

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 502.03: Longevity Pay

It is the policy of the Board of Trustees of Asheville-Buncombe Technical Community College that full-time regular and part-time regular employees shall receive longevity pay when they meet the requirements for total qualifying service.

## Scope

Full-time and part-time regular employees.

## Definitions

Regular employee: An employee who serves for an indefinite period of time in a position that is established in the College budget and where there is a reasonable expectation that the position will be recurring.

Full-time employee: An employee who works in a position which averages at least 30 hours per week for a period of at least nine months per year. (Only Full-Time Other employees are permitted to work less than 40 hours per week.)

Part-time employee: An employee who works in a position with a minimum of 20 service hours worked per week, not to exceed 1,249 work hours per fiscal year for a period of at least nine months per year.

Qualifying service for full-time regular employees: A full-time regular employee’s employment with an institution in the NCCCS or a school administrative unit regardless of the source of salary and including State, local, or other paid employment when the employee has participated in the Teachers and State Employees Retirement System (TSERS).

Qualifying service for part-time regular employees: A part-time regular employee’s employment with an institution in the NCCCS or a school administrative unit regardless of the source of salary and including State, local, or other paid employment with qualifying organizations.

Qualifying Organizations: As further defined by the North Carolina Community College System and the North Carolina Office of State Personnel, departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, State Revenue Department, the University of North Carolina System, State Department of Community Colleges, State Department of Public Instruction); other governmental units that are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system); county agricultural extension service; local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act; and/or authorized military leave.

## References

NC Administrative Code (23 NCAC 2D .0109)

Creditable State Service Training Manual, NC Community Colleges System, November 9, 2010

Reviewed by the Executive Leadership Team, July 9, 2014

Reviewed by the College Attorney, July 10, 2014

## Policy Owner

Vice President, Human Resources and Organizational Development, Ext. 7178

See Longevity Pay Procedure

Approved by the Board of Trustees on August 4, 2014.