

## **BP 2.8 Employment**

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**Legal Authority** 1C SBCCC 200.94; NCGS 115D-20(2)

**Approvals** 04/10/14

**Revision** 05/10/18

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### **Policy**

#### **Authority to Employ Personnel**

##### Support Staff and Instructional

The President is authorized to employ all support staff, maintenance, custodial personnel and instructional personnel without prior Board approval.

##### Administrative and Full-time Instructional

The Board of Trustees will be responsible for employing all full-time administrative employees at the Dean or Vice-President level upon recommendation of the President. The President is authorized to fix the salaries of institution employees within the funds available for such purpose and consistent with regulations and standards established by the State Board of Community Colleges and MTCC Salary Plan.

##### President

The full Board of Trustees will be responsible for the employment of the President of the institution subject to the approval of the State Board of Community Colleges.

#### **Equal Opportunity for Employment**

It is the policy of McDowell Technical Community College that no person, on the basis of sex, age, religion, race, color, national/ethnic origin, political affiliation be excluded from participation in, be denied admission or access to, be denied the benefits of, or be subjected to discrimination in its educational programs, activities or employment policies are required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

It is the policy of McDowell Technical Community College that no handicapped person shall, on the basis of handicap, be excluded from participation in, be denied admission or access, to, be denied the benefits of, or be subjected to discrimination in its educational programs, activities or employment policies as required by Section 54 of the Rehabilitation Act of 1973.

It is the policy of McDowell Technical Community College that no individual with a disability shall be excluded from participation in, be denied admission or access to, be denied the benefits or services of, or be subjected to discrimination in its educational programs, activities or employment policies as required by the Americans With Disabilities Act (ADA).

#### **Contract / Tenure for all Employees**

It has been institutional practice, and it will continue, that thirty days prior to the expiration of the employee's contract of employment, the employee shall be notified by the President if a new contract of employment will be offered.

In the event that an employee's contract of employment is not to be renewed, notification of such non-renewal will be given to the employee thirty days prior to the expiration of the employee's contract as stated in policy BP 2.7 Terminations, Hearings, and Grievances.

Effective September 1, 1977, all personnel who accept employment with McDowell Technical Community College will be serving under a signed contract. Each employee will sign the document and return it to the Office of the President within five (5) days after receiving the contract.

\*It is the policy of McDowell Technical Community College that there is no tenured employment. All full time employment is contracted employment on an annual basis.

**\*Note: Exceptions to this policy may be made only by the Board of Trustees. The Board may be required to use funds other than State funds to fulfill such contracts when terminated prematurely.**

## **Residence Requirement**

The MTCC Board of Trustees requires that the senior administrative staff of the college be actively involved in the community in which they serve. To accomplish this objective the following residence requirement is in effect for select positions within the college.

Persons employed in the position of President will be required to be residents of McDowell County or shall be required to establish residency in McDowell County within a reasonable period of time.

Persons employed in the positions of Vice-President for Learning and Student Services, Vice-President of Finance and Administration, Dean of Curriculum and Dean of Health Sciences will be required to reside in close enough proximity (45 minute commute) to perform effectively in their position and allow active involvement in the college community. It is preferred that they establish residency in McDowell County.