offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, résumé, or any other required or submitted application-related document, that person may not be offered employment.

*APPROVED: February 2016*

# Diversity

Policy

Central Carolina Community College believes the college experience is greatly enriched through diversity; therefore, the college encourages diversity of thought within the student body and staff. Furthermore, the college seeks to promote awareness of diversity and the respect for all individuals, and the college pledges to adhere to this mission in its relationship with the community.

*APPROVED: October 2015*

# Employment Authority

Policy

The Board of Trustees is the employing authority of the contract employees of the college, which include administrators, faculty, and professional staff. The president is authorized to employ all non-contract employees, which include secretarial, bookkeeping, maintenance, and temporary personnel.

Non-contract employees serve "at will." As the term "at-will" implies, the employee or CCCC may terminate employment at any time, either with or without cause, for any reason not prohibited by law. Grounds for termination are listed in this Manual.

*APPROVED: February 2016*

# Employment Categories

Policy

Each individual employed by the college will be designated using the position types and position classification listed below.

**Position Types**

Full-time Permanent: An employee who works at least 40 hours per week and is employed at will or on an annual contract basis with the expectation of recurring employment. These individuals are eligible to participate in state retirement, receive hospitalization insurance, earn educational/sick/annual leave, and qualify for holidays with pay. They also are typically eligible to earn bonus leave when awarded by the N.C. General Assembly.

Reduced-Hours Full-time Permanent working less than 40 hours per week: An employee who works at least 30 hours per week and is employed at will or on an annual contract basis with the expectation of recurring employment.