

Adopted: August 26, 2026

Sandhills Community College shall provide longevity pay to eligible employees in accordance with 1C SBCCC 400.8. Human Resources and Payroll will administer longevity pay using verified qualifying service, the employee's longevity anniversary date, and the employee's annual base or contract salary rate.

I. ELIGIBILITY

1. An employee assigned to a permanent full-time position or a permanent part-time position of at least twenty hours per week is eligible for longevity pay after completing at least ten years of total qualifying service.
2. Eligibility and the longevity anniversary date are determined on a month-for-month basis using service that qualifies under this procedure and 1C SBCCC 400.8.

II. QUALIFYING SERVICE

1. Qualifying service includes permanent full-time or permanent part-time service with:
 - a. An institution in the North Carolina Community College System or a North Carolina school administrative unit, regardless of the salary funding source;
 - b. A department, agency, or institution of the State of North Carolina, including the University of North Carolina and the North Carolina Community College System Office;
 - c. A governmental unit that later became an agency of the State of North Carolina;
 - d. A county agricultural extension service;
 - e. A North Carolina local mental health, public health, social services, or civil preparedness agency when the employment was subject to the North Carolina Human Resources Act; and
 - f. Authorized military leave that qualifies under 1C SBCCC 400.8.
2. Employment for a full school year is credited as one full calendar year. Partial years are credited month for month, and no more than one year of service credit may be earned during any twelve-month period.
3. An employee receives credit for an entire month when the employee is in pay status for at least one-half of the regularly scheduled workdays in that month. Pay status includes work, use of vacation or sick leave, workers' compensation leave, and authorized military leave as provided by the State Board rule.
4. Employees are responsible for providing Human Resources with documentation needed to verify prior qualifying service. Credit will be granted only after the service is verified.

III. NONQUALIFYING SERVICE

1. Qualifying service does not include:
 - a. Temporary service, except temporary service expressly credited by 1C SBCCC 400.8;
 - b. Employment with other states or out-of-state schools, colleges, or universities;
 - c. Employment with the federal government;
 - d. Military service that does not qualify under 1C SBCCC 400.8; or
 - e. Employment with a non-State employer, even when retirement-system credit has been purchased for that employment.

V. PAYMENT

1. Longevity pay is automatic and will be paid in a lump sum, subject to required deductions, during the monthly pay period in which the employee satisfies all eligibility requirements.
2. An eligible employee on workers' compensation leave will receive longevity pay in the same manner as an employee who is working.
3. If an employee retires, resigns, dies, or is otherwise separated on or after becoming eligible for the annual longevity payment, the full payment will be made to the employee or, in the event of death, to the employee's estate.
4. An eligible employee who separates or changes to a temporary, part-time, or other noncovered position before the next longevity anniversary date will receive the prorated payment required by 1C SBCCC 400.8.
5. When an employee receives a partial payment and later completes the applicable service requirement with another North Carolina community college, school administrative unit, or State agency, any remaining balance will be handled as required by 1C SBCCC 400.8.
6. At separation, an eligible employee who has a fraction of a year toward the next longevity rate will be paid using the higher rate, as provided by 1C SBCCC 400.8.
7. Leave without pay for more than one-half of the workdays in a month will delay the longevity anniversary date month for month, except for qualifying military leave and workers' compensation leave.

VI. FUNDING AND ADMINISTRATION

1. Longevity pay will be charged to the same funding sources, in the same prorated amounts, as the employee's regular annual salary. Any longevity payment exceeding the State Board rates may not be paid with State funds.
2. The President, through Human Resources and Payroll, will determine the quantity of qualifying service and the longevity anniversary date for each eligible employee and will provide the North Carolina Community College System Office with required longevity data.
3. Questions concerning service credit, eligibility, calculations, or payments should be directed to Human Resources.

Legal References: N.C.G.S. § 115D-5; 1C SBCCC 400.8.