

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503.03: Employment Agreements and Compensation

Employment agreements will be issued to full-time regular staff and full-time regular faculty and will not extend beyond one fiscal or academic year. New employees will receive an employment agreement during the first month of hire. Continuing employees will receive annual agreements, coinciding with approval of a state budget from the NC legislature and the NC Community College System.

Compensation for positions at the College may be derived from state funds, federal funds, county funds, grant funds, or special allocations. Total compensation may be comprised of a single or combination of funding sources.

When funds are available, annual increases may be based on state approved legislative increases, position equity adjustments, supplemental bonuses, or other compensation as authorized by the legislature, the College administration, and the Board of Trustees. Continuance of a position is subject to the availability of funds.

## Educational Attainment

The College will award salary increases for the attainment of job-related degrees for full-time regular faculty and staff who have successfully completed the one-year introductory period, unless specifically denied by the North Carolina General Assembly.

1. The employee must successfully complete the one-year introductory period and be working in a full-time, regular position to participate in this program.
2. The program is designed for an employee who is currently in a position that has the desired degree as a preferred requirement or for an employee who is changing to a position where the desired degree is preferred unless otherwise approved by the President.
3. The program of study must be job-related and must result in the attainment of a degree beyond the current degree level unless otherwise approved by the President. All degree credit hours must meet the following:

* earned from an institution accredited by an agency recognized by the Department of Education, or;
* through an official transcript evaluation from an agency recognized by the National Association of Credential Evaluation Services (NACES).

1. Newly hired employees who are already enrolled in a degree program at the time of hire must complete the one-year introductory period and the Application for Educational Attainment Award Form.
2. Upon completion of the program of study and with the approval of the supervisor and the President, the College will award an increase to the base salary, contingent on available funds:

* Associate’s Degree: $500
* Bachelor’s Degree: $1,000
* Master’s or Ed.S. Degree: $1,500
* Doctoral Degree: $2,500

1. The increase will become effective at the beginning of the next month following attainment of the degree and presentation of the approved Application for Educational Attainment Award Form and official transcript to Human Resources.

Eligible employees may request an award by completing the Application for Educational Attainment Award Form attached to this procedure.

## Supporting Pay Documents

Federal W-4 and State NC-4 tax withholding statements, form I-9 Employment Eligibility Verification, employment application, and appropriate employment agreements (if applicable) are required to be on file in the Human Resources Department before an individual can be paid.

## Partial Month Pay Calculation for Full-Time Employees

As directed by North Carolina Community College System (NCCCS) Numbered Memo CC-15-028 dated September 29, 2015, colleges have two options for calculating partial month pay: the daily rate method and the hourly method. The College may choose the method on a case-by-case basis using professional judgment to decide which method is more appropriate under the circumstances of the individual situation.

1. Daily Rate Method: A daily rate is calculated by dividing the gross monthly pay by the number of working days in the month for which payroll is being calculated. The daily rate is then multiplied by the number of days worked.
2. Hourly Rate Method: The hourly rate method is calculated by dividing the gross monthly pay by the number of working hours in the month. The hourly rate obtained should be multiplied by the number of hours in pay status (either working or on paid leave).
   1. Pay is not received for a holiday that occurs before the beginning date of employment, or after the last day of work when an employee separates or goes on extended leave without pay for over one-half of the workdays in a month.

## Stipends

Stipends are a fixed or regular payment for additional duties, paid either on a temporary or on-going basis. Payment of a stipend to a staff employee will be determined on a case-by-case basis by the College President. Payment of a stipend for Faculty Chair positions will be either a flat amount, or by specific criteria as determined by the Vice President for Instructional Services. Stipends will be included as part of the base salary for calculation of monthly pay but will not be included in annual increases, if approved by the legislature.

## Premium Pay

The College does not pay a premium rate for positions or hours that are worked during the evening or on the weekend. Compensation for work on holidays will comply with the Employee Leave Policy 507; Holiday Leave Procedure, 507.07.

## Faculty Recruitment & Retention Bonus Stipend

The 2021 Appropriation Act (Session Law 2021-180) appropriates funding for recruitment and retention of faculty in Tier 1A and Tier 1B courses. Human Resources determines the threshold for positions and areas with high turnover, low retention, and challenges in recruitment. The Vice President of Instructional Services or the Vice President of Economic & Workforce Development and Con Ed may request a bonus stipend for eligible positions with approval from the President. The bonus stipend may be distributed as a one-time bonus payment or distributed at certain repeating intervals during the duration of the position. If an employee in a position receiving a repeating bonus leaves the College, the remainder of the bonus is forfeited.

## Hiring Bonus Stipend

Certain hard-to-fill full-time and part-time regular job vacancies may be eligible for a hiring bonus. The below criteria must be met for a position to qualify for a hiring bonus:

* The funding sources must allow the bonus and have available funds and
* The position has been vacant for more than 60 days with no qualified applicants or
* The position has been vacated more than once in the previous year.

The bonus stipend may be distributed as a one-time bonus payment or distributed at certain repeating intervals during the duration of the position. If an employee in a position receiving a repeating bonus leaves the College, the remainder of the bonus is forfeited. The amount of the hiring bonus is determined by Human Resources. To request a hiring bonus, the respective ELT member should complete the Hiring Bonus Request Form and submit it to Human Resources.

## Payment of Salary and Wages

A-B Tech will pay every employee of the College all wages earned on the regular payday. If circumstances preclude payment on the regularly scheduled payday, then payment will be made no later than the next scheduled pay period.

## Direct Deposit of Payroll

All employees, except student employees, will be required to use direct deposit to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee may select the financial institution of their choice to accommodate the receipt of direct deposit payments.

## Withholding of Wages

Pursuant to N.C.G.S. §95-25.8 Withholding of Wages, the College may withhold or divert any portion of an employee’s wages when:

1. N.C.G.S. §95-25.8(a) (1): the College is required to do so by state or federal law. For example, income taxes, FICA, and court ordered garnishments.
2. N.C.G.S. §95-25.8(a)(2): the amount of a proposed deduction is known and agreed upon in advance and the written authorization is: (a) signed on or before the pay day in which the deduction will be made, (b) includes the reason for the deduction, and (c) states the actual dollar amount or percentages of wages that are to be withheld.
3. N.C.G.S. §95-25.8(a) (3): the amount of the proposed deduction is not known in advance; the College must have written authorization from the employee that is signed before the payday from which the deduction is to be made and that states the reason for the deduction. Prior to actually making a deduction, the College is required to provide the employee with a written notice of the actual amount to be withheld and the employee must be informed in writing of their right to withdraw the authorization. The employee must inform the College in writing if they want to withdraw their written authorization.
4. To withhold or divert a portion of a current employee’s wages for cash shortages, inventory shortages or loss or damage to the College’s property, the College may make deductions from wages upon providing seven days’ notice in addition to complying with the other deduction provisions, including the written authorization requirements (as noted in # 2 & #3) and the deduction limitations of the minimum wage and/or time and one-half overtime pay, as these items are for the benefits of the College. If the employee’s employment is discontinued for any reason, the deduction may be made without regard to the seven-day notice.
   1. Deductions for the College’s benefit are limited as follows: (a) in non-overtime workweeks, wages may be reduced to the minimum wage level but cannot go below the minimum wage, and (b) during overtime workweeks, wages may be reduced to the minimum wage for the first 40 hours; however, NO deductions can be made from the full-time and one-half wages. Deductions for the employee’s benefit are not limited.
   2. Advances of wages to an employee at the employee’s request are considered a “prepayment” of wages and the recoupment of these amounts is not a deduction from wages; therefore, a written authorization for the recoupment is NOT required and there is no limit to the amount of the pay-back by the employee. A bona fide College error that results in an overpayment of wages to an employee is also considered a “pre-payment” of wages and may be recouped from subsequent wages without regard to the deduction requirements.
   3. An employee must receive written notice at least 24 hours before a wage or wage benefit decrease takes effect.

Money will not be withheld for failure by the separated employee to perform one or more job responsibilities or other work-related tasks prior to separation. Faculty employees are responsible for submitting grades and grade rosters by the established dates.

## First and Last Paychecks

The first paycheck for full-time and part-time employees is always a paper check mailed to the employee’s home. This is necessary to pre-note the employee’s bank account to be able to remit payment via direct deposit. The last paycheck is usually a direct deposit, unless the employee requests to have a check mailed or picked up. Student employees are not eligible for direct deposit.

## Pay Cycle

Full-Time Employees: The full-time employee pay cycle is the 1st through the last day of the month. Based on the date of hire, the first monthly paycheck for full-time employees will be pro-rated to reflect the days worked during the month.

Part-Time Employees: The part-time pay cycle is from the 11th through the 10th of the following month with the pay day being the last business day of the month.

## Payroll Deductions

### Benefit-eligible employees:

1. Payroll deductions for the NC State Teachers’ and State Employees’ Retirement and supplemental life insurance are always deducted from the first paycheck, regardless of start date. Deductions for employee elected benefits such as health insurance, dental insurance, vision insurance, supplemental life insurance, etc. will generally be deducted the following month, giving the employee time to make their selections. This usually creates double deductions due to the fact that these benefits are paid a month in advance. For example, the premiums taken out of May’s paycheck are for June’s coverage.
2. Employees who terminate after the 15th of the month retain coverage through the following month. For those who terminate before the 15th, their coverages will end that month.

## Access to Payroll Advices

Employees will use Web Advisor to access monthly pay advices and copies of the previous year’s Form W-2 Wage and Tax Statements. A-B Tech will mail a copy of the W-2 Wage and Tax Statement at the end of January each year, but does not mail monthly pay advices. A-B Tech will mail documents to employees related to compliance under the Affordable Care Act.

## Setting Up and Changing Payroll Deductions

Employees will initially set up payroll deductions through the Benefits Administrator in the Human Resources Department. Due to IRS guidelines, some deductions are unalterable for the remainder of the benefit year. Changes to deductions must be initiated through the Benefits Administrator to ensure compliance. For deductions that are alterable, the Benefits Administrator must receive notice from employees prior to the 15th of each month in order to have the deduction changed by that same month’s pay date.

Employees are encouraged to review pay advices to ensure deduction changes are accurate. It is the employees’ responsibility to notify Human Resources regarding discrepancies as soon as possible. If an incorrect deduction goes unnoticed for more than three pay periods, the employee may not be able to recoup over-paid deductions. The College may also withhold back premium amounts as needed to recoup past-due premiums.

## Full-Time Staff Positions

Staff position grades were developed using reliable market-based salary surveys, and a review of this data occurs on a periodic basis. Starting pay for new full-time staff or current staff moving to another position will be determined by the highest degree earned from an institution accredited by an agency recognized by the Department of Education, or through an official transcript evaluation from an agency recognized by the National Association of Credential Evaluation Services (NACES).

## Staff Position Descriptions

The College uses a Position Analysis Questionnaire form to gather information about the responsibilities of non-faculty staff positions. This form is utilized to create a Position Description. Using a point-factor evaluation system, each staff position at the College receives a specific number of points for each of the following factors:

Complexity: This factor assesses the difficulties associated with the position and the degree of complexity involved in understanding the work and securing its successful accomplishment. In general, this factor rates the comprehension, problem solving, and judgment necessary for the person who fills the position.

Education: This factor reflects the minimum level of education, specialized training, and/or professional licensing or certification deemed necessary to perform the responsibilities of the position effectively.

Experience: This factor reflects the minimum amount of relevant previous experience required to be hired or promoted into the position.

Accountability: This factor measures the extent of independent authority for making decisions and recommendations that affect policies, procedures, and practices within the institution.

Interactions: This factor considers the scope, frequency, and purpose of relationships with others, internal and external, and the extent to which the person/position’s influence is involved.

Financial Responsibility: This factor measures the responsibility for expenditures and budget development and/or oversight.

Impact on Results: This factor assures the impact of decisions made and actions taken by the position, and the negative effects of inferior decisions and actions.

Supervision: This factor measures the level of responsibility for organizing, leading and directing the work of others.

Information Access: This factor considers the sensitivity of the information received and communicated, and the extent to which the person/position’s influence is involved.

Environment: This factor considers the physical demands, environmental elements and safety/hazardous conditions under which the work is performed.

## Job Analysis

As jobs undergo significant change due to increased or decreased responsibilities, Human Resources will review the new job duties upon request from the supervisor to assess whether the change(s) warrant more or fewer job evaluation points. In order to perform such a review, Human Resources will require an updated Position Analysis Questionnaire. A job’s evaluation points determine the job’s grade level.

Part-time staff hourly rates are derived from the equivalent of the full-time salary scales. Calculations are based on the hourly method as directed by the NCCCS.

## Position Audit

On an annual basis, generally in January and February, Human Resources will send notice to all supervisors to solicit requests for position audits.

1. Upon receipt of the Position Analysis Questionnaire, Human Resources will meet with the incumbent and/or the supervisor to review changes in the position, as needed.
2. Human Resources will develop a revised position description based on the Position Analysis Questionnaire and feedback from the incumbent and/or supervisor and re-grade the position, if necessary.
3. Results of the re-graded position will be communicated to the supervisor, who is responsible for communicating with the employee. A letter with applicable documentation will be developed by Human Resources and delivered by the supervisor.
4. Any changes in salary will be communicated to the Chief Financial Officer for budgeting purposes and will take effect at the beginning of the next fiscal year, pending final budget approval and availability of funds.

Position audits may also be completed when a vacancy occurs due to separation, reduction in force, or restructuring within a department.

## Staff Supervisory Classifications

College President: Responsible for the overall administration and operations of the College; reports to and advises the Board of Trustees; represents the interests of the College at a state and local level to include businesses and the community at large. Receives policy direction from the Board of Trustees and exercises direct or indirect supervision over all College personnel.

Vice President: Oversees and directs one of the College’s major functions to ensure that operations and activities meet federal, state, and system-wide regulations, guidelines and goals. Ensures that assigned functions fulfill College strategic goals and objectives, and provides highly complex staff assistance to the College President. Receives general administrative direction from the College President and exercises direct supervision over managerial, professional, technical, and/or clerical staff. Serves as the Senior Administrator for their division.

Associate Vice President: Plans and manages the operational and budgetary activities of multiple groups, collaborates with related departments and outside agencies, and provides highly responsible administrative support to a vice president.

Executive Director: Oversees the activities and has budget responsibility for a significant function at the College. Provides highly responsible and complex administrative support to the president or a vice president.

Dean: Responsible for organizing, planning and directing the activities of a group of educational departments and/or programs. Ensures compliance with College and state standards, policies and procedures. Responsible for evaluating programs, departments, and personnel performance, and making recommendations for improvements to the vice president. Receives administrative direction from a vice president and exercises direct and indirect supervision over personnel assigned to the group. Prepares and manages budgets for assigned areas.

Associate Dean: Plans, organizes and directs the activities of a few educational departments and/or programs. Ensures compliance with College and state standards, policies and procedures. Responsible for evaluating programs, departments, and personnel performance, and making recommendations for improvements to the dean. Receives administrative direction from a dean and exercises direct and indirect supervision over assigned personnel. Prepares and manages budgets for assigned programs.

Director: Responsible for organizing, planning and directing the activities of a group of educational or support departments and/or programs. Ensures compliance with College and state standards, policies and procedures. Responsible for evaluating programs, departments, and personnel performance, and making recommendations for improvements to the senior administrator. Receives administrative direction from a vice president, associate vice president, dean, executive director, or associate dean and exercises direct and indirect supervision over personnel assigned to the group. Prepares and manages budgets for assigned areas.

Associate Director: Supports a director by performing a variety of assigned duties. Supervises a section within a division or a small group of direct reports, and may assist in budget development.

Manager: Responsible for organizing, planning and directing the activities of a support function. Ensures compliance with College and state standards, policies and procedures. May receive administrative direction from a vice president, associate vice president, executive director, dean, associate dean, or director. May supervise personnel and participate in initial budget development.

Coordinator: Responsible for a work unit within a department or division, or may serve as the single incumbent for a specific function. May supervise, direct and review the efforts of a group of individuals who are collectively focused on a similar task or function. May assist in budget development, and make recommendations on personnel matters. May receive administrative direction from a vice president, associate vice president, executive director, director, associate director, dean, associate dean, or manager.

## Full-Time Curriculum Faculty Positions

Beginning salaries for curriculum faculty will be based upon market-based faculty salary scales and credentials required to teach in the discipline, as outlined in Policy 503.07.04 Faculty and Staff Credential Requirements. New full-time faculty salaries are based upon the highest level of degree attained, and number of years of teaching or applicable work experience, up to the maximum years of service listed on the College scale. Deviations from this practice will be approved by the President and documented in the employee’s personnel file. Such factors may include marketability factors, high demand positions, or special skill sets that cannot be quantified using the position evaluation process.

## Curriculum Faculty Chair Positions

Beginning salaries for a curriculum Chair will be based upon market-based faculty salary scales, plus an additional stipend. Stipends for Faculty Chair positions will either be a flat amount, or determined based on a variety of measurable criteria related to the responsibilities of serving as a Chair. Stipends will be included as part of the base salary for calculation of monthly pay but will not be included in annual increases, if approved by the legislature.

## Compensation for Full-Time Curriculum Faculty Substitutes

These guidelines provide the procedures for adjunct faculty substitutes when it is necessary for faculty to be away for brief periods.

### Substitutions for Classes

1. In all cases, classes must be taught by qualified faculty that have been approved by the department chairperson, the dean and Human Resources. Instructors must be fully prepared to teach and conduct the learning experiences in the course. A list of qualified instructors should be maintained by the department chair.
2. If the instructor cannot meet a class as scheduled, the instructor must promptly contact the department chairperson or appropriate supervisor to either inform them that the class will not meet and an out-of-class assignment has been made on the College’s learning management system, or to make arrangements for the class to be covered.
3. Students may not be assigned the responsibility of conducting a class, lab, shop or clinic.
4. When a substitute instructor is approved and used, the College will pay the substitute at the appropriate contact hour rate.
5. Under no circumstances can a faculty member who is being paid to teach a course at the same time be paid to substitute for someone else.
6. Classes may be rescheduled only with permission of the division dean.
7. Approved substitutes must have the appropriate payroll and personnel forms on file in Human Resources. (i.e. employment application, tax forms, I-9, etc.).

### Substitutes for Full-Time Curriculum Faculty Vacations

Faculty vacations may be taken between semesters or during a semester with appropriate coverage for the class being provided without extra expense to the College. Part-time faculty cannot be employed by the College or by the faculty member to relieve full-time faculty for vacation time. It is the responsibility of chairpersons and division deans to assure that part-time faculty substitutes are not employed. Class coverage must be approved by the department chairperson and dean prior to the start of the vacation leave.

## Compensation for Full-Time Curriculum Faculty Office Hours

Faculty are required to maintain office hours. Office hours are essential to provide opportunities for students to receive assistance, for interaction with other faculty and staff, and for planning of instruction.

Specific guidelines regarding faculty office hours can be found in Policy 211.04 Faculty Responsibilities and Workload.

## Compensation for Full-Time Faculty Teaching Overload

Teaching assignments may be made in the day, evening, or weekend. Faculty members who teach a full workload will be eligible to receive overload pay beyond the maximum number of hours. To quality for overload pay, the following conditions must be met:

1. The previous year’s annual average load must be at least equal to the minimum range, as specified in the Faculty Responsibilities and Workload Policy 211.04.
2. The current semester load must be at least equal to the minimum range. Course hours may not be split for overload pay. The faculty member will be paid the adjunct faculty rate for the course that puts him/her over the maximum contact hours, as stated in the Faculty Responsibilities and Workload Policy and Procedures 211.04.
3. The faculty member is not on educational leave with pay.
4. Instructors in the Associate Degree Nursing program do not qualify for overload pay due to the team teaching approach used in the program.

## Staff Compensation for Teaching

Full-time exempt staff are eligible for additional compensation for teaching assignments at A-B Tech, provided they follow one or more of the following standards:

1. The teaching assignment is scheduled outside of the designated workday and has been approved through the Internal Secondary Employment policy and procedure.
2. The teaching assignment is scheduled during the designated workday and the employee utilizes their lunch hour or extends the workday to cover the time missed. Employees must seek approval through the Internal Secondary Employment policy and procedures for each instance.

## Compensation for Curriculum Adjunct Faculty Instructional Assignments

1. The NC legislature defines the minimum salaries for nine-month, full-time curriculum community college faculty based on education level. The minimum rate for adjunct curriculum faculty is established, per the NC legislature, as a pro rata hourly rate of the minimum salary levels.
2. The curriculum adjunct faculty are paid based on the number of contact hours per course. Preparation time, record-keeping, reporting of attendance and grades, consultations with students and other class-related activities necessary outside of the scheduled class hours are included as part of the rate. Course rates are determined by the number of contact hours and the faculty member’s credentials.
3. Assignments are awarded based on sufficient enrollment in the class, as determined by the type of course, lab, shop, or clinical studies. Low enrollment may cause classes to be cancelled, and curriculum adjunct faculty are not assured of employment. Adjunct faculty are at-will employees and agreements may be terminated by the College President without prior or written notice.
4. Arrangements for substitutes should follow College procedure. If a curriculum adjunct faculty member substitutes for another adjunct faculty member, the College will pay the substitute instructor’s compensation by the same amount. Compensation for the adjunct whose class is receiving the substitute will be reduced by the amount paid to the substitute adjunct.

To comply with the Affordable Care Act and include preparation time and ancillary responsibilities, the following multipliers have been adopted by the College.

### Multipliers used:

Class: 2.25 x credit hour

Lab: 1.5 x credit hour

Clinical: 1.0 x credit hour

Work-Based Learning: Load is 1 (no multiplier)

## Compensation for Part-Time Continuing Education Assignments

Continuing education instructors are paid based on the number of hours of instruction per class. Preparation time, record-keeping, reporting of attendance and grades, student consultations and other class-related activities which are necessary outside of the scheduled class hours are included as part of the rate. Rates are determined by the type of class and may be influenced by the credentials required for instructors.

Payment is based on sufficient enrollment and availability of funds. Low registration may cause classes to be cancelled, and part-time instructors are not assured of continuing employment. Arrangements for substitutes must follow College procedure. Instructors are at-will employees and agreements may be terminated by the College President without prior or written notice.

To comply with the Affordable Care Act and include preparation time and ancillary responsibilities, contact hours for continuing education courses are based on a multiplier of 1.25 per contact hour.

Definitions:

Full-time Regular: A 40-hour per week job assignment, which, for its duration, normally consists of five eight-hour days. Full-time regular employees are eligible for all benefits of the College (as set forth in Policy 500, Employee Benefits) and serve the College on an annual appointment with terms stipulated in a yearly contract.

Stipend: A fixed or regular payment for additional duties paid either on a temporary or on-going basis.

NCCCS: North Carolina Community College System

Pursuant to Board policy, Chapter 500, Policy 503.03, the Employment Agreements and Compensation procedure must be followed when implementing a compensation plan that is designed to attract and retain employees at the College.

Owner: Executive Director, Human Resources and Organizational Development

### Forms:

* Application for Educational Attainment Award
* Employee Service Agreement
* Independent Contractor professional Services Agreement/Employee Services Agreement Guidelines
* Hiring Bonus Request Form

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