  
8 treated as follows:

9 (i) The recipient's vacation and sick leave account balance shall not exceed a  
10 combined total of 40 hours (prorated for part-time employees).

11 (ii) Any additional unused donated leave shall be returned to active (working or  
12 on leave without pay) donor(s) on a pro rata basis and credited to the leave  
13 account from which it was donated.

14 (D) If a recipient separates due to resignation, death, or retirement from state  
15 government, participation in the program ends. Donated leave shall be  
16 returned to active donor(s) on a pro rata basis.

17  
18 *History Note: Authority G.S. 115D-5; 115D-20; 115D-25.3;*

19 *Eff. September 1, 1993;*

20 *Amended Eff. May 1, 2017; May 1, 2008; May 1, 2005; January 1, 1996.*