

The University of North Carolina General Administration recognizes that only when its employees succeed, can the university achieve its mission. The University, therefore, strives to provide an environment of professionalism, mutual respect and safety – one in which all employees can reach their highest potential. So that all may benefit, the policies on the following pages have been adopted. A complete list of policies can be found on the GA HR website at <http://www.northcarolina.edu/hr/ga/policies/index.php>.

Equal Employment Opportunity (EEO) Policies

Equal Opportunity – UNC General Administration is an equal opportunity employer. Employment policies and practices are designed and implemented to ensure that no person is treated unfairly because of his or her race, color, creed, religion, sex, national origin, age, disabling condition, political affiliation, or veteran status.

Link to full UNC GA EEO Program: http://www.northcarolina.edu/hr/EEO-AA_Plan_Final.pdf

Reasonable Accommodation - The purpose of this policy is to assist agency and university employers, current employees, and applicants for employment in requesting and processing reasonable accommodation requests. The overall intent of this policy is to ensure that the State of North Carolina fully complies with the Americans with Disabilities Act and maintains equal opportunity in employment for all qualified persons with disabilities. It is the policy of the State of North Carolina and UNC GA to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. This program also includes any disabled veteran, veteran of the Vietnam Era or other qualified veteran.

For additional information:

http://www.oshr.nc.gov/Guide/Policies/1_EEO/Reasonable%20Accommodation.pdf

Unlawful Workplace Harassment – The policy of the State of North Carolina is that no State employee may engage in conduct that falls under the definition of unlawful workplace harassment. Unlawful workplace harassment is unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, disabling condition or sexual orientation as defined by G.S. 168A-3 that creates a hostile work environment or circumstances quid pro quo.

Link to full OSHR and UNC GA policy:

http://www.oshr.nc.gov/Guide/Policies/1_EEO/Unlawful%20Workplace%20Harassment.pdf

All employees must take the Unlawful Workplace Harassment tutorial and pass quiz successfully within 90 days of hire. Go here to begin tutorial:

<https://www.northcarolina.edu/training/index.php?name=harassment&actn=select>

Employment and Staffing Policies

The North Carolina State Human Resources Act - There are a couple of terms you'll often come across over the course of your employment at UNC GA: SPA and EPA. Both of these relate to the State of North Carolina Human Resources Act, and define the different kinds of employment at UNC GA. SPA employees are Subject to the Human Resources Act (formerly Personnel Act), and are commonly known as "staff" employees. EPA employees are Exempt from the Human Resources Act. The conditions of employment in any particular job depend upon the classification of the position, the role of the position in the employing department, and any responsibilities specific to the position.

More information:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_126.pdf

EPA Employees – Exempt from the State Human Resources Act (formerly Personnel Act)

These positions are not subject to the terms of the State Human Resources Act and are categorized for UNC GA purposes as Senior Academic and Administrative Officers (SAAO I, SAAO II, or Instructional, Research & Public Service) and are referred to as at-will employees.

More information and complete EPA policy:

SAAO I and SAAO II: <http://www.northcarolina.edu/policy/index.php?pg=dl&id=255&inline=1>

IRPS: <http://www.northcarolina.edu/policy/index.php?pg=dl&id=269&format=pdf&inline=1>

Comparison of SPA to EPA employment: http://www.northcarolina.edu/hr/hr_council/EPA-SPA_Comparison_Revision_5.pdf

Employment of Related Persons (Nepotism) - Members of an immediate family shall not be employed within the same organization if such employment will result in one member supervising another member of the employee's immediate family, or if one member will occupy a position which has influence over another member's employment, promotion, salary administration or other related management or personnel considerations.

More information:

http://www.oshr.nc.gov/Guide/Policies/2_Recruitment%20and%20Selection/Selection.pdf

Dual Employment - The dual employment policy is a state-wide uniform policy to be followed when one state agency/university secures the services of a permanent employee of another state agency/university on a part-time, consulting or contractual basis.

More information:

http://www.oshr.nc.gov/Guide/Policies/3_Employment%20and%20Records/Dual%20Employment.pdf

Secondary Employment - The employment responsibilities to the University and the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from their Division head before engaging in any secondary employment. The purpose of this approval procedure is to

determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest.

More information:

http://www.oshr.nc.gov/Guide/Policies/3_Employment%20and%20Records/Secondary%20Employment.pdf

Request Form:

http://www.northcarolina.edu/hr/ga/employment/forms/Request_for_Approval_of_Secondary_Employment_Form.pdf

Flexible Work Arrangements & Teleworking Policy – UNC GA supports and promotes flexibility in work hours for employees to the extent allowed by law and operational needs.

More information:

http://www.northcarolina.edu/hr/ga/policies/UNCGA_Teleworking_Policy_Approved_05-29-2012_Final.pdf

Veterans Preference - State law requires that employment preference be given to individuals who have served in the Armed Forces of the United States on active duty (for reasons other than training) during periods of war or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

More information:

http://www.oshr.nc.gov/Guide/Policies/2_Recruitment%20and%20Selection/Veteran%20Preference.pdf

Salary Administration Policies

Wage-Hour Policies - All EPA and SPA employees are subject to or exempt from the Fair Labor Standards Act (FLSA). The FLSA governs whether or not you are compensated for overtime - exempt employees are not subject to overtime and all non-exempt are subject to overtime. All non-exempt employees are entitled to two 15 minute paid breaks if they are working eight or more hours each day.

More information:

http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Hours%20of%20Work%20and%20Overtime%20Compensation.pdf

Time Information Management (TIM) System – UNC GA employee timecard and leave accrual management system. More Information:

<http://www.northcarolina.edu/hr/ga/TIMFAQs.htm>

Access TIM here: <https://unctim.unc.edu/wfc/logon>

Career Banding Classification and Compensation at UNC GA - Career Banding is a State of North Carolina human resources pay system that affects the way we classify, hire, pay, promote, evaluate, and provide career development opportunities for our SPA employees. In career banding, each position is classified according to the State's defined competency specifications. Competencies are the knowledge, skills, and abilities needed to perform the duties that will be required. The banded system was designed to be based on labor market pricing and to encourage employees to develop their skills and knowledge to grow within their position or to advance to other positions.

More information on Salary Administration Plan for UNC GA:

http://www.northcarolina.edu/hr/unc/class_comp.htm

Employee Competency Assessments – All SPA employees should receive an Employee Competency Assessment (ECA) within 90 days of their start date. The ECA is a tool that allows supervisors to assess and communicate to employees their particular demonstrated competencies as compared to the position's required competencies. A competency assessment should be completed when an employee's competency level changes.

More information: http://www.northcarolina.edu/hr/unc/class_comp.htm

Employee Relations Policies

Conflicts of Interest & Ethical Practices – Consistent with The University of North Carolina General Administration's mission, it is encouraged that staff engage in appropriate outside relationships with private industry and the nonprofit sector. But members are expected to avoid conflicts of interest or commitments that have potential to directly and significantly effect UNC GA's interests, compromise objectivity in carrying out responsibilities, or otherwise compromise performance.

More Information:

<https://www.northcarolina.edu/policy/index.php?pg=dl&id=s283&format=pdf&inline=1>

Disciplinary – All disciplinary actions will be administered in a fair and effective manner such that, if possible, the performance or conduct at issue may be corrected. All disciplinary actions taken pursuant to this policy must be for just cause as this term is defined in this policy. Disciplinary actions include written warnings, suspension without pay, demotion or dismissal. This policy applies to SPA employees who have attained career status.

More information: http://www.northcarolina.edu/hr/ga/policies/Disciplinary_Policy.pdf

Mediation and Grievance - The purpose of this policy is to provide a means of communication between UNC GA supervisors and SPA employees and establish a set of principles of administration to ensure a prompt, orderly and fair response to an employee's grievance or complaint.

More information:

http://www.northcarolina.edu/hr/ga/policies/Grievance_Policy_Jan_1_2011_signed.pdf

Probationary Periods – Individuals receiving original appointments to permanent or time-limited permanent positions must serve a 24 month full-time or part-time probationary period before they will achieve career status with the State of North Carolina. This period is an essential extension of the selection process and provides the time for effective adjustment and training of the new employee and time to determine if employee performance meets acceptable standards.

More information:

http://www.oshr.nc.gov/Guide/Policies/3_Employment%20and%20Records/Probationary.%20Trainee.%20Permanent%20%20Appointment.pdf

Performance Management – UNC GA administers a program in which the work planning and performance appraisal of a permanent SPA employee is conducted no less than annually by their immediate supervisor and reviewed by their second level supervisor. The Performance Management System is a communication tool designed to help employees succeed and provide development opportunities. It runs on an annual cycle beginning April 16th and ending on April 15th. It is composed of the Work Plan and Annual Appraisal with a development plan.

More policy information:

http://www.northcarolina.edu/hr/policies/SPA_Performance_Management_Policy.pdf

All SPA employees and managers of SPA employees should take the online Performance Management System tutorial within 90 days of hire. Go here for tutorial and system access:

http://www.northcarolina.edu/hr/ga/perf_management/SPAPerfMgmt.htm

EPA employees are not required to submit a work plan or annual appraisal, but it is strongly encouraged that all EPA employees have some form of annual goals and objectives in place with an opportunity for self-appraisal and management review. Templates for SPA and EPA materials can be provided by the HR Employee Services Consultant.

Training & Talent Development – It is the policy of the State of North Carolina to provide training and development for its employees designed to: improve productivity, effectiveness and efficiency; help employees develop their knowledge, skills, and abilities; provide for development of managers and supervisors; accelerate employee development; alleviate labor market shortages and reduce personnel turnover; and prepare employees to deal more effectively with growing social, scientific and economic problems. UNC GA HR provides many training opportunities for permanent SPA and EPA employees in house and through our training partners.

More information:

http://www.oshr.nc.gov/Guide/Policies/9_Training/Personnel%20Traininig%20and%20Development.pdf

Workplace Violence – The purpose of this policy is to provide a workplace for state employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and by providing assistance to support victims. This policy applies to the conduct of an employee while functioning in the course and scope of employment, as well as, off-duty violent conduct that has a potential adverse impact on an employee's ability to perform the

assigned duties and responsibilities.

More information:

http://www.oshr.nc.gov/Guide/Policies/8_Workplace%20Environment%20and%20Health/Workplace%20Violence.pdf

Benefits Policies

An extensive list of your health, financial protection, retirement, leave, and education benefits can be found here: <http://www.northcarolina.edu/hr/ga/benefits/index.htm>

Family and Medical Leave Act – The FMLA of 1993 was passed by Congress to balance the demands of the workplace with the needs of families. This act provides reasonable unpaid (1) family and medical leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee’s own serious health condition; (2) Qualifying Exigency Leave for families’ covered members and (3) Military Caregiver Leave.

More information:

http://www.oshr.nc.gov/Guide/Policies/5_Leave/Family%20and%20Medical%20Leave.pdf

Environment, Health, and Safety (EHS) Policies

Adverse Weather – This policy is for SPA and EPA employees and establishes guidelines for accounting for time when adverse weather or other conditions of a serious nature prohibit some employees from reporting to work, but do not necessitate the closing of state offices or facilities.

More information:

http://old.northcarolina.edu/hr/policies/Adverse_Weather_Updated_14_Jan_2015.pdf

Emergency Preparedness and Safety Training – New employees should contact their Health & Safety Committee representative within 30 days of hire to receive division-specific health and safety information. More information, contact the Associate Vice President of Safety Emergency Operations at (919) 962-4594.

Illegal Drugs and Alcohol – Illegal or abusive use of drugs or alcohol by any UNC GA employee can adversely affect the educational environment and interfere with maximum achievement of personal, social, and educational goals. This policy provides that all individuals are responsible as citizens for knowing about and complying with the provisions of any federal or North Carolina law that makes it a crime to possess, sell, deliver, or manufacture any drug. It is the policy of the UNC GA that all employees have the right to a workplace that is safe and free of alcohol and drugs. This policy is established to ensure the safety of all employees in UNC GA, as well as the safety of the general public. It shall be a condition of employment that each employee abides by the provisions and procedures of this policy. It is the responsibility of all employees to become familiar with the information in this policy. In the event of a conflict between the provisions of this policy and State or Federal law, this policy is deemed to comply

with such laws.

More information: <http://www.northcarolina.edu/hr/ga/policies/DrugAlcohol-Policy.pdf>

Privacy of Electronic Information – Sensitive information is subject to a number of state and federal regulations including the Family Educational Rights and Privacy Act (FERPA) that covers education records including student grade information, and the Health Insurance Portability and Accountability Act (HIPAA) that covers medical information, such as patient records.

More Information:

http://www.northcarolina.edu/legal/policies/ferpa/Sectional_Analysis_of_Family_Educational_Rights_and_Privacy.pdf

<http://www.shpnc.org/privacyNotice.aspx>

Personal Use Policy – UNC GA is subject to specific state and local laws regarding sources of income, political activities, use of property and similar matters. UNC GA resources should not be used for personal or commercial activities not related to appropriate business functions, except in a purely incidental manner.

More information: http://www.northcarolina.edu/finance_policy/index.php

Protection for reporting improper government activities – It is the policy of the State of North Carolina that State employees shall be encouraged to report verbally or in writing to their supervisor, department head, or other appropriate authority, evidence of activity by a State agency or State employee constituting: A violation of State or federal law, rule or regulation; Fraud; Misappropriation of State resources; Substantial and specific danger to the public health and safety; or Gross mismanagement, a gross waste of monies, or gross abuse of authority. Further, it is the policy of this State that State employees be free of intimidation or harassment when reporting to public bodies about matters of public concern, including offering testimony to or testifying before appropriate legislative panels.

More information:

<http://www.ncauditor.net/pub4/HotLine.aspx>

<http://www.whistleblowers.gov/>

Reporting misuse of state property: http://www.northcarolina.edu/finance_policy/index.php

Workers Compensation – The Worker’s Compensation law provides medical benefits and disability compensation including a weekly compensation benefit for time lost as a result of an on the job injury or occupational illness. The purpose of this policy is to ensure that employees injured on the job are provided compensation in accordance with the law for all North Carolina State government employees. In the event of a job-related injury or illness, notify your supervisor immediately to ensure all appropriate accident reports are completed in a timely manner. In the event of a serious or life-threatening injury or illness, call 911.

More information:

http://www.oshr.nc.gov/Guide/Policies/6_Employee%20Benefits%20and%20Awards/Workers'%20Compensation%20Administration.pdf

Training link: http://www.northcarolina.edu/hr/unc/benefits/health/Workers_Comp.pdf

Additional Information and Contacts for UNC GA Employees

UNC General Administration inquiries: (919) 962-1000

UNC GA Homepage: <http://www.northcarolina.edu>

BOG Policy Manual: <http://www.northcarolina.edu/policy/index.php>

Mailing Address: UNC General Administration, PO Box 2688, Chapel Hill, NC 27515-2688

Physical Location: 910 Raleigh Road, Chapel Hill, NC 27514

GA HR inquiries: (919) 962-4233

GA HR Policy Manual: <http://www.northcarolina.edu/hr/ga/policies/index.php>

Employee Resources: <http://www.northcarolina.edu/hr/empresources.htm>

Manager Resources: <http://www.northcarolina.edu/hr/manager.htm>

Benefits Information (919) 843-5186

Benefits Homepage: <http://www.northcarolina.edu/hr/ga/benefits/index.htm>

Finance Information (919) 962-4607

Finance Policy Manual: http://www.northcarolina.edu/finance_policy/index.php

Information Technology inquiries (919) 962-2617

IT Helpdesk <http://www.northcarolina.edu/helpdesk/index.php>

SUMMARY OF EMPLOYEE POLICIES

I acknowledge that I have received the Summary of Employee Policies.

I understand that this information is also available online.

I understand that the Summary of Employee Policies is provided as an overview of University policy, and that for complete policy information I should look online at <http://www.northcarolina.edu/hr/ga/policies/index.php>, contact the Division of Human Resources, or contact the department in charge of the policy in question, as appropriate.

I understand that this booklet is not to be considered a contract of employment either express or implied.

I understand that the policies included in this summary can be modified by the University at any time, with or without advance notice.

Name (Print): _____

Name (Sign): _____

Date: _____

Please review and sign the Acknowledgement Form and return it to GA HR Employee Services.