



SPA Employee Handbook

This handbook contains brief summary statements of policies, procedures, and programs that are applicable to University staff members designated as subject to the State Personnel Act. Such employees may be referred to as “SPA” or “classified” staff. Please understand that these statements are intended to serve as an overview and do not, in many cases, provide detailed information. For this reason, you are encouraged to visit the Human Resources Department website (hr.uncc.edu/) for online access to Human Resources, University, and State policies applicable to SPA employees. For employees with limited access to computers, departments normally have copies of these policies on hand. For assistance in locating policy information, please feel free to contact the Human Resources Department at 687-0669.

The information contained in this handbook is subject to change. It should be understood that explanations in this handbook cannot alter, modify, or otherwise change the controlling legal documents or general statutes in any way, nor can any right accrue by reason of any statement or omission of any statement in this handbook.

The University of North Carolina at Charlotte
Office of the Chancellor

Dear Colleagues:

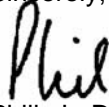
Welcome to UNC Charlotte! You are joining the University at one of the most exciting and challenging times in our history as we expand our student enrollment, academic programs, research and technology transfer, and outreach to the community. We are pleased to have you with us.

This handbook contains valuable information about your position, various personnel policies, and a brief summary of your benefits. It's designed to answer many of the questions you may have about your employment with the University. If you have questions that aren't answered here, be sure to talk with your supervisor or a member of the Human Resources Department staff. They will be happy to help you.

I hope you will find your employment challenging and rewarding. We encourage you to enhance your career opportunities at the University by continuing your education and training, both on and off the job.

I look forward to working with you to ensure our continued excellence as an institution of higher education and as a friendly and collegial place to work.

Sincerely,



Philip L. Dubois
Chancellor

Key Telephone Numbers

Academic Affairs (Provost and Vice Chancellor's Office) 687-5717
Affirmative Action Office 687-0659
Athletics 687-4937
Benefits Office 687-0647
Business Affairs (Vice Chancellor's Office) 687-5750
Campus Police (Emergencies and Safety Escorts) 687-2200
Campus Police (Non-Emergency) 687-8300
ComPsych Guidance Resources (Off-Campus) 877-603-8259
Dining Services 687-0690
Disability Services 687-4355
Employment Hotline 687-5257
Environmental Health & Safety Office 687-1111
Facilities Management 687-0562
Human Resources Department 687-0669
Identification Card Office 687-7040
Inclement Weather Information Line 687-2877
J. Murrey Atkins Library 687-2030
Lost and Found 687-8300
Mail and Package Services Center 687-0383
Main Campus Number 687-8622
Parking and Transportation Services Office 687-0161
Payroll 687-2004
Records and Registration 687-5505
State Employees' Credit Union 549-5822
Student Affairs (Vice Chancellor's Office) 687-0350
Student Health Services 687-7400
UNC Charlotte Foundation 687-7211
University Advancement (Vice Chancellor's Office) 687-7211
Voicemail 687-5000

TABLE OF CONTENTS

INTRODUCTION	<u>1</u>
About The University of North Carolina at Charlotte	<u>2</u>
The University – Mission Statement	<u>3</u>
WORKING AT THE UNIVERSITY	<u>4</u>
Diversity	<u>5</u>
Drug-Free Workplace	<u>5</u>
Equal Employment Opportunity/Affirmative Action.....	<u>5</u>
Fighting Words Policy	<u>5</u>
Unlawful Workplace Harassment	<u>5</u>
INITIAL EMPLOYMENT	<u>7</u>
Benefits Orientation	<u>8</u>
Credentials Verification.....	<u>8</u>
Establishing Identity and Employment Eligibility	<u>8</u>
New Employee Orientation.....	<u>8</u>
Probationary Period	<u>9</u>
EMPLOYMENT POLICIES	<u>10</u>
Adverse Weather	<u>11</u>
Dual Employment	<u>11</u>
Employment of Relatives.....	<u>11</u>
Flexible Work Scheduled.....	<u>12</u>
Notice of Resignation	<u>12</u>
Secondary Employment	<u>12</u>
WORKPLACE POLICIES, PROGRAMS, AND SERVICES.....	<u>13</u>
Breaks and Meal Periods	<u>14</u>
Confidential Information.....	<u>14</u>
Dress Code.....	<u>14</u>
Environmental Health and Safety	<u>14</u>
Mail and Package Services	<u>14</u>
Media Contacts.....	<u>15</u>
Performance Management Program	<u>15</u>
Political Activity	<u>15</u>
Smoking.....	<u>15</u>
Telephone Calls, Use of Personal Communication Devices and Email.....	<u>15</u>
Uniforms	<u>16</u>
University/State-Owned Vehicles	<u>16</u>
Use of University Computer and Other Electronic Equipment	<u>16</u>
Wellness Program	<u>16</u>
Workers' Compensation and Medical Payments.....	<u>16</u>
GETTING PAID	<u>18</u>
Emergency Call-Back Pay.....	<u>19</u>
Holiday Premium Pay	<u>19</u>
Longevity Pay	<u>19</u>
Overtime Pay	<u>19</u>
Payday.....	<u>20</u>
Pay for Unused Vacation Leave	<u>20</u>
Shift Premium Pay.....	<u>20</u>

COMPENSATION AND SALARY ADMINISTRATION.....	21
Career Progression Adjustments.....	22
Initial Salary Determination.....	22
Job Classification.....	22
Job Posting.....	22
Legislative Cost of Living Increase (COLA).....	22
Position Reclassification.....	22
Promotion.....	23
YOUR BENEFITS.....	24
College Foundation of North Carolina 529 Plan.....	25
Disability Income Plan of North Carolina.....	25
Health Insurance.....	25
NCFlex Program.....	25
Post-Tax Life Insurance.....	26
Retirement Program.....	26
Social Security.....	26
Supplemental Retirement Programs.....	26
Unemployment Compensation.....	26
Voluntary Benefits Programs.....	27
Voluntary Supplemental Disability Plans.....	27
TAKING TIME OFF.....	28
Civil Leave.....	29
Community Service Leave.....	29
Family and Medical Leave.....	29
Holidays.....	30
Military Leave.....	30
Other Leave Without Pay.....	31
Sick Leave.....	31
Vacation Leave.....	32
Voluntary Shared Leave.....	32
Volunteer Emergency Services Leave.....	32
PROFESSIONAL DEVELOPMENT.....	33
Educational Assistance Program.....	34
Learning and Development Programs.....	34
Office of State Personnel Development Programs.....	34
Transfers.....	34
Tuition Waiver Program.....	35
EMPLOYEE RECOGNITION.....	36
Employee Suggestion Program.....	37
Governor's Awards for Excellence.....	37
John R. Larkins Award.....	37
Service Awards/Staff Recognition.....	37
STAFF RELATIONS.....	38
Accommodations for Individuals with a Disability.....	39
Career Employees.....	39
Disciplinary Action and Dismissal Procedure.....	39
Exit Interviews.....	39
Grievances Alleging Discrimination.....	39

Grievances Other Than Alleged Discrimination 40
Job Performance 40
Lactation Policy..... 40
Performance Coaching/Counseling..... 40
Personal Conduct 41
Right of Appeal 41
University Grievance Procedures 41
Whistle Blowing 41

STAFF SERVICES 42

Campus News 43
Credit Union..... 43
Employee Emergency Loan Fund 43
Food Service..... 43
Guidance Resources 43
Identification Cards..... 43
Mail and Package Services 43
Parking and Transportation Services 44
Staff Council 44
State Employees Association of North Carolina..... 44
Use of University Facilities 44

INTRODUCTION

About the University of North Carolina at Charlotte

The University – Mission Statement

INTRODUCTION

About The University of North Carolina at Charlotte

The University of North Carolina at Charlotte traces its beginning to 1946. Soon after World War II ended, the University of North Carolina at Chapel Hill opened centers in Charlotte and other cities around the State to meet the enrollment demands of returning veterans.

The Charlotte Center offered evening classes in the old Central High School Building. During that first year, Bonnie E. Cone taught mathematics, and in 1947 she was asked to head the center. By 1949 enrollment pressure from the veterans had diminished, and plans were made to close the Charlotte Center.

Charlotte's education and community leaders knew, however, that the growing city needed a state-supported college, and in 1949 they were successful in persuading the state legislature to establish Charlotte College as a two (2) year institution. Bonnie Cone became president of the new institution, which offered a college transfer program. Early on, recognizing the need for more educational opportunities, the city's leaders began pressing for a four-year institution.

In 1963, the legislature elevated Charlotte College to a four-year, state-supported institution. At about the same time, guidelines were established for the creation of additional University of North Carolina campuses. The informal process began in 1963, and on March 2, 1965, the legislature approved the conversion of Charlotte College to the University of North Carolina at Charlotte. The formal transition took place July 1, 1965.

Bonnie Cone was named acting chancellor of the University and served in that capacity until D. W. Colvard became the University's first chancellor in April 1966. Cone then became vice chancellor for student affairs and community relations. Colvard and Cone worked closely with W. Hugh McEniry, the University's first vice chancellor for academic affairs to establish high standards for the young institution.

In the fall of 1967, the University secured Southern Association of Colleges and Schools accreditation, retroactive to 1965. Academic departments were organized into a divisional structure in 1968-1969, with the divisions becoming colleges in 1970-1971. The first graduate programs were established in 1969-1970, the same academic year in which the first residential students arrived on campus. UNC Charlotte, along with all state-supported senior institutions, formed the 16-campus UNC system in 1972.

In January 1979, E.K. Fretwell became UNC Charlotte's second chancellor, followed by James H. Woodward who came to UNC Charlotte in 1989 as the third chancellor. The University's fourth and current chancellor, Philip L. Dubois came to Charlotte in 2005. On October 8, 1993, the University of North Carolina Board of Governors approved UNC Charlotte's first doctoral programs. UNC Charlotte was recognized by the State as a doctoral/research intensive university in 2000.

Today, UNC Charlotte's enrollment is approximately over 25,000, making it the fourth-largest campus in the UNC system. More than 3,100 full-time faculty and staff rank UNC Charlotte as one of the largest employers in Mecklenburg County.

The University – Mission Statement

UNC Charlotte is North Carolina's urban research university. It leverages its location in the state's largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

In fulfilling this mission, we value:

- Accessible and affordable quality education that equips students with intellectual and professional skills, ethical principles, and an international perspective.
- A strong foundation in liberal arts and opportunities for experiential education to enhance students' personal and professional growth.
- A robust intellectual environment that values social and cultural diversity, free expression, collegiality, integrity, and mutual respect.
- A safe, diverse, team-oriented, ethically responsible, and respectful workplace environment that develops the professional capacities of our faculty and staff.

To achieve a leadership position in higher education, we will:

- Implement our Academic Plan and related administrative plans.
- Rigorously assess our progress using benchmarks appropriate to the goals articulated by our programs and in our plans.
- Serve as faithful stewards of the public and private resources entrusted to us and provide effective and efficient administrative services that exceed the expectations of our diverse constituencies.
- Create meaningful collaborations among university, business, and community leaders to address issues and opportunities of the region.
- Develop an infrastructure that makes learning accessible to those on campus and in our community and supports the scholarly activities of the faculty.
- Pursue opportunities to enhance personal wellness through artistic, athletic, or recreational activities.
- Operate an attractive, environmentally responsible and sustainable campus integrated with the retail and residential neighborhoods that surround us.

Approved by the Board of Governors on November 20, 2009.

WORKING AT THE UNIVERSITY

Diversity

Drug-Free Workplace

Equal Employment Opportunity/Affirmative Action

Fighting Words

Unlawful Workplace Harassment

WORKING AT THE UNIVERSITY

Diversity

The University is committed to providing a workplace in which all individuals are treated respectfully and equitably. We celebrate diversity that includes, but is not limited to, ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Drug-Free Workplace

The University is dedicated to maintaining a drug-free workplace. Under the personal conduct disciplinary process, anyone reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on campus may be dismissed without warning. In addition to disciplinary action by the University, drug abuse may be cause for criminal prosecution by government agencies.

Individuals who suspect they may have a drug or alcohol problem are encouraged to seek help through ComPsych Guidance Resources before the problem affects their job performance. More information on this program is found later in this handbook under "Staff Services."

Equal Employment Opportunity/Affirmative Action

The University of North Carolina at Charlotte is committed to equal opportunity for all applicants and employees and to nondiscrimination in all areas in which it provides services to the community. The University recruits, hires, trains, and promotes to all job levels from among the "most qualified" without regard to an individual's race/color, gender, religion, national origin, age, disabling condition, sexual orientation or genetic information. Neither these, nor any other factors that are not relevant to an employment, training, compensation, benefits, or education decision, are used by the University in any of its activities.

The University is committed to the effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas, and at all levels, of employment. This standard is based on the premise that effective education depends on the quality of the faculty and staff and that faculty and staff members can render the best service when they work under employment conditions that are conducive to maintaining high-quality performance. The continued high quality of the University depends, in part, on the successful recruitment and retention of ethnic minority group members and women for positions in which they have been historically underrepresented.

Any staff member who feels he or she has been discriminated against because of race, color, creed, religion, national origin, sex, age, disabling condition, genetic information or sexual orientation can (1) bring the matter to the attention of the EEO/AA programs and compliance administrator in the Human Resources Department, (2) employ the University's grievance and appeal procedures by contacting the Director of Employee Relations in the Human Resources Department, or (3), in certain cases, appeal directly to the Office of Administrative Hearings for relief.

Fighting Words Policy

The university recognizes the right to freedom of speech and seeks to provide an environment for students, faculty, and staff which is fair, humane, and respectful, and from which violence or the threat of violence is eliminated. While the University is committed to allowing vigorous and open discussion, members of the university committee need to be mindful that the use of "fighting words" (those personally abusive epithets which are likely to provoke an immediate and violent reaction), as defined in Policy Statement 95, legal.uncc.edu/policies/ps-95.html, is prohibited and may result in disciplinary action.

Unlawful Workplace Harassment

The University is committed to ensuring an environment for faculty, staff, and students that is fair, humane, and respectful - an environment that supports and rewards performance and learning on the basis of relevant considerations, such as ability and effort. Behaviors that inappropriately assert sex, race, age, or other unlawful discriminatory references, as relevant to performance are damaging to this environment.

Sexual harassment is a violation of both law and University policy and will not be tolerated. Sexual harassment is a particularly sensitive issue that may affect any member of the University community and as such will be dealt with promptly and confidentially by the University administration.

In addition to sex, harassment based on race, color, creed, religion, national origin, age, disability or sexual orientation is also not tolerated. Complaints alleging unlawful workplace harassment can be filed with the Director of Employee Relations in the Human Resources Department.

INITIAL EMPLOYMENT

Benefits Orientation

Credentials Verification

Establishing Identity and Employment Eligibility

New Employee Orientation

Probationary Period

INITIAL EMPLOYMENT

Benefits Orientation

During initial employment processing, all new SPA staff members will be scheduled for an orientation program that provides helpful information on the various benefit options available to State employees. This orientation is designed for employees who are scheduled to work thirty (30) or more hours per week. Employees working twenty-twenty-nine (20-29) hours per week who wish to participate in this session should contact the Benefits Office (687-0647).

Orientations are generally held on the first and third Tuesday/Wednesday of each month, in conjunction with New Employee Orientation.

Credentials Verification

Educational credentials and certifications are verified shortly after the start of employment. If a falsification of the employment application is discovered, disciplinary action (including written reprimand, reduction in pay, demotion, or dismissal), may be considered. Factors such as the effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect on starting salary are considered in determining potential disciplinary action.

Establishing Identity and Employment Eligibility

Federal law mandates that employers verify the work authorization of all employees. Therefore, your employment is contingent upon your ability to provide acceptable documentation of identity and employment authorization within three (3) days of your official date of employment. The University requires all newly hired staff to complete, and electronically sign, Section 1 of the U.S. Citizenship and Immigration Services (USCIS) Form I-9 verifying employment eligibility in the United States prior to, or no later than, the first day of employment.

An unexpired driver's license and an original social security card may be submitted as documentation to support identity and employment eligibility. However, other forms of documentation, such as an unexpired United States passport, unexpired foreign passport, or certified birth certificate are also acceptable. Individuals, unable to provide acceptable documentation within three days the official date of employment, should not be permitted to return to work until such documentation is provided to Human Resources.

Additionally, your employment is contingent upon confirmation of an acceptable work status through the E-Verify program as administered by the U.S. Department of Homeland Security. Employees must remain legally eligible to live and work in the United States consistent with U.S. immigration and other laws. Failure to meet any of these requirements may result in the termination of employment.

As a University "best practice" to assure accurate payroll tax and retirement system reporting, all staff members are strongly encouraged to present an original social security card at the time of initial employment.

New Employee Orientation

Shortly after being hired, new staff members will be asked to complete a web-based orientation program consisting of modules that provide information on benefits, staff relations, occupational safety, and various other policies and procedures that affect employment. In addition to the online modules, new employees will also be scheduled for an orientation session to receive additional information regarding their employment, benefits and the history of the university. This session also provides an opportunity to ask questions. If you are unable to attend the scheduled orientation program, and would like to reschedule, please contact the Human Resources Department (687-0669).

Orientations are generally held on the first and third Tuesday/Wednesday of each month.

Probationary Period

All new staff members are required to serve a probationary period of no less than ninety (90) days, and no longer than nine (9) months. Most employees generally serve a six (6) month probationary period.

The probationary period is designed to allow the employee time to adjust to the new position, to learn performance expectations, and to become familiar with the University environment, while also providing the supervisor with an opportunity to evaluate the employee's capabilities. Employees are eligible for permanent appointment once all performance expectations have been met and all credentials have been verified.

Probationary employees, whose job performance or personal conduct is considered unsatisfactory or unlikely to meet acceptable standards, may be dismissed from employment at any time. Separation during the probationary period is not grievable absent allegations of unlawful employment discrimination.

EMPLOYMENT POLICIES

Adverse Weather

Dual Employment

Employment of Relatives

Flexible Work Schedules

Notice of Resignation

Secondary Employment

EMPLOYMENT POLICIES

Adverse Weather

In the event of adverse weather conditions, the University operates on its normal schedule unless the Chancellor (or Vice Chancellor designee) announces that the University is closed or the schedule is modified (such as a delay in opening or an early closing).

You are not expected to be on campus when the University is closed, unless:

- You receive advance written standing instructions issued by the appropriate vice chancellor requiring you to report to work on your regular schedule in spite of an emergency closing;
- You receive from an appropriate supervisor special notice by telephone or other means to report to work in spite of the closing.

An announcement that the University is "closed" should be interpreted to mean that faculty and staff, whose jobs have not been designated as "essential to the operation of the institution" are encouraged to remain at home. Those persons designated as "essential," and others contacted to report to work, are expected to reach the campus as expeditiously as possible, using normal precautions dictated by the adverse weather. Leave earning employees will be paid for time missed when the university is closed. Essential employees who report to work will receive compensatory time for the time worked during the closing in accordance with Policy Statement #13 – Campus Operation in Adverse Weather or other Unusual Conditions.

If classes are cancelled, but the university remains open as an optional work day, employees designated as "essential" are required to report to campus. Other employees may report to campus or may elect to remain at home. Employees missing work on an optional work day must charge time to bonus/vacation leave or make up their time in accordance with the Policy Statement #13 – Campus Operation in Adverse Weather or other Unusual Conditions.

Public announcements of closing are made with the cooperation of local radio and television stations. Other sources of information include the university website, www.uncc.edu, the inclement weather hotline, (704) 687-2877 and the University Call Center (704) 687-8622 in Cone University Center.

Dual Employment

Dual Employment occurs when one State agency or University secures the services of an employee of another State agency on a part-time, consulting, or contractual basis. Generally, you cannot be employed by another University department or by another State agency as a staff employee. Such dual employment arrangements are permitted only in certain circumstances and only with advance approval by the two (2) departments or agencies involved and the Associate Vice Chancellor for Human Resources.

Employment of Relatives

Members of your immediate family may be employed with the University provided that such action will not result in one family member supervising another member of the immediate family. No family member may occupy a position which has influence over another member's employment, transfer, promotion, salary administration, or other related management or personnel considerations.

"Immediate family" is defined as: wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, and step-, half- and in-law relations of this same list. Employment restrictions might also include others living within the employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship.

Flexible Working Schedules

There are several different work schedules based on the department an employee works in and the type of work they perform. Most employees work a schedule that coincides with the core hours of the university (8 a.m.–5 p.m.). However, employees may work a flexible work schedule which may include teleworking and/or four day work weeks. Interested employees are encouraged to discuss their preferred working hours with their supervisor if they wish to work a flexible work week. (**Note:** Employees who are subject to overtime (non-exempt) must receive a minimum of a thirty (30) minute meal period when working over five (5) hours a day).

Notice of Resignation

If you plan to leave the University, please make every effort to give your supervisor a written notice of resignation at least two (2) weeks prior to your last day of work. You should also schedule an appointment with the Benefits Office to review your options in regards to your health, medical, and other University benefits. Employees who are transferring to another state agency should make the Benefits Office aware of the transfer to ensure proper transfer of leave balances. With the exception of retirements and transfers, the last day an employee actually works, or the last day of the month if the last day worked is the last working day in the month, is considered the date of separation.

Absence from work for three (3) consecutive workdays without notifying your supervisor is considered a voluntary resignation without notice. Therefore, it is vital that you notify your supervisor should you need to miss work prior to, or at the beginning of, your workday.

Secondary Employment

For any SPA permanent employee, your assigned duties and responsibilities to the University are considered as your “primary” employment. Any other employment opportunity in which an employee chooses to engage is considered “secondary” in nature. If a second job with another employer, or self employment, is contemplated, and is to be performed outside normal working hours, applicable regulations require that any such arrangements be approved by the department head and the Associate Vice Chancellor for Human Resources before any secondary employment is undertaken. The purpose of this approval process is to ensure that secondary employment does not have an adverse effect on primary (University) employment and does not result in an unintended conflict of interest. Secondary employment policies apply only to second jobs paid from non-University funding sources.

WORKPLACE POLICIES, PROGRAMS, AND SERVICES

Breaks and Meal Periods

Confidential Information

Dress Code

Environmental Health and Safety Program

Mail and Package Services Center

Media Contacts

Performance Management Program

Political Activity

Smoking

Telephone Calls, Use of Personal Communication
Devices and Email

Uniforms

University/State-Owned Vehicles

Use of University Computer and Other Electronic Equipment

Wellness Program

Workers' Compensation and Medical Payments

WORKPLACE POLICIES, PROGRAMS, AND SERVICES

Breaks and Meal Periods

If workload allows and working conditions warrant, departments may grant a fifteen (15) minute paid break during any work period of four (4) consecutive hours. Breaks are a privilege and may not be added to meal periods, used to shorten the workday, taken in conjunction with any type of leave, or combined. Breaks are optional, not required, and may be allowed at the discretion of the department's supervisor.

Meal periods are, at a minimum, thirty (30) minutes, during which you are completely free of assigned work. Full-time staff and part-time staff working more than four (4) hours a day generally receive one (1) hour for meals. Meal periods may not be used to shorten the workday or taken in conjunction with any type of leave. It is expected that employees who work more than five (5) hours per day be given a minimum of a thirty (30) minute meal period.

Confidential Information

In the course of performing your job duties, you may be exposed to information considered confidential in nature. You are expected to maintain the privacy of such information and adhere to proper confidentiality safeguards. If you are unsure about whether certain information is considered confidential, please consult with your supervisor.

Dress Code

You are expected to wear attire that is job-appropriate. Some departments may provide guidelines or adopt informal dress codes. In either case, if management considers clothing to be inappropriate, the individual involved may be warned, or sent home to change. Such absences are charged to the individual's vacation, bonus leave, or leave without pay.

Environmental Health and Safety Program

The chancellor has appointed a safety and health committee to provide guidance and planning for campus safety and health awareness. In addition, departments are strongly encouraged to develop departmental safety committees to further promote accident prevention.

The Environmental Health and Safety Office inspects each facility or department periodically and conducts training in all phases of safety, including but not limited to hazard communication, fire safety, hazardous material management, industrial hygiene, safety awareness, and accident prevention.

Certain areas of the University have procedures and features that require special attention to increase safety and reduce the risk of injury. The management in each operational unit is responsible for enforcing safety and health standards and supplying proper support and training to any involved staff members. Certain tasks require the use of personal protective equipment.

All accidents, injuries, and near misses must be reported as soon as possible to supervision. Each incident is investigated thoroughly to determine cause and prevent recurrences. Every member of the University community shares the responsibility for maintaining a safe and healthful campus environment and reducing or eliminating known hazards. If you recognize an unsafe or unhealthful situation, immediately inform a supervisor. In addition, you are expected to observe all safety rules, report any unsafe conditions, and ask questions if you are uncertain about potential hazards.

Mail and Package Services

The University Mail and Package Services handles official University mail, including delivery of incoming U.S. mail, pick-up and processing of out-going U.S. mail, and distribution of inter-office (campus) mail. Outgoing U.S. mail departs from the campus daily at 6:00 p.m. To guarantee pick up all mail should be submitted to the Mail and Package Services located in the Prospector Building prior to 4:30 p.m.

Media Contacts

It is not uncommon to see local and/or national media representatives on campus. University employees, who are contacted by the media regarding university related business and/or issues, should refer any such contacts to the Public Relations Department.

Performance Management Program

Supervisors work closely with their respective staff members to facilitate successful work performance. This is an on-going collaborative process, between the supervisor and employee, in the planning, execution, and evaluation of performance goals and accomplishments.

Work plans indicate not only the work to be done, but how it is to be done. From time to time, events may necessitate work-plan revision(s). On such occasions, the supervisor and staff member meet to make any necessary adjustments. At least twice a year, during the interim review period and at the end of the annual performance management cycle, supervisors hold formal performance review meetings with each member of their staff. Overall performance, including strengths and deficiencies, and personal development plans are discussed.

Staff members who receive an overall performance rating of, "Meets Expectations," or higher, may be eligible for a legislative salary increase. The amount of such an increase is determined by funding allocated by the North Carolina Legislature.

Employees who are not meeting expectations should receive a development plan to assist them in improving their performance enabling them to meet their job expectations.

Political Activity

You are free to become informed, and vote as you wish, on all political issues. However, as a State employee, you may not:

- Take an active part in managing a campaign, campaign for political office, or otherwise engage in political activity while on duty;
- Use their authority or position or use State funds, supplies, or vehicles to secure support for or to oppose any candidate, party, or issue in a partisan election;
- Promise rewards, threaten loss of job, or coerce any State employee to support or contribute to any political issue, candidate, or party.

Violations may be grounds for disciplinary action, which may include dismissal in cases of deliberate or repeated violation.

Smoking

To promote a healthy working and learning environment, smoking is prohibited in all public areas inside campus buildings. Smoking is prohibited outside except in designated areas.

Note: Different policies may apply to on-campus student residence facilities.

Telephone Calls, Use of Personal Communication Devices and Email

Personal telephone calls during working hours are occasionally necessary; however, long distance or toll calls of a personal nature may not be made at the University's expense at any time. The North Carolina Relay telephone number for use by hearing or speech-disabled individuals is 1-800-735-2962 (for TDD) or 1-800-735-8262 (for voice). For additional information regarding the TRS, contact the Office of Disability Services.

Use of personal communication devices (cell phones, pagers, text messaging devices, etc.) during working hours should be limited. Employees are asked to be respectful of others in the workplace and

insure such devices do not create a disturbance, interfere with meeting performance expectations, or intrude on the privacy of others in the university community.

You will be assigned an email account for the purpose of conducting university business. The account belongs to the university and emails sent and received are stored on university servers. Personal use of email accounts should be limited and should not interfere with your normal work duties. Use of email to send or receive material that is inappropriate or may be offensive to other members of the university community is subject to disciplinary action. Emails may be considered public information and subject to release. For more information on email, please contact the Information Technology Services Help Desk (687-3100) or visit their website at its.uncc.edu/.

Uniforms

Some members of the University staff are furnished uniforms, which are University property, and must be returned should the staff member leave university employment.

University/State-Owned Vehicles

If you are asked to travel in connection with your job, consult with your supervisor to get information on current travel regulations. It may be necessary to use a State vehicle to conduct State business. If you are required to use a personal vehicle to conduct State business, you are normally reimbursed on a per-mile basis. If out-of-town travel is required, you are generally eligible to receive per diem expenses for meals and lodging. Visit the Financial Services website at finance.uncc.edu/ or check with the Accounts Payable Office in the Controller's Office (687-5650) for complete travel information.

Vehicles must be operated safely at all times, and all traffic and civil laws must be obeyed, including speed limits. Failure to observe these laws may result in disciplinary action.

Use of University vans requires a special Van Driver Authorization Card obtained by completing training available through the Environmental Health and Safety Office.

Use of University Computers and Other Electronic Equipment

Most university employees have access to a university computer and/or other electronic equipment (such as digital cameras, scanners, printers, etc.) in their workstation. All employees have access to personal computers and other electronic equipment located in the library and computer labs on campus. Employees may use computers in the library and/or computer labs for personal reasons before or after normal working hours as long as the use does not create a conflict with their employment or is used inappropriately. Under no circumstances may university computers be used by employees to gamble, participate in illegal activities, or in any other way an employee's supervisor may feel is detrimental to the employee's employment or may harm the reputation or standing of the university in the community. Policy Statement #66, Responsible Use of Computing and Electronic Communication Resources, provides additional information on the computer use policies of UNC Charlotte.

Wellness Program

Program goals are to provide educational information and encourage better health practices. Workshops, seminars, and special events focus on five areas: self-responsibility, nutritional awareness, physical fitness, stress management, and environmental sensitivity. Additional information from the Advisory Committee to the Chancellor for Employee Health and Wellness, as well as current wellness events, can be found at yourhealth.uncc.edu/.

Workers' Compensation and Medical Payments

You are fully covered under workers' compensation laws for disability benefits and medical care at the University's expense for job-related injuries or occupational diseases.

Student Health Services on campus is the primary contact for initial treatment of anyone injured on the job. Follow-up treatment may be provided either at Student Health Services or in an appropriate specialist's office as directed by Student Health Services. If Student Health Services is closed, the injured

person should be taken to the Carolinas Medical Center-University emergency room. In the event of serious injury, if in doubt or time is considered to be critical, the injured person should be taken directly to the emergency room.

All accidents and injuries, no matter how slight, must be reported immediately to your supervisor. The Environmental Health and Safety Office is responsible for filing all claims under Workers' Compensation and must be notified immediately of any accidents. If you are injured on the job, you will be advised of your leave options, disability payments from Workers' Compensation, and payments for medical services.

GETTING PAID

Emergency Call-Back Pay

Holiday Premium Pay

Longevity Pay

Overtime Pay

Payday

Pay for Unused Vacation Leave

Shift Premium Pay

GETTING PAID

Emergency Call-Back Pay

Emergency call-back pay is typically associated with specifically designated critical technical trade positions, which are not exempt from FLSA overtime provisions. Professional, administrative, and executive positions, which are FLSA exempt, are generally considered to be on call twenty-four (24) hours a day and do not receive additional compensation for work performed before or after regular working hours or on non-working days.

If FLSA overtime provisions apply to your position, and you are required to respond to an emergency call back to perform necessary work at a time other than during your regularly scheduled hours of work, you may receive compensatory time or cash payment. You are guaranteed compensation for a minimum of two (2) hours on each occasion.

Holiday Premium Pay

If you are **required** to work on a designated holiday, you will receive premium pay equal to one-half of your regular straight-time hourly rate for the hours actually worked in addition to your regular salary. In addition, holiday time off (eight (8) hours) is granted at a time convenient to the department.

FLSA-exempt professional, administrative, and executive staff members are eligible for holiday premium pay.

Longevity Pay

To reward long-term service, classified (SPA) staff members who have completed ten (10) or more years of service are eligible to receive longevity pay. During the anniversary month of the employee's initial date of State employment, an additional annual payment based on a percentage of base salary is made according to the following schedule:

Years Of Service	Longevity Pay
10 but less than 15	1.50 percent
15 but less than 20	2.25 percent
20 but less than 25	3.25 percent
25 or more	4.50 percent

Longevity pay is a form of bonus, which increases total income, but does not increase base salary.

Overtime Pay

Staff members, employed in a position that is "subject to" the overtime provisions of the Fair Labor Standards Act (FLSA subject), must complete, sign, and submit a weekly time record for review by, and approval from, their respective supervisor. It is the supervisor's responsibility to certify that the record is accurate and complete.

No more than forty hours (40) per week are to be worked without prior approval by the supervisor. Should a FLSA-subject staff member work more than forty hours (40) in a week, the University compensates overtime work on a compensatory-time basis. If the employee is unable to take compensatory time off, he or she is compensated at a rate of time-and-a-half for time worked over forty (40) hours. Compensatory time earned should be taken at a time convenient for the department, but before the end of the following month, if possible. Compensatory time must be used by the end of the calendar year or be paid as overtime pay.

To pay a staff member for overtime, the supervisor secures budget authority from the vice chancellor of the division or the vice chancellor's designee. This is necessary in part because the University's allocation of State funds does not specifically designate funds to pay for overtime.

Certain positions are exempt from FLSA overtime provisions on the basis of professional, administrative, or executive criteria. Staff members employed in FLSA-exempt positions do not submit time records and do not qualify for overtime pay under FLSA overtime provisions.

Payday

Staff members are paid on a semi-monthly basis, on the last working day before the sixteenth of each month, and on the last work day of each month.

Pay for Unused Vacation Leave

If you leave the University, you are paid for any unused vacation leave, up to a maximum of two hundred forty (240) hours. Payments are based on salary in effect on the last day of service with the University. If you leave the University and accept employment with another State university or agency, all vacation and sick leave may be transferred to your leave account with the new university or agency, subject to approval by the State organization to which you transfer.

Shift Premium Pay

Shift premium pay is provided for evening or night-shift work if a majority of the hours are worked between 4:00 p.m. and 8:00 a.m. on a regular, recurring basis. Shift premium pay applies to positions designated as FLSA subject. The career band maximum does not apply in the occupational area(s) of Nursing, Physician Extender or in Data Processing. Shift premium pay applies only to actual hours worked - thus excluding vacation and sick leave, holidays, etc.

COMPENSATION AND SALARY ADMINISTRATION

Career Progression Adjustments

Initial Salary Determination

Job Classification

Job Posting

Legislative Cost of Living Increase (COLA)

Position Reclassification

Promotion

COMPENSATION AND SALARY ADMINISTRATION

Career Progression Adjustments

Salary adjustments may be received for the following reasons:

- a substantive change in the level of competency(ies) which would not result in a reclassification to a higher career band; or

if allowed by State budget policy, a salary that is low relative to its respective market reference rate. Consideration for market adjustments are usually due to prior funding constraints that have not allowed increases to keep pace with the career progression and/or increased competencies of employees. Career Progression adjustments based on market or equity may only be requested when the annual budget guidelines enacted by the N.C. State Legislature allow.

Initial Salary Determination

Once the evaluation of candidates for an open position is completed, the selecting official informs the Human Resources Department and makes a salary recommendation for the selected candidate. If the recommended salary can be justified on the basis of the candidate's education and experience which reflect demonstrated job-related competencies, salary equity with other similar University positions, current job market factors, and availability of funds, the recommended salary is approved. This becomes the base salary for the employee and remains unchanged until any of the following occur.

Job Classification

To perform their prescribed functions, University departments and offices establish permanent (or time-limited permanent) positions, which typically are funded from State allocations, grants, and contracts, or a combination of such sources. Once funding is secured, a job description is developed describing the general duties and responsibilities of the position. Based on the job description and any other pertinent information, the position is classified using the University system's classification system of Career Banding. For every career band, there is an established:

- Minimum education and experience requirement;
- Set of standard functional competencies needed to do the job;
- Salary range.

Job Posting

When a new position is established (funded and classified), or an existing permanent position vacancy is expected, the job is posted on the job board in the Human Resources Department. Job postings can also be viewed on the Human Resources Department website at (jobs.uncc.edu). In some cases, recruitment activities are limited to current University staff. At other times, recruitment activities are open to applicants, both on and off-campus.

Legislative Cost of Living Increase (COLA)

Each year the North Carolina General Assembly determines across-the-board salary COLA increases for all permanent State employees. This determination is essentially based on the State budget submitted by the governor and approved by the legislature. Customarily, the increase is a percentage of pay, but on occasion it is a fixed amount added to base salary.

Position Reclassification

If it appears that the duties and responsibilities of a position have changed substantially, department and office heads are encouraged to notify the Human Resources Department. A classification analyst reviews the position to determine if the current classification is still appropriate. If it is determined that the position should be reclassified to a higher career band and/or competency level, the department then has an

opportunity to recommend a salary adjustment for the position incumbent. Such adjustments are governed by State guidelines, which include such factors as the staff member's competencies and qualifications, fund availability, and salary equity.

Promotion

Employees may apply for other positions that become available on campus at any time. If an employee is selected for another position that is classified at a higher Career Band, the selecting official may recommend a salary increase within established State guidelines. In general, the guidelines allow for a maximum salary increase based on:

- The employee's demonstrated competencies and relevant qualifications;
- The availability of funds; and
- Salary equity considerations.

YOUR BENEFITS

College Foundation of North Carolina 529 Plan

Disability Income Plan of North Carolina

Health Insurance

NCFlex Program

Post-Tax Life Insurance

Retirement Program

Social Security

Supplemental Retirement Programs

Unemployment Compensation

Voluntary Benefits Programs

Voluntary Supplemental Disability Plans

YOUR BENEFITS

Complete information about all your benefits is available from the Benefits Office, located on the second floor of the King Building.

College Foundation of North Carolina 529 Plan

Employees are eligible to participate in the College Foundation of North Carolina's 529 Plan through payroll deduction in order to save for college expenses of dependents. Forms and materials are available in the Benefits Office.

Disability Income Plan of North Carolina

When you participate in the University retirement program, you are eligible for disability benefits at no additional cost.

- After one (1) year of service, you qualify for short-term disability benefits, which are available for a twelve(12) month period;
- After five (5) years of service, you qualify for long-term disability benefits, which are paid as long as the disability continues or until you are eligible for retirement.

Health Insurance

Your choices for health insurance coverage under the State Health Plan are:

- Smart Choice Basic PPO
- Smart Choice Standard PPO

Any health insurance election you make in a given plan year may be changed during the next annual enrollment period. Typically open enrollment is conducted in March for coverage to begin in July.

If you are permanent full-time (employed at least thirty (30) hours a week for nine (9) months or longer), the University pays the employee's individual premium as follows:

- Smart Choice Basic PPO 100%
- Smart Choice Standard PPO 95%

The employee is responsible for full cost/premiums of dependents on all plans.

If you are permanent part-time (employed at least twenty (20) but less than thirty (30) hours a week), you are eligible for health insurance, but you must pay the full cost of your coverage.

To avoid the pre-existing condition limitation, you must enroll for coverage within thirty (30) days after you begin work.

NCFlex Program

NCFLEX offers eight popular pre-tax benefits:

- Dental Plan
- Vision Care Plan
- Critical Illness Insurance
- Cancer Insurance
- Accidental Death and Dismemberment
- Group Term Life Insurance

- Health Care Flexible Spending Account
- Dependent Day Care Flexible Spending Account

All NCFlex benefits operate on a calendar year basis – January 1 through December 31.

You are eligible to participate in NCFlex if you are a University employee working twenty (20) or more hours per week in a permanent, probationary or time-limited position. If you enroll during annual enrollment, your participation is effective January 1. *If you are a newly hired employee, your participation begins the first day of the month after your date of hire.*

Post-Tax Life Insurance

Voluntary Post-Tax Group Life Insurance is available to you and your eligible dependents. You pay the full cost of any coverage you elect.

Retirement Program

If you are working thirty (30) or more hours a week for a stated period of nine (9) months or longer, you are considered full-time staff and are required to participate in the Teachers' and State Employees' Retirement System (TSERS).

TSERS is a defined benefit plan, which means that plan benefits are based on a specific formula that takes into account your years of service, age, average final compensation at the time you retire. Retirement eligibility is based on age and years of creditable service (that is, any period during which you contribute to the TSERS, measured in years and months).

After one (1) year of service with the University, you are eligible for a death benefit if you die while actively employed or within six (6) months of retirement. Your designated beneficiary will receive a single lump sum payment equal to your annual salary, with the minimum death benefit being \$25,000, and the maximum benefit not exceeding \$50,000.

An informative booklet titled "Your Retirement Benefits" is available on the NC Department of State Treasurer website nctreasurer.com.

Social Security

All University employees are subject to the provisions of the federal social security program. Both you and the University make contributions in your name to this program, which are in addition to contributions to a University retirement program.

Supplemental Retirement Plans: 403b, 457, and 401k Plans

You may participate in a variety of programs that enable you to save money for your future financial security and, at the same time, reduce your current taxable income.

The University offers two (2) pre-tax and two (2) post-tax (Roth) annuity programs [IRC 403(b)], a pre-tax and post-tax deferred compensation plan [IRC 457], and a pre-tax and post-tax. These are available to all University employees. All contributions to these plans are made through payroll deduction.

Unemployment Compensation

University staff members are covered by unemployment insurance and are advised to contact the local office of the Employment Security Commission upon termination.

Voluntary Benefit Programs

You may also participate in the following voluntary benefit programs:

- **Automobile Insurance** - is available at discount rates. Coverage and premiums vary, depending on the number of vehicles and persons insured, amount of coverage elected, insurance points, and so on. You may enroll at any time, and premiums are paid through payroll deduction.
- **Homeowners, Renters and Personal Property Insurance** - is available at a cost determined by the amount of coverage elected, type of construction, fire protection provided and other variables. You may enroll at any time, and premiums are paid through payroll deduction.
- **Long Term Care** – is available through payroll deduction to cover expenses for you or your family member's future care including, but not limited to nursing home, home health care, hospice, respite and an assisted living facility.

Voluntary Supplemental Disability Plans

- University law enforcement officers are covered by a separate insurance plan, which provides certain temporary disability and death benefits at no cost to participants.
- A voluntary supplemental disability plan is available to all staff members. Coverage and premiums may vary with salary and length of service. Evidence of insurability may be required.

TAKING TIME OFF

Civil Leave

Community Service Leave

Family and Medical Leave

Holidays

Military Leave

Other Leave Without Pay

Sick Leave

Vacation Leave

Voluntary Shared Leave

Volunteer Emergency Services Leave

TAKING TIME OFF

Paid leave, of any kind, generally must be earned before it is taken. Whenever possible, leave requests should be approved in advance by the appropriate supervisor. In all cases, however, leave is granted only with the supervisor's approval. If approval for a leave is not granted, any absence from work is not authorized and will be considered unexcused (non-pay status). Staff members who do not have accrued leave should discuss the matter with their supervisor if leave without pay becomes necessary.

Exempt staff members (that is, those who are exempt from the overtime provision of the Fair Labor Standards Act (FLSA), who sometimes work more than the standard forty (40) hour workweek, must use approved vacation or sick leave when they are absent for an entire day. When reporting to work but working less than a full eight (8) hour day, they may not be charged for vacation or sick leave, provided forty (40) or more hours are worked during the workweek in which the absence occurs (at supervisor's discretion).

Supervisors receive a monthly accounting of leave taken.

Civil Leave

You are given leave with pay to serve on jury duty, and the time is not charged against accumulated leave time. You are entitled to any juror's pay you receive, in addition to your regular salary for the period.

If you attend court:

As part of your job, no leave is required; however, any court fees received must be given to the University.

As the result of a private lawsuit or as a witness of a federal, state, county, or city government, you may be given leave with pay. Any fees received must be given to the University, or you may use vacation leave and keep any fees received.

Community Service Leave

You may take up to twenty-four (24) hours of paid community service leave each calendar year to:

- Meet with a teacher or administrator of any elementary, middle, or high school or day care center with regard to your child;
- Attend any nonathletic function that is part of the school's academic or artistic program in which your child is participating;
- Perform school or other community volunteer work, such as mentoring, regardless of parental status.

The twenty-four (24) hours of leave is prorated for part-time staff. New full-time staff are credited at the rate of two (2) hours per month of community service leave for the remaining time in the calendar year when they begin their employment with the University. Any such leave not taken in the calendar year is forfeited.

Family and Medical Leave

Permanent staff members who have been employed with the University for at least one (1) year and worked at least one thousand forty (1,040) hours (half-time) during the preceding twelve (12) months are entitled to a maximum of twelve (12) weeks of family and medical leave during any twelve-month period, in accordance with the Family and Medical Leave Act of 1993 (FMLA).

The leave may be paid, unpaid, or a combination of paid and unpaid, and you may request family and medical leave for one (1) or more of the following reasons:

- To care for a newborn, or newly placed foster or adopted child;
- To care for a spouse, child, or parent with a serious health condition;
- Your own serious health condition;
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation (or has been notified of an impending call or order to active duty);
- To care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation or therapy.

If both you and your husband or wife are employed by the University, each of you may have a total of twelve (12) weeks leave. If you both take six (6) weeks of leave for the birth of your child, each of you could later take an additional six (6) weeks because of a personal illness or to care for a sick child.

If the entire period of Family and Medical Leave is covered in a paid leave status, your health benefits are continued at the same level and under the same conditions as if you were at work. However, should any part of the Family and Medical Leave period result in leave without pay, the employee will be responsible for the cost of any deductions necessary to keep employee or family-elected coverage in place.

Leave beyond the twelve (12) week period (with no sick or vacation leave balances available) is administered as leave without pay, and you are required to pay for total health premiums during such periods.

Forms for requesting family and medical leave are available from the Human Resources website hr.uncc.edu/forms/benefits or you may contact the Benefits Office at (704) 687-0647.

Holidays

Full-time staff receive a minimum of eleven (11) paid holidays each year. State employees in other agencies normally receive the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (two days)
- Christmas (two or three days)

Because the University is on a year-round, twenty-four-hour basis, however, it operates on a different holiday schedule, which is announced before the beginning of the calendar year. Typically, we may be open for work on Memorial Day, Good Friday and Veteran's Day. In return, the University normally uses those paid holidays in conjunction with Christmas and New Year's to close for a week called Winter Break. Your supervisor can answer any questions you may have about holidays as they affect your department.

Permanent part-time staff receive paid holidays on a pro-rata basis. Temporary staff members are not eligible for paid holidays.

Military Leave

Leave with pay for up to one hundred twenty (120) hours each Federal fiscal year, (October 1 through September 30) shall be granted to members of the uniformed services for active duty training and inactive duty training. Vacation/bonus leave or leave without pay may also be used for reserve functions. Leave should always be coordinated in advance with supervisors, when possible.

Reserves ordered to State or Federal active duty shall receive up to thirty (30) calendar days of pay based on the employee's current annual State salary. After the thirty (30) day period, members shall receive differential pay for any period of involuntary service when the military base pay is less than the employee's annual State salary. When called to Federal active duty, the State will continue to pay the employee portion of medical coverage in the State Health Plan for at least thirty (30) days from the date of the active service. You may continue medical benefits after the 30 days by paying the full premium (employer and employee, if any) yourself.

Military leave without pay is granted for one (1) enlistment period of service, not to exceed four (4) years. If reinstatement is applied for within ninety (90) days from the date of discharge, accumulated sick leave is reactivated. Any mandated salary increases that would have been necessary become effective when enlistees return to work. Leave benefits are not accumulated during military leave without pay. Enlistees receive credit from the retirement system while they are away from their jobs, provided they return to State employment within two (2) years of their discharge date.

Other Leave Without Pay

Permanent and probationary staff members may be granted leave without pay for the following purposes:

- Education that will better equip them for the performance of their duties and responsibilities;
- Special work for the federal government;
- When the University is to profit by the experience gained or the work performed;
- Medical reasons,
- Vacation or any other reasons the University deems justified.

Requests for leave without pay must be made in writing and approved by the supervisor and the Benefits Office.

Unless an extension is requested and approved, failure to report for work at the expiration of a leave of absence may be treated as a voluntary resignation or unavailability for work.

Sick Leave

Sick leave is earned at the rate of eight (8) hours monthly, or ninety-six (96) hours annually, and may be accumulated indefinitely and used to extend creditable service at retirement. Part-time staff (twenty (20) or more hours a week) are granted sick leave on a pro-rata basis. Sick leave may be used for the following purposes:

- Injury or illness that prevents you from performing your usual duties, including the actual period of temporary disability connected with childbirth and recovery from childbirth;
- Medical appointments;
- The illness or death of a member of your immediate family, defined as your husband or wife, parents, children, brother, sister, grandparents, and grandchildren, and including step, half, and in-law relationships.

Should you not be able to report for work for any reason, it is expected you will notify your supervisor (normally by phone but other methods, such as email, may be used if your supervisor approves), prior to the beginning of your work day. If you know in advance that you will be absent and requesting sick leave, you are expected to notify your supervisor as soon as possible (such as absences for medical appointments).

If you leave the University, you are not paid for any unused sick leave, but the leave may be reinstated to your account if you return to State employment within five (5) years.

Sick leave is also subject to supervisory approval. Your supervisor may ask for documentation relating to sick leave.

Vacation Leave

Full-time permanent and probationary staff earn vacation leave according to the following schedule:

Total Years Of State Service	DAYS/YEAR	HOURS/YEAR	HOURS/MONTH
less than 5	14	112	9.34
5 but less than 10	17	136	11.34
10 but less than 15	20	160	13.34
15 but less than 20	23	184	15.34
20 years or more	26	208	17.34

Permanent and probationary part-time staff (twenty (20) or more hours a week) are granted leave on a pro-rata basis.

Vacation leave can be used for other personal reasons requiring your absence from work and must be approved in advance by your supervisor. To earn leave for the month, you must be in paid status for one-half or more of the working days in the month. Vacation leave can be accumulated without any applicable maximum until December 31 in each calendar year. On December 31, if you have more than two hundred forty (240) hours of accumulated leave, the excess is converted to sick leave, and only two hundred forty (240) hours are carried forward to January 1 of the following year.

If you leave the University, you are paid for any unused vacation, up to a maximum of two hundred forty (240) hours. You may consider donating any excess balance of vacation leave to an approved participant in the Shared Leave Program.

Voluntary Shared Leave

This program allows any leave earning employee the opportunity to donate vacation leave to a co-worker who has run out of personal accrued time due to a serious medical condition for themselves or an immediate family member, that requires the employee's absence for a prolonged period of time (defined as twenty (20) consecutive workdays or more - there are rare exceptions). To qualify, you must be in a permanent, probationary, or trainee appointment and in leave-earning status.

To participate in the shared leave program, an Application for Shared Leave must be submitted to the Benefits Office, and approved by the employee's supervisor and the Benefits Office. A doctor's statement to support the reason for excessive absenteeism is mandatory for consideration of participation.

The minimum amount that may be donated is four (4) hours. Donation must be made to a specific person who has been approved for participation in the program. The University does not permit leave "banking," time donated is used for purposes supported by the doctor's note only or returned to the donor.

Volunteer Emergency Services Leave

The University grants time off with pay to participants in volunteer emergency services within the immediate area. If you are involved in such work (for example, rescue squads and volunteer firefighting), discuss the situation with your supervisor and/or department head.

Questions about all types of leave should be directed to the Benefits Office, located on the second floor of the King Building (687-0647).

PROFESSIONAL DEVELOPMENT

Educational Assistance Program

Learning and Development Programs

Office of State Personnel Development Programs

Transfers

Tuition Waiver Program

PROFESSIONAL DEVELOPMENT

Educational Assistance Program

Full- and part-time SPA staff members, who have completed their probationary period, are eligible to participate in the educational assistance program, which is designed to help maintain and improve skills, knowledge, or abilities directly related to their current position or classification. Through this program, you may be reimbursed for approved courses. The approval of your supervisor or department head is required **before** enrollment in a course. Courses must be related to the current job being performed or required as part of a degree program relevant to your current job. Approval for a course is based on job-relatedness and the availability of funds in the department's operating budget.

Courses may be taken during non-working hours at any approved educational institution, including state universities, community colleges and state-funded technical colleges anywhere in North Carolina. If a desired course is not available after working hours, your supervisor may grant leave to allow attendance. Provided you successfully complete course work, you are reimbursed for tuition and fees (within set guidelines).

Learning and Development Programs

The cornerstone of the training and development program is the offering of on-campus workshops to all staff members. A catalog of workshops and on-line training covering a wide range of professional development topics, including workplace skills, supervisory development, and certain work-related University policies and procedures is available on the university's website at hr.uncc.edu/learning-and-development. This catalog is updated each semester. You are encouraged to attend the workshops, which are scheduled during regular work hours, with the approval of your supervisor. A limited number of catalogs are printed and made available to those employees who do not have regular access to a computer. In addition to workshops offered in the catalog, other workshops are offered throughout the calendar year and are communicated through the Learning and Development website and Campus News.

In addition to the scheduled workshops, the on-line training offers you the opportunity to learn when it is convenient for you, either on or off campus. The Employee Learning and Development Office also maintains a library of books, tapes, and videos on a wide range of topics. These materials are available for check out in the Human Resources Department.

Office of State Personnel Development Programs

Management development programs are offered periodically through the Office of State Personnel. Programs are announced to administrators and department heads, who select members of their staff to attend. Lists of course offerings are also available on the website of the Office of State Personnel www.osp.state.nc.us/. For more information, contact the Employee Learning and Development manager (687-0665) in the Human Resources Department.

Transfers

The Human Resources Department encourages you to pursue transfer or promotional opportunities whenever posted positions would provide a chance to grow personally or professionally. State employees receive priority consideration for promotional opportunities when "substantially equal" to any external candidate being considered. Supervisors are expected to select from among the most qualified candidates.

You are also encouraged to strengthen your knowledge and work skills to prepare for higher-level positions when opportunities arise.

Open positions are listed each week on the University website jobs.uncc.edu/. You may inquire about classified staff vacancies by contacting the Director of Staff Employment (687-0670) in the Human Resources Department.

Tuition Waiver Program

The tuition waiver program provides free tuition privileges to permanent, full-time faculty and staff members. Up to two (2) classes may be taken during an academic year. Academic courses taken through the tuition waiver program do not have to be work related and are taken during non-work hours (some exceptions may be made in the form of a flexible work schedule if the course is deemed relevant to an employee's job). In order to use this benefit, you must also gain admission to the university - either as a special student, undergraduate, or graduate student. Contact the employee learning and development manager (687-0665) in the Human Resources Department, or visit their website at hr.uncc.edu/learning-and-development for complete information. Supervisory approval is required.

EMPLOYEE RECOGNITION

Employee Suggestion Program

Governor's Awards for Excellence

John R. Larkins Award

Service Awards/Staff Recognition

EMPLOYEE RECOGNITION

Employee Suggestion Program

The State of North Carolina believes in rewarding employees who make constructive suggestions that result in monetary savings. If you make a suggestion that is adopted into practice, you may receive up to three (3) days of leave, a cash award, and other types of recognition. Cash awards are possible for a percentage of savings realized during the first year of a suggestion's implementation. Suggestion forms are available through an online process. To learn more about this State award, please visit the NCThinks website NCThinks.nc.gov or you may contact the employee recognition coordinator (687-0644) in the Human Resources Department.

Governor's Awards for Excellence

The University participates in the Governor's Awards for Excellence program, which recognizes and expresses appreciation for outstanding achievements of State employees. It is the highest honor a State employee can receive. The University may submit up to five (5) nominations to acknowledge the meritorious or distinguished accomplishments of permanent members at any level of the University staff.

John R. Larkins Award

The John R. Larkins award is given annually to a NC state government employee with a minimum of two (2) years of service. The employee is nominated by his/her manager, supervisor or agency head for meeting the following criteria:

- Has made an effort to improve human and race relations in state government;
- Exemplifies commitment to human and race relations in his/her community;
- Increased understanding or resolved conflicts between people of different racial; and ethnic backgrounds, or helped heal wounds created by racial or ethnic discord.

To learn more about the John R. Larkins award contact the employee recognition coordinator in the Human Resources Department (687-0644).

Service Awards/Staff Recognition

The University presents service awards to staff members at the completion of their first five (5) years of service and every five (5) years thereafter. Awards are based on total years of employment within the State system. An annual staff recognition luncheon is held to honor staff members with fifteen (15) or more years of State service for their loyalty and dedication. The luncheon and awards are the highlight to a week's worth of events and activities called Staff Recognition Week.

STAFF RELATIONS

Accommodations for Individuals with a Disability

Career Employees

Disciplinary Action and Dismissal Procedure

Exit Interviews

Grievances Alleging Discrimination

Grievances Other Than Alleged Discrimination

Job Performance

Lactation Policy

Performance Coaching/Counseling

Personal Conduct

Right of Appeal

University Grievance Procedures

Whistle Blowing

STAFF RELATIONS

Honest and direct communication between employees and supervisors is encouraged. However, there are times when employees may not feel comfortable talking with their supervisor or need some help and guidance in dealing with a work related issue or personal problem affecting their work. The staff in the Employee Relations Office (King Building) is available to assist employees with concerns regarding their work performance, work environment, policy interpretation, problems with co-workers, disciplinary actions, and other such matters. The Employee Relations staff can also help mediate issues between employees and their supervisors or co-workers.

Accommodations for Individuals with a Disability

The university strives to be assessable to all individuals. An employee who needs an accommodation due to a disability is encouraged to discuss the accommodation needed with their supervisor, the Employee Relations Office and/or the Disability Services Office for assistance in obtaining accommodations. Employees may be required to submit medical documentation supporting the accommodation requested.

Career Employees

The State of North Carolina allows disciplinary appeal and grievance rights directly to the Office of Administrative Hearings by workers who achieve status as career employees. Career status applies to the following:

- Employees in a permanent appointment who have been continuously employed by the State in a SPA position for the immediately preceding twenty-four (24) months.

The State prohibits employers from transferring, demoting, or dismissing career employees without just cause. A written notice of explanation should be provided to a career employee in advance of any disciplinary action to transfer, demote, or dismiss the employee. Otherwise, grievance procedures are available to appeal such actions.

Disciplinary Action and Dismissal Procedure

The University has a progressive discipline policy that is designed to help staff members remedy unsatisfactory work performance or unacceptable personal conduct prior to dismissal. The emphasis is on working out problems and restoring harmony and productivity to the workplace. Disciplinary measures are to be equitable and free of prejudice or favoritism. Written warning, suspension, demotion, and dismissal are all considered formal disciplinary actions. Disciplinary actions are considered active for eighteen (18) months or, if subsequent disciplinary action is taken, until the most recent disciplinary action is no longer active.

Exit Interviews

Staff members who leave the University are sent an email requesting they complete an on-line exit interview before their departure. The exit interview may also be printed and mailed to Employee Relations in the Human Resources Department. The exit interview is located on the Human Resources website at hr.uncc.edu/benefits/exit-interview/exit-interview. These interviews provide an opportunity for the administration to gain valuable information and recommend any changes that might make the University a better place to work.

Grievances Alleging Discrimination

A job applicant, staff member, or former staff member who has reason to believe that employment, promotion, or transfer has been denied or that a demotion, layoff, or termination of employment is because of age, race, sex, national origin, religion, creed, political affiliation, disability, or genetic information, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration, have the right to file a grievance directly with the Office of Administrative Hearings. At the sole option of the grievant, such grievances may be filed using grievance procedures established by the University. A grievant must file any grievance alleging

illegal discrimination by the University within fifteen (15) calendar days or with the Office of Administrative Hearings within thirty (30) calendar days of the date he or she had knowledge of the alleged discriminatory action.

Because of the sensitive nature of situations involving unlawful workplace harassment and other forms of discriminatory personal behavior, and to ensure the speedy and confidential resolution of these issues, the University has established a unique, informal mediation procedure that is in addition to the grievance procedure for handling complaints involving unlawful workplace harassment. This informal procedure may be used in lieu of Step 1, informal discussion of the grievance procedure. However, at the option of the grievant, complaints of unlawful workplace harassment may proceed directly to Step 2, filing a formal grievance.

Grievances Other Than Alleged Discrimination

Grievances involving performance pay disputes that have not been resolved by the administrative review procedures of the Performance Management Program may result in review by the staff grievance committee. Performance evaluation/pay disputes are defined as complaints concerning the amount of a performance increase/bonus or a complaint regarding an overall performance appraisal rating which would affect an employee receiving an increase.

Grievances involving a dismissal action or a disciplinary action taken as an outcome of a student grievance procedure also proceed directly to review by the staff grievance committee.

You may obtain a complete copy of the University's grievance procedures for SPA employees in the Human Resources Department (687-0662) on the second floor of the King Building or on the Human Resources website at hr.uncc.edu/policies-and-procedures/university-policies-and-pims.

Job Performance

Before being dismissed for unsatisfactory job performance, permanent staff members must receive:

- at least two (2) active written warnings, or one (1) active written warning and one (1) other disciplinary action; and
- have an opportunity to participate in a Pre-disciplinary conference. The pre-disciplinary conference allows the employee to present any reasons as to why the dismissal should not occur prior to a final decision being made.

Lactation Policy

In support of employees who are nursing mothers, a lactation room is available in the College of Health and Human Services that includes a pump. Employees will be provided a reasonable break time in which to use the room. However, employees will need to provide their own equipment to be used with the pump and their own storage for expressed breast milk.

Performance Coaching/Counseling

Supervisors are encouraged to counsel and coach employees who are not meeting performance expectations or have engaged in inappropriate behavior. Usually, supervisors document such counseling/coaching sessions with a letter or email which includes what an employee needs to do to correct such performance and/or conduct issues. These sessions and documents are intended to correct issues before formal disciplinary action is taken and are not considered "written warnings." If a performance or conduct issue is severe, or if it is reasonable to expect that the employee is aware of and able to meet expectations but chooses not to, a supervisor may elect to proceed to formal discipline without first having a counseling/coaching session with an employee.

Personal Conduct

Staff members may be demoted, suspended without pay, or dismissed without prior warning if their personal conduct disrupts work, jeopardizes the safety of persons or property, involves illegal activity and/or drug use, or is otherwise considered serious enough not to warrant prior warning.

Right of Appeal

Permanent staff may appeal a dismissal, demotion or suspension without pay through the University's grievance and appeal procedure. Probationary employees have access to the grievance process for allegations of discrimination.

University Grievance Procedures

To maintain a harmonious and cooperative relationship between the University and its staff and in accordance with the provisions of the State Personnel Act (SPA), the University has established grievance procedures to provide for the orderly settlement of problems and differences. The grievance process consists of the following three steps:

- Step 1 - informal discussion of the grievance;
- Step 2 - filing a formal grievance;
- Step 3 - review by the staff grievance committee.

Each supervisor and staff member has an obligation to make every effort to resolve problems as they arise, and the University encourages the resolution of grievances on an informal basis whenever possible. However, when a complaint cannot be resolved informally, the grievance procedure will be used to seek a fair and timely solution.

Permanent full- and part-time SPA staff with a complaint or dissatisfaction arising from an interpretation, application, or a claim of violation of a provision of any policy, rule, or regulation applicable to University employment have the right to present their grievance in accordance with these procedures, free from interference, coercion, restraint, discrimination, or reprisal.

Probationary employees also have access to the grievance procedure, but termination and extension of the probationary period are not grievable issues, absent allegations of discrimination.

All formal grievances must be presented within fifteen (15) calendar days of the occurrence that gives rise to the grievance, or within fifteen (15) calendar days of the date the staff member had reason to know of the occurrence.

Whistle Blowing

Employees will not be retaliated against for good faith reporting of fraud, waste, abuse or other types of misconduct. Employees are encouraged to report such issues to their supervisor. However, if an employee is not comfortable doing so, they can also report through the Internal Audit department at internalaudit.uncc.edu/reporting-fraud-waste-and-abuse-university-resources. Employees who believe they are being retaliated against for reporting the above to management should contact Employee Relations in the Human Resources Department for assistance.

STAFF SERVICES

Campus News

Credit Union

Food Service

Guidance Resources

Identification Cards

Mail and Package Services

Parking and Transportation Services

Staff Council

State Employees Association of North Carolina

Use of University Facilities

STAFF SERVICES

Campus News

The Campus News, a weekly newsletter, is published on-line for the benefit of members of the University community. The newsletter provides information about holiday schedules, changes in the benefit program, training programs, and other items of interest.

Credit Union

A branch of the State Employees' Credit Union offering a full range of banking services, including payroll deduction for savings and repayment of loans, is located adjacent to the University.

Employee Emergency Loan Fund

The Emergency Loan Fund (ELF) is established to provide actively employed UNC Charlotte employees with an alternative to borrow money for short-term emergency situations. The ELF is established by the Foundation and through the generous gifts and contributions of UNC Charlotte employees and others. The ELF is administered by the Department of Human Resources and the Controller's Office. You may obtain a complete copy of the ELF policy at the Human Resources Department on the second floor of the King Building or on the Human Resources website at <http://hr.uncc.edu/benefits/employee-loan-fund>.

Food Service

Through what is known as the "declining balance program," you can save on food service purchases on campus. "Declining Balance" is cash dollars credited to your University ID card, which can be used as a credit card at any food service location on campus, except mobile carts. There is a minimum deposit of \$25, and there is no expiration date for participation. The Auxiliary Services Department has complete information about the program available on their website aux.uncc.edu/.

Guidance Resources

Guidance Resources provides short-term counseling and referral services to members of the University community who may be experiencing personal problems, including emotional, alcohol and drug abuse, and marital or other family problems. Services are provided on a confidential basis and are free of charge and are available to all full- and part-time permanent staff and their dependents. Guidance Resources also provides services for legal issues (i.e., divorce, custody, bankruptcy, etc.), child/elder care resources, health and wellness concerns (fitness, nutrition, etc.), and other types of life balance concerns.

The program is administered by ComPsych Guidance Resources. To obtain assistance, contact ComPsych toll free at (877) 603-8259. Assistance can be provided over the phone or ComPsych can refer individuals to resources closer to the university or their home. ComPsych also maintains a website guidanceresources.com/ containing information on a wide variety of topics.

Identification Cards

A University ID card permits you to check out books from the library, use the gymnasium facilities, obtain a parking permit, and other services as may be available to staff. Your husband, wife, domestic partner and children may also obtain ID cards that allow them to use the library and gymnasium. Forms from which the card is made are available in the Human Resources Department and the card itself (including a photograph) is prepared in the Identification Card Office (687-7040), which is located on the first floor of the Student Union Building. Cards are issued for a stated period of time or on an indefinite basis, depending on your period of employment.

To obtain a family ID card, you pay a user fee at the library or gym and then present the receipt at the Identification Card Office.

Mail and Package Services

The University Mail Center, which offers most standard postal services, is located in Prospector Building. Hours are 8:00 a.m. to 4:30 p.m.

Parking and Transportation Services

All vehicles parked on campus must display a current decal authorizing them to park in specific areas. Parking is also available at the visitors parking decks located on campus or at a metered parking space. There is a fee for all parking on campus.

Parking decals and magnetic gate cards are available at the Parking and Transportation Services Office in the Facilities Operations/Parking Services Building (687-0161). Full-time staff may have decal and card fees deducted from their pay. You will receive a copy of the "Traffic and Parking Information" booklet when you buy a parking decal.

Failure to pay parking violations or initiate a timely appeal may result in the penalty amount being withheld from your paycheck.

Note: A University ID card is required to buy a parking decal.

Staff Council

The Staff Council is a University organization of SPA and EPA Non-Teaching employees elected by their peers. The Committee provides a way through which staff members can express their views on matters involving the University and offers staff members a way to discuss issues that affect the University community.

The Chancellor has given the Organization the authority and responsibility to bring to the attention of the administration matters of general concern of staff members.

State Employees Association of North Carolina (SEANC)

SEANC is an organization that provides support for state employees in a variety of ways. Association lobbyists work for salary increases, retention and expansion of benefits, job protection, and career opportunities. In addition, life, automobile, and homeowners insurance is available at reasonable rates. A \$5,000 accidental death and dismemberment insurance policy and statewide discounts on merchandise are included in the membership fee. All staff members are eligible to join. Membership information is available from the Benefits Office, located on the second floor of the King Building.

Use of University Facilities

Your University ID card gives you and your family/domestic partner access to the library, gymnasium, pool, tennis courts, and other University facilities. Locker and towel services are also available for a fee. Complete information about these facilities is available in the administrative offices of the individual facilities.

SPA EMPLOYEE HANDBOOK

Although the University of North Carolina at Charlotte intends to continue indefinitely the programs described in this booklet, the University necessarily reserves the right to amend, modify, or discontinue them at any time and for any reason.

In addition, nothing in the descriptions of these programs guarantees your right to employment with the University or any other employer.

The University of North Carolina at Charlotte is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, sex, age, sexual orientation or disability.

Accommodations will be provided upon request of persons with disabilities.

Produced in April 2012 by the UNC Charlotte Human Resources Department.