Mission Statement:

Pitt Community College
Educating and empowering people for success
  in life
  in higher education
  in the workforce
  in a global economy
Accreditation

Pitt Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.
Orientation Checklist

- HR Orientation Sheet
- Employee Safety Checklist
- Websites Listing
PCC STANDING COMMITTEES

Institutional – Dr. Massey

Academic – VP Hilbert

Institutional Advancement – VP Nobles

Student Services – VP Spell

Administrative Services – VP Everett
Human Resources Orientation
A. Welcome and Community College overview
   - College Mission Statement and Masterplan with President Massey
   - Check out the Employee Manual on the Human Resources website:
     http://www.pittcc.edu/faculty/EmpManual.htm Manual can be printed for your personal copy. Ask Supervisor to go over pertinent material for clarification.
Organizational Structure………………………………………………
Work Hours (Staff and Faculty)
Inclement Weather
Rest and Lunch Breaks
Leave Slips, Time Sheets
Dress Code
Parking Procedures and Stickers
Picture I.D.
Employee Conduct:
   - Sexual Harassment
   - Drug Free Workplace
   - No Smoking Policy
   - Workplace Violence Program
   - Computer Network Acceptable Use Policy*
   - Intellectual Property Policy*
   - Employability Statement
C. Three (3) month Probationary Period ………………………………………
   - Goal Setting – (Identify up to three attainable goals for first three months or through probationary periods)
   - Goal
     1. __________________________
     2. __________________________
     3. __________________________
D. __________________________ Employee Evaluation and Development System…………………………
E. Payroll Signup and Procedures (See Attachment to Include Payroll)
F. Review of Benefits (Annual Contracted Employees Only)
Human Resources Signature Date ________________________
*Submit signed agreements to Human Resources
● Employee Manual

● http://www.pittcc.edu/hres/EmpManual.html
Employee Conduct

1. Sexual Harassment
2. Drug Free Workplace
3. No Smoking Policy
4. Workplace Anti-violence Policy
5. Computer Network Acceptable Use Policy
6. Intellectual Property Policy
7. Employability Statement
Benefits

• NC State Retirement System
• Longevity
• Sick Leave
• Vacation
• Major Medical Insurance
More Benefits

- PCC Service Award
- Worker’s Comp
- Unemployment Insurance
- Free Tuition
- EAP
- Child Involvement Leave
Optional Benefits

- Life Insurance
- Additional Health Insurance
- Pre-taxed Investments
- After-taxed Investments
- Metlife home and auto
- Liability Insurance
- Section 125 Cafeteria Plan
Memberships

- SEANC
- State Employee’s Credit Union
- Prepaid Legal Services
- Wellness Program
- Gold’s Gym
- National Motor Club
- Sam’s Club
Discounts

- Cellular Phone Options
- Jos A. Banks
- Doctors Vision Center
- Lenscrafters
- Bowen & Scott’s Cleaners
- Your Perfect Cake
- Heel Quick Sew
More Discounts

• As a state/gov employee you may get discounts at hotels, auto rentals, etc. You can use your PCC ID.
Remember

- Payroll due by the 1st
- Leave slips in advance
- Or by the end of the month
- Timesheets by end of month
- Buy your parking sticker
- Get your ID
- Read all policies and procedures
- Call HR for assistance
WELCOME TO PITT COMMUNITY COLLEGE