



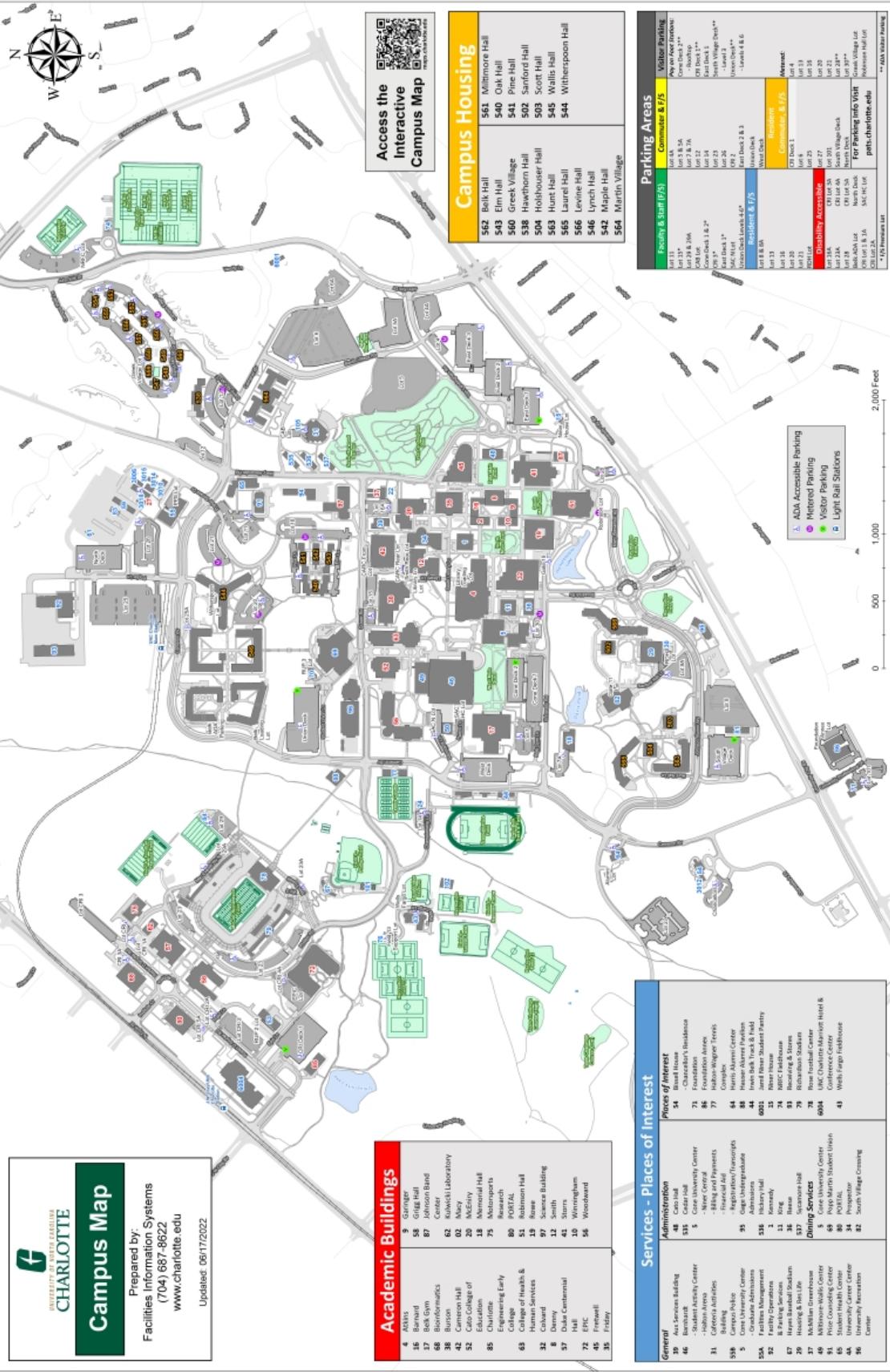
# Employee Handbook

## STATE HUMAN RESOURCES ACT (SHRA)



REVISED: DECEMBER 2022

# Campus Map



# Key Telephone Numbers

Academic Affairs (Provost and Vice Chancellor's Office)	704-687-5717
Affirmative Action Office	704-687-0661
Athletics	704-687-1054
Benefits Office	704-687-8134
Business Affairs (Vice Chancellor's Office)	704-687-5750
Campus Police (Emergencies and Safety Escorts)	704-687-2200
Campus Police (Non-Emergency)	704-687-8300
ComPsych Guidance Resources (Off-Campus)	1-877-603-8259
Dining Services	704-687-7337
Disability Services	704-687-0040
Environmental Health & Safety Office	704-687-1111
Facilities Management	704-687-0562
Human Resources Department	704-687-0669
Identification Card Office	704-687-7337
Inclement Weather Information Line	704-687-1900
J. Murrey Atkins Library	704-687-0494
Lost and Found	704-687-8300
Mail and Package Services Center	704-687-0383
Main Campus Number	704-687-8622
Parking and Transportation Services Office	704-687-0161
Payroll	704-687-1919
Records and Registration	704-687-5505
Safe Ride & ADA Transportation	704-687-5636
State Employees' Credit Union	704-549-5822
Student Affairs (Vice Chancellor's Office)	704-687-0350
Student Health Services	704-687-7400
UNC Charlotte Foundation	704-687-7211
University Advancement (Vice Chancellor's Office)	704-687-7201
Voicemail (checking messages from outside office)	704-687-5000

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# About UNC Charlotte

## The University of North Carolina at Charlotte: A Brief History

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 nearly 30,000, making it the third largest campus in the UNC system. More than 3,750 full-time faculty and staff rank UNC Charlotte as one of the largest employers in Mecklenburg County.

## **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.

## **University Vision and Values**

**In fulfilling our mission, we envision a University that promises:**

- An 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:**

- Rigorously assess our progress toward our institutional, academic, and administrative plans 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.

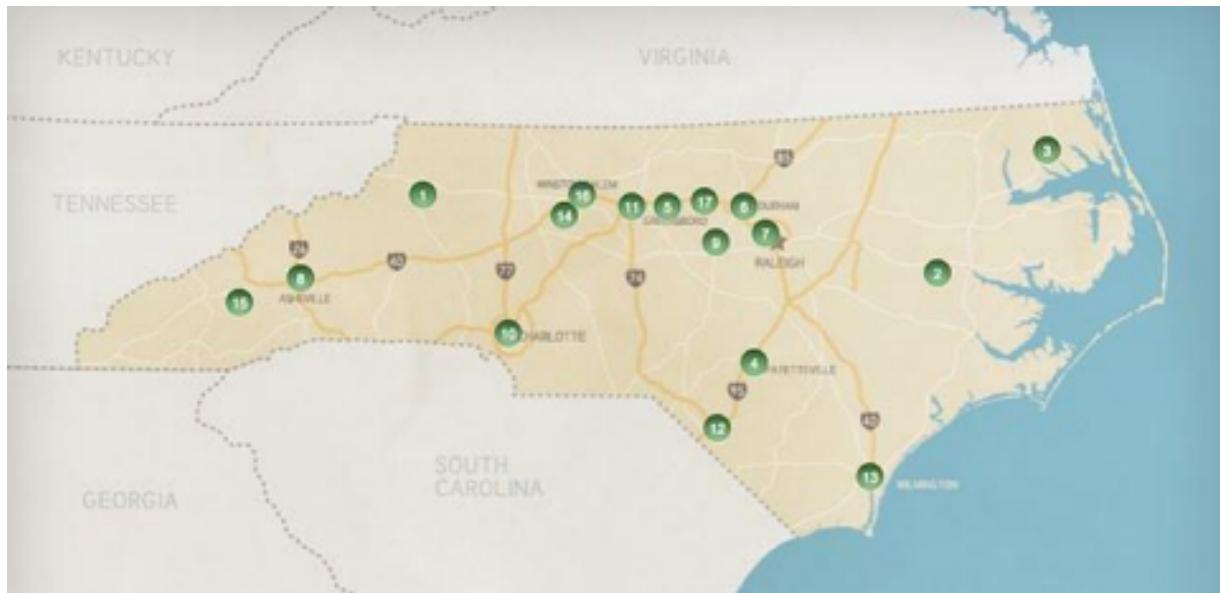
Approved by the Board of Governors on April 11, 2014.

## The UNC System

*"The oldest public university in the nation, UNC traces its roots to the state's 1776 constitution, which held that "All useful Learning shall be duly encouraged and promoted in one or more Universities." Today, more than 250,000 students are enrolled at 16 university campuses across the state and at the NC School of Science and Mathematics, the country's first public, residential high school for gifted students."*

The University of North Carolina at Charlotte is one of the 16 universities, and one high school for gifted students that are members of the North Carolina public system. Through research, teaching, and outreach, the UNC system serves the local and broader community.

*"With distinctive missions, our campuses deliver top-notch degree programs, carry out groundbreaking research and scholarship, and contribute to North Carolina's economy and quality of life."*



1. [Appalachian State University](#)
2. [East Carolina University](#)
3. [Elizabeth City State University](#)
4. [Fayetteville State University](#)
5. [North Carolina A&T State University](#)
6. [North Carolina Central University](#)
7. [North Carolina State University](#)
8. [UNC Asheville](#)
9. [UNC-Chapel Hill](#)
10. [UNC Charlotte](#)
11. [UNC Greensboro](#)
12. [UNC Pembroke](#)
13. [UNC Wilmington](#)
14. [UNC School of the Arts](#)
15. [Western Carolina University](#)
16. [Winston-Salem State University](#)
17. [NC School of Science and Mathematics](#)

# About this Handbook

## **Handbook Content**

This handbook contains brief summary statements of policies, procedures, and programs that are applicable to University staff members designated as subject to the State Human Resources Act. Such employees may be referred to as "SHRA" 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](#) for online access to Human Resources, University, and State policies applicable to SHRA employees.

## **Disclaimer**

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.

# About Human Resources

## **What does the Human Resources Department do?**

The Human Resources Department maintains responsibility for the development and execution of all policies, programs, and strategies designed to recruit, assist, motivate, develop, promote, compensate, reward, and retain the best qualified employees while supporting continued University growth with a focus on cultivating a diverse workforce. In addition, Human Resources identifies and provides students with meaningful, and developmental, on-campus employment opportunities.

## **How can I contact Human Resources?**

We encourage you to visit our website to find out more information about the Human Resources Department and the content in this handbook: [hr.charlotte.edu](http://hr.charlotte.edu)

Contact us by email using our university website: [hr.charlotte.edu/contact](http://hr.charlotte.edu/contact)

To request a copy of a policy, or for assistance in locating policy information, please contact the Human Resources Department at 704-687-0669.

# General Employment Information

## 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 supervisor.

Meal periods are, at a minimum, thirty (30) minutes, during which you are completely free of assigned work. Full-time staff working 8 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. If you work six (6) hours per day or longer, you will 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.

## 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.

## Dress Code

You are expected to wear attire that is job-appropriate. Some departments may provide guidelines or adopt informal dress codes. If management considers clothing to be inappropriate, you may be warned, or sent home to change. Such absences will be charged to your vacation time, bonus leave, or leave without pay.

Other departments may issue uniforms, which are University property, and must be returned should you leave university employment. You may be charged for uniforms that are lost or not returned. Uniforms are for use while conducting university business and should not be used for personal reasons or for any type of secondary employment. Uniforms identify you as a representative of the University and you are expected to act appropriately when in uniform.

## SHRA and EHRA Employment

All University positions are designated as either: 1) 'subject to' the provisions of the State Human Resources Act (SHRA); or 2) 'exempt from' the provisions of the State Human Resources Act (EHRA). These provisions govern such matters as: position management; recruitment/selection; salary administration; leave accruals; and performance management. SHRA employees are governed by the NC Office of State Human Resources (OSHR) and EHRA employees are governed by UNC System Office.

## Exempt and Non-Exempt Employment

In compliance with the Fair Labor Standards Act, all University positions are designated as either: 1) 'subject to' the timekeeping and overtime requirements (Non-Exempt); or 2) 'exempt from' the timekeeping and overtime requirements (Exempt). Accordingly, non-exempt employees are required to complete weekly time records and are eligible to earn overtime compensation and/or compensatory time for hours worked in excess of forty (40) per week. Exempt employees are not required to complete weekly time records and are ineligible to earn overtime compensation or compensatory time for hours worked in excess of forty (40) per week.

## Food Service

UNC Charlotte has several on-campus dining options varying from fast food to a full service sit down restaurant. "Declining Balance" is a program allowing you to deposit money into an account associated with your University ID card, which can then be used as a "debit" 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.charlotte.edu](http://aux.charlotte.edu).

## Identification Cards

A University ID card permits you to check out books from the library, purchase food from dining services, gain access to card controlled buildings/offices (based on permitted use), and use other services that are available to staff. The card itself (including a photograph) is prepared in the Identification Card Office (704-687-7040), which is located in the Auxiliary Services building or on the first floor of the Student Union Building. You will need to have your 800# or 801# and a government issued I.D. card to get your University I.D. Cards are issued for a stated period of time or on an indefinite basis, depending on your period of employment. Your husband, wife, domestic partner, and children may also obtain ID cards that allow them to use the library and gymnasium. To obtain a family ID card, you will need to 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 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.

## Media Contacts

It is not uncommon to see local and/or national media representatives on campus. If you are contacted by the media regarding university related business and/or issues, please notify the Public Relations Department.

## Niner Insider

Niner Insider, a daily digital newsletter, is published on-line for the benefit of members of the University community. The newsletter provides information about campus news and events, holiday schedules, changes in the benefit program, training programs, and other items of interest.

## Parking and Transportation Services

All employees who park on campus must purchase a virtual permit 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.

Employees can go to [pats.charlotte.edu](http://pats.charlotte.edu) to purchase a virtual permit, review current pricing, and access all information about parking. New employees can purchase their permit up to two weeks before their initial start date. To purchase a permit, log on with your NinerNET credentials. If you are full-time staff, you may have the permit cost deducted from your paycheck.

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

## Payday

You will be paid on a semi-monthly basis, on the last work day before the sixteenth (16th) of each month, and on the last workday of each month, via direct deposit into the account designated at the time of hire.

## 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 your 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.

## Secondary Employment

For any SHRA permanent employee, your assigned duties and responsibilities to the University are considered as your ‘primary’ employment. Any other employment opportunity in which you choose 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, the employment arrangements must be approved by the department head and 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 outside of the University, and must be updated when changes occur or annually.

## Supplemental Employment

Any full-time probationary, permanent, or time-limited SHRA employee who desires, anticipates, or holds additional employment within the University, must seek prior approval before engaging in any supplemental work assignment. Such employment is secondary to your ‘primary’ employment and must be approved by your supervisor and Human Resources, before any work is to be conducted. This includes employment paid from state and non-state funding sources. For more information about supplemental employment, please review PIM 37, Wage and hour considerations for SHRA employees with two university jobs.

## Smoking

To promote a healthy working and learning environment, smoking is prohibited in all public areas inside campus buildings. Smoking is allowed outside in designated areas (those areas are clearly marked with a signage indicating it is a smoking area).

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

## **Staff Council**

The Staff Council is a University organization of SHRA and EHRA Non-Teaching employees elected by their peers. The Committee provides a way through which you can express your views on matters involving the University and offers all 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 to help protect and enhance pay, health care, and retirement benefits. In addition, reasonable rates for insurance programs for accidents, accidental death and dismemberment, auto, cancer, critical illness, dental, group term life, homeowners, identity theft, legal, long-term care, medical bridge, pet, short-term disability and vision are available. A \$1,000 accidental death and dismemberment insurance policy and statewide discounts on merchandise are included in the membership fee. College scholarships are awarded annually for active and associate members, their spouses and dependent children. All staff members are eligible to join. Membership information is available from the Benefits Office, located on the second floor of the King Building.

## **Telephone Calls, Personal Communication Devices, & Email**

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.

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. Use of personal communication devices (cell phones, pagers, text messaging devices, etc.) during working hours should be limited. You are asked to be respectful of others in the workplace and to ensure 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 OneIT Services Help Desk (704-687-5500) or visit their website at [oneit.charlotte.edu](http://oneit.charlotte.edu).

## **Use of University Computers and Other Electronic Equipment**

Most departments will provide you with access to a university computer and/or other electronic equipment (such as digital cameras, scanners, printers, iPads, etc.) in your workstation. You will also have access to personal computers and other electronic equipment located in the library and computer labs on campus. You 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 your employment or is used inappropriately. Computers should not be used under any circumstances that your supervisor feels is detrimental to your employment or may harm the reputation or standing of the university in the community. This includes gambling or participating in illegal activities. For information about the Standard for Responsible Use go to [oneit.charlotte.edu/iso/standard-responsible-use](http://oneit.charlotte.edu/iso/standard-responsible-use).

## **Use of University Facilities**

Your University ID card gives you access to the library, tennis courts, and the Belk Gymnasium. Memberships to the Student Activity Center are available for purchase. Family/domestic partner memberships are available with some restrictions. Information about memberships to these facilities is available at [urec.charlotte.edu/memberships](http://urec.charlotte.edu/memberships).

# Initial Employment

## Benefits Package

UNC Charlotte offers a comprehensive and flexible package of benefits (i.e. insurance, retirement, leave, wellness) to help employees best meet their individual and family needs, retirement savings and income protection. Reference the UNC Charlotte [New Employee Benefits Information](#) webpage for detailed information about the benefits and services provided to employees, resources, and the process for enrollment. Eligibility rules apply.

## Credentials Verification

Educational credentials and certifications are verified shortly after your 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. The effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect on starting salary are all 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 example of acceptable documentation is an unexpired driver's license and an original social security card. However, other forms of documentation, such as an unexpired United States passport, unexpired foreign passport, or certified birth certificate are also acceptable.

If you are unable to provide acceptable documentation within three (3) days of your official date of employment, you will 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 your employment.

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

## New Employee Orientation

Shortly after being hired, you will be scheduled to attend a New Employee Orientation session to receive additional information regarding employment, benefits, staff relations and the history of the university. This session also provides an opportunity to ask questions. Orientations are generally held every other Tuesday.

You will also be given information about several web-based training sessions concerning occupational safety and various other policies and procedures that affect employment. If you are unable to attend the scheduled orientation program and would like to reschedule, please contact the Human Resources Department (704-687-0669).

## Probationary Period

As a new staff member, you will be considered to be on probation until you reach "career status". You will reach career status after you have been continuously employed by the State in a permanent or time-limited SHRA position for twelve (12) consecutive months.

While on probation, you should receive periodic updates from your supervisor regarding job expectations and your performance, as well as a formal performance appraisal during the annual performance management cycle. Supervisors are expected to discuss overall performance, including strengths and opportunities for improvements, and personal development plans with all direct reports. Employees who are performing below expectations are given a performance development plan outlining what is needed to improve their performance.

If your job performance or personal conduct is considered unsatisfactory or unlikely to meet acceptable standards while you are on probation, you may be dismissed from employment without regard to the State's policies regarding disciplinary action.

# Important University Policies

## Adverse Weather and Emergency Events

In the event of adverse weather conditions, or emergency events the University will operate on a normal schedule unless the Chancellor (or designee) publicly announces a change in [Condition](#) as set forth in University Policy 701, Adverse Weather and Emergency Events. Notification of a change in the status of University operations will be available through the University website and designated media outlets, in addition to direct notification via email or other electronic communication methods when possible.

Personal information memorandum 12, (PIM 12), Accounting for Time not Worked Due to Hazardous Weather or Other Unusual Conditions, Addresses how time will be accounted for during C1, C2, and C3 events.

## Criminal Background Checks and Driving Records

As a condition of new employment, the University conducts pre-employment criminal background checks, which may include driving records. Checks are conducted in accordance with the federal Fair Credit Reporting Act. Additionally, you are subject to periodic post-employment checks in accordance with University Policy 101.23, every five (5) years. This policy also requires you to self report convictions that occur while employed to management and the Employee Relations Unit in the Human Resources Department within one (1) day.

## 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, national origin, ethnicity, sex, language, race, color, religion, sexual orientation, gender identity, veteran status, and socio-economic status.

## Drug-Free Workplace

The University is dedicated to maintaining a drug-free workplace. In accordance with University Policy 711, if you report to work under the influence of alcohol or illegal drugs, or use alcohol or illegal drugs on campus, you may be subject to the University's disciplinary policies, which includes separation from employment. In addition to disciplinary action by the University, drug abuse may be cause for criminal prosecution by government agencies.

If you need assistance with substance abuse you are encouraged to seek help through ComPsych Guidance Resources before the abuse affects your relationships and job performance. More information on this program is found later in this handbook under "Employee Assistance Program" in the section "Benefits, Programs, and Recognition."

## 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 and/or agencies involved and the Associate Vice Chancellor for Human Resources.

## Employment of Relatives or Those in Familial Relationships

Members of your immediate family or those you have a familial relationship with (i.e., domestic partner) may be employed with the University provided that such action will not result in you being in a position to influence employment decisions involving another member of the immediate family or person in a familial relationship, or vice versa. This includes decisions of employment, transfer, promotion, compensation, or any other related management or personnel considerations.

## Environmental Health and Safety

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 and ask questions if you are uncertain about potential hazards.

## **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 the “most qualified persons” without regard to race, color, sex, religion, national origin, age, sexual orientation, gender identity, physical or mental disability, status as a protected veteran, political affiliation, 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 of equal employment opportunity is based on the premise that effective education depends on qualified faculty and staff, and that faculty and staff members can give their best service when they work under employment conditions that are conducive to the maintenance of high-quality performance. The continued 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 underrepresented in the past. In addition, the University encourages veterans and individuals with a disability to apply for positions for which they may be qualified, and offers the opportunity for individuals to voluntarily self-disclose their status and/or need for an accommodation.

If you feel you have been discriminated against because of race, color, creed, religion, national origin, sex, age, sexual orientation, gender identity, physical or mental disability, protected veteran’s status, political affiliation, or genetic information, bring the matter to the attention of the EEO/AA programs and compliance administrator in the Human Resources Department, or employ the University’s grievance and appeal procedures by contacting the Director of Employee Relations in the Human Resources Department.

U.S. Equal Employment Opportunity Commission [“Know Your Rights: Workplace Discrimination is Illegal” Poster](#)

Office of Federal Contract Compliance Programs [Pay Transparency Nondiscrimination Poster](#)

## **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.charlotte.edu](#) or check with the Accounts Payable Office in the Controller’s Office (704-687-5650) 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. If you are asked to drive a university vehicle and are unable to do so, for any reason, you need to notify your supervisor prior to driving the vehicle. Refer to University Policy 604.2, [legal.charlotte.edu/policies/up-604.2](https://legal.charlotte.edu/policies/up-604.2), for additional information on state-owned vehicles.

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

## **Non-Discrimination**

The University seeks to promote a fair, humane, and respectful environment for its faculty, staff, and students. To that end, University policy explicitly prohibits sexual harassment, racial harassment, and all other personal conduct which inappropriately asserts that sex, race, color, ethnicity, sexual orientation, religion, veteran status, disability, age, or ancestry are relevant to consideration of individual worth or individual performance. The same policies provide procedures for the informal or formal resolution of instances where such behavior is suspected or alleged. The policies have received wide distribution and are available for inspection in all administrative offices on campus, as well as online at [legal.charlotte.edu/policies/chapter-500](https://legal.charlotte.edu/policies/chapter-500).

## **Office of Civil Rights and Title IX**

The Office of Civil Rights and Title IX is committed to supporting the University's mission of maintaining an environment conducive to learning for all students and a professional workplace for all employees. We take active measures to create or restore a respectful, safe, and inclusive environment for community members that is free from discrimination, discriminatory harassment, and sexual or interpersonal violence.

Report incidents of sexual and interpersonal misconduct and discrimination/harassment to the Office of Civil Rights and Title IX <https://civilrights.charlotte.edu>.

## **Merit-Based Recruitment and Selection Plan for SHRA Employees**

The University of North Carolina at Charlotte, its Chancellor and senior leadership, are strongly committed to meeting its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the 'most qualified' applicants for University employment, as well as, encourage diverse representation at all levels of its workforce. For more information on the guidance when seeking to initiate the recruitment and selection processes for 'permanent' and/or 'time-limited' classified staff employees to fill vacant positions (both full and part-time) designated as 'Subject to the State Human Resources Act' (SHRA), please review PIM 43, Merit-Based recruitment and selection plan for classified staff employees (SHRA).

# Compensation

## Career Progression Adjustments

Salary adjustments may be received for the following reasons:

- A substantial change in the level of competency(ies) which would not result in a reclassification to a higher career band; or
- If permitted by State budget guidelines, a salary that is low relative to its respective market reference rate and/or the salary(ies) of other employees(s) designated at the same career band and level.

Requests for market adjustments are usually due to prior funding constraints that have not allowed salaries to keep pace with the career progression and/or increased competencies of employees. Career progression adjustments based solely on market and/or internal pay alignment considerations may only be requested when the annual budget guidelines enacted by the North Carolina General Assembly will allow it.

## 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, equal time off (up to eight hours) is granted at a time convenient to the department.

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

## **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.

## **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.

## **Longevity Pay**

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

<b>Years of Service</b>	<b>Longevity Pay</b>
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

If you are employed in a position that is designated as “subject to” the overtime provisions of the Fair Labor Standards Act (FLSA subject), you must complete and submit a bi-weekly electronic time record (via Kronos) for review by, and approval from, your supervisor. It is the supervisor's responsibility to certify that the time record is both accurate and complete.

You are not to work more than forty hours (40) per week without receipt of prior approval from your supervisor. Should a FLSA-subject employee be required to work more than forty hours (40) in any given week, the University generally provides compensation for such hours on a compensatory-time basis. Compensatory time is earned at a rate of time and one half (1.5) for each hour worked in excess of forty (40) hours. Compensatory time off balances should be exhausted before use of any vacation or bonus leave and must be used within twelve (12) months of the date earned. Beyond that time period, any unused compensatory time balance must be paid at the employee's current hourly rate.

Under certain circumstances, your department may elect to provide compensation for hours worked in excess of forty (40) in the form of overtime pay. To initiate such action, your supervisor must secure authorization from your divisional Vice Chancellor, or the Vice Chancellor's designee, to ensure adequate funding.

Certain positions are designated as ‘exempt from’ the overtime provisions of the Fair Labor Standards Act (FLSA Exempt) on the basis of administrative, executive, or professional job responsibilities. If you are employed in a position that is designated as FLSA Exempt, you are not required to complete/submit weekly time records. Additionally, you are ineligible to receive compensatory time off or overtime pay for hours worked in excess of forty (40) per week.

## Position Reclassification

If the duties and responsibilities of a position have changed substantially, department and office heads are encouraged to consult with the Human Resources Department to determine if the current classification is still appropriate. If determined that the position should be reclassified to a higher career band and/or competency level, the department will have 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.

## Shift Premium Pay

Shift premium pay is provided for evening or night-shift work if a majority of the hours you have 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 subjects. 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.

# Work Environment

## Accommodations for Individuals with a Disability

The University strives to be accessible to all employees. If you need accommodation due to a disability, you are encouraged to discuss the accommodation needed with your supervisor or Human Resources Employee Relations for assistance in obtaining accommodations. Requests for accommodations should be submitted in writing to Employee Relations. You may also be required to submit medical documentation supporting the accommodation requested. Such documentation should be submitted to the Employee Relations and is considered confidential.

## Career Status Employees

The State of North Carolina allows disciplinary appeals and the right to grieve to the Office of Administrative Hearings (after completion of the University's internal grievance process) by employees 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 SHRA position for the immediately preceding twelve (12) months.

The State prohibits employers from suspending, 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 suspend, demote, or dismiss the employee. Otherwise, grievance procedures are available to appeal such actions.

## Progressive Discipline Policy

The University has a progressive discipline policy that is designed to help staff members remedy unsatisfactory work performance or, in some cases, unacceptable personal conduct prior to dismissal. The emphasis is on resolving 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 unless subsequent disciplinary action is taken. If an employee receives a new disciplinary action while they have an active disciplinary action, the oldest active disciplinary action(s) in the file will take on the life span of the most recent disciplinary action, not to exceed an additional 18 months (that is, the action cannot remain active for more than 36 months).

## Grievances Alleging Discrimination

As a job applicant, staff member, or former staff member, you have the right to file a grievance through the University's internal grievance process or do an external filing directly with the Equal Employment Opportunity Commission (EEOC) if you have 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, gender identity, sexual orientation, national origin, religion, political affiliation, disability, or genetic information, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to perform the job.

These guidelines also apply in cases where a person has reason to believe they have been the object of retaliation for opposition to discriminatory behavior based on these protected classes.

A grievance or complaint must be presented within fifteen (15) calendar days of the alleged event or action that is the basis of the grievance or within fifteen (15) calendar days of the date when you had reason to know of the occurrence.

## Grievances Other Than Alleged Discrimination

Grievances involving issues other than discrimination may be brought forth in accordance with the University's grievance policy. You must first make your supervisor and the Employee Relations Office aware of your grievance by requesting an informal discussion within 15 calendar days of the event or action that is the basis of the grievance.

You may obtain a complete copy of the University's grievance procedures for SHRA employees in the Human Resources Employee Relations Department (704-687-0658) on the first floor of the King Building, Room 113 or on the Human Resources website at:

[hr.charlotte.edu/grievance-and-appeal-procedures-employees-subject-state-personnel-act](http://hr.charlotte.edu/grievance-and-appeal-procedures-employees-subject-state-personnel-act)

## Job Performance

Before being dismissed for unsatisfactory job performance, career status employees must receive:

- At least two (2) active written warnings, or one (1) active written warning and one (1) other disciplinary action; a unresolved incident; and
- An opportunity to participate in a pre-disciplinary conference. The pre-disciplinary conference allows you the opportunity to share any additional facts, information, or any extenuating circumstances that are relevant as to why the dismissal should not occur prior to a final decision being made.

## Lactation Policy

On July 1, 2010, the N.C Office of State Personnel approved a Lactation Support Policy designed to assist working mothers' return to the workplace after the birth of a child. Under this policy, all state agencies and public universities are required to provide space, privacy and time for nursing mothers to express milk. See University Policy 101.20, Lactation Policy.

"A Mother's Place," located in the College of Health and Human Services Room 305, is available for nursing mothers. Individuals interested in using or visiting "A Mother's Place" should visit the School of Nursing webpage "A Mother's Place" at [nursing.charlotte.edu/learning-resource-center/mothers-place](http://nursing.charlotte.edu/learning-resource-center/mothers-place) and complete the reservation form.

"A Mother's Place Too" is located in the Atkins Library. You may sign up for the time you plan to use "A Mother's Place Too" by contacting Human Resources, Employee Relations in King 113.

## Pay Transparency Nondiscrimination Provision

The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University's legal duty to furnish information.

## 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 you, the employee, need 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" or "formal disciplinary actions." If a performance or conduct issue is severe, or if it is reasonable to expect that you are aware of and able to meet expectations but choose not to, a supervisor may elect to proceed to formal discipline without first having a counseling/coaching session with you.

## Personal Conduct

You are expected to be courteous, respectful, professional, and conduct yourself in a manner appropriate to the workplace. Behavior that disrupts work, jeopardizes the safety of persons or property, intimidates, harasses, or bullies others, involves illegal activity and/or drug use, or is

otherwise inappropriate for the workplace and considered serious enough not to warrant prior warning may be subject to disciplinary action, up to and including separation from employment. Behavior outside of the workplace may also be considered if it interferes with your ability to properly represent the University and/or is harmful to the University's reputation.

## Right of Appeal

If you have obtained career status, you may appeal a dismissal, demotion or suspension without pay through the University's grievance and appeal procedure. If you are a probationary employee, you will 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 North Carolina Office of State Human Resources, the University has established grievance procedures to provide for the orderly settlement of problems and differences. The formal grievance process is as follows:

- Step 1 - Mediation - attempt to resolve through dispute resolution;
- Step 2 - Review by the staff grievance committee – grievance hearing.
- Appeal to the Office of Administrative Hearings – “Petition for a Contested Case” (Note: some issues are only grievable at the University level only).

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. An informal discussion must be requested within 15 calendar days of the alleged event or action. The informal discussion must occur within 15 calendar days from the date of the request for an informal discussion. However, when a complaint cannot be resolved informally, the grievance procedure will be used to seek a fair and timely solution. The informal process applies only to issues that do not involve an allegation of unlawful discrimination, harassment or retaliation, a disciplinary action, or a nondisciplinary separation due to unavailability. Allegations of unlawful discrimination, harassment or retaliation shall be addressed through the University EEO Informal Inquiry process before proceeding to the formal internal grievance process.

If you have 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, you have the right to present your 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 during the probationary period is not a grievable issue, absent allegations of discrimination.

A grievance or complaint must be presented within fifteen (15) calendar days of the alleged event or action that is the basis of the grievance, or within fifteen (15) calendar days of the date when you had reason to know of the occurrence.

## **Whistle Blowing**

You will not be retaliated against for good faith reporting of fraud, waste, abuse or other types of misconduct. You are encouraged to report such issues to your supervisor. However, if you are not comfortable doing so, you can also report through the Internal Audit Department, the University General Counsel, the Director of Police and Public Safety, the Associate Vice Chancellor for Human Resources, or the Vice Chancellor/Provost of your department. If you believe you are being retaliated against for reporting the above to management, you should contact Employee Relations in the Human Resources Department for assistance.

# Benefits, Programs, & Recognition

## Benefits Package

UNC Charlotte offers a comprehensive and flexible package of benefits (i.e. insurance, retirement, leave, wellness) to help employees best meet their individual and family needs, retirement savings and income protection. Reference the UNC Charlotte [New Employee Benefits Information](#) webpage for detailed information about the benefits and services provided to employees, resources, and the process for enrollment. Eligibility rules apply.

### Contact Information:

Benefits Office, King Building, Room 207  
9201 University City Boulevard  
Charlotte, NC 28223-0001  
Email: [benefits@charlotte.edu](mailto:benefits@charlotte.edu)  
Phone: [\(704\) 687-8134](tel:(704)687-8134)

## Programs (Award & Recognition)

The UNC Charlotte staff award & recognition programs exist to foster and support a culture of recognition on campus. These programs include both those at the University and State levels and are additional to any conducted by divisions and departments.

### UNC Charlotte Employee(s) of the Year

The Employee(s) of the Year program is administered annually by the Human Resources Department. This program exists to honor UNC Charlotte staff members who have contributed exemplary service beyond the normal parameters of their job. Staff members can be nominated in one of five categories: Devotion to Duty, Innovation, Human Relations, Community/Public Service, or Safety/Heroism. This program is governed by University Policy 101.11 (UP 101.11) and Personnel Information Memorandum 44 (PIM 44).

### The Governor's Awards for Excellence

The Governor's Awards for Excellence is a State level award program which exists to acknowledge and express appreciation for the outstanding accomplishments of State Employees. Employees are nominated by other state employees in one of seven categories: Customer Service, Efficiency & Innovation, Human Relations, Outstanding State Government Service, Public Service, Heroism, and Spirit of North Carolina. The program is administered annually by the Office of State Human Resources. On-campus nomination processes are coordinated by the UNC Charlotte Staff Award & Recognition Coordinator.

## Service Awards

The University Service Awards Program is administered by the Human Resources Department on a quarterly basis and exists to recognize staff members for reaching milestone anniversaries of State service. Milestones begin at the 5-year anniversary and continue occurring in increments of 5 years.

### Additional programs include:

**The Larkins Award** – Recognizes a state employee for their commitment to equality and justice in the workplace and community.

**The Richard Caswell Award** – Honors State employees with 45 or more years of service.

**NC Thinks** – Suggestion program for sharing ideas about improving State government.

**Recognition Events** - Dessert Shoppe Reception and the Chancellor's Staff Appreciation Luncheon.

Further information is available online at [hr.charlotte.edu/staff-awards-and-recognition-program](http://hr.charlotte.edu/staff-awards-and-recognition-program) or by contacting Learning and Organizational Development at [staff-recognition@uncc.edu](mailto:staff-recognition@uncc.edu)

## Employee Assistance Program (Guidance Resources)

The University's Employee Assistance Program is a confidential benefit prepaid by the University that provides such services as short-term counseling and assessments, referrals, prevention/education resources, and crisis intervention. If you experience depression or anxiety stemming from work, family, legal, financial, or health-related problems, then our EAP Services provider, ComPsych Guidance Resources, is here for you, 24 hours per day, 7 days per week, to assist you in overcoming these obstacles.

In addition to the above, Guidance Resources can also provide services such as researching the availability of local daycares, helping with travel arrangements, planning a wedding, or other such personal needs.

ComPsych Guidance Resources can be contacted at the toll free number 877-603-8259, and additional information can be found on the Human Resources website at [hr.charlotte.edu/employee-relations/employee-assistance-program/employee-assistance-program](http://hr.charlotte.edu/employee-relations/employee-assistance-program/employee-assistance-program). This service is confidential and free of charge to you as an employee of 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 Employee Relations Office on the first floor of the King Building, Room 113, or the Human Resources website at:

[hr.charlotte.edu/pims/unc-charlotte-employee-emergency-loan-fund](http://hr.charlotte.edu/pims/unc-charlotte-employee-emergency-loan-fund).

## Unemployment Compensation

You are covered by unemployment insurance and are advised to contact the local office of the Division of Employment Security upon termination.

## Workers' Compensation & Incident Reporting

Under the Workers' Compensation Act, you are fully covered at the University's expense for medical care and disability benefits associated with a work-related injury or occupational disease that resulted from an accident while in the course and scope of employment.

All incidents and injuries, no matter how slight, must be reported immediately to your supervisor. In the event of an accidental injury which occurred while performing a work process, please visit the Environmental Health and Safety office's [website](#); there you will find detailed instructions including incident reporting processes. Also you can refer to the [Personnel Information Memorandum 27](#) "Accident Reporting/Investigation Procedures". The employee injured on the job is required to submit a written report to their supervisor no later than 24 hours from the date of the accident for review and submission to the Environmental Health and Safety Office (EHS). The supervisor is required to complete an investigation and submit the report to EHS within 72 hours of the incident.

The Student Health Center (SHC) on campus is the first point of contact for all initial medical treatment of any employee with a nonlife-threatening injury which occurred while in the course and scope of employment.

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 SHC is closed, the injured employee can be taken to the FastMed Urgent Care center closest to the campus location.

In case of life-threatening injuries, an employee injured on the Main Campus should be taken to Atrium Health – University (formerly Carolinas Medical Center-University) Emergency Department/Room (ER). If an employee is injured at the Center City or Kannapolis campuses, the injured worker should be taken to the ER at the closest hospital. In the event of serious injury, if in doubt, or time is considered to be critical, the injured employee will be taken directly to the ER.

**Please refer to the Risk Management and Insurance Office (RMI) [website](#) for a list of Authorized Medical Providers.**

As the Risk Management and Insurance Office (RMI) is responsible for filing all claims under Workers' Compensation Program through the State contracted Third Party Administrator, they must be notified immediately of any incident requiring medical treatment. If you are injured on the job and require or have had medical treatment as the result of the injury, please contact the RMI office and you will be provided information on claims for medical services, benefits and/or disability compensation that may be available to you. For more information, refer to [University Policy 101.7](#), "Workers' Compensation".

Employees and Supervisors must comply with the State of North Carolina's mandatory Return to Work Program. Specific guidelines are outlined in [Personnel Information Memorandum 49](#), "Return to Work Program".

# Leave and Holidays

## Leave

- [Advance Leave](#)
- [Adverse Weather/Emergency](#)
- Bereavement:
  - Employees can use sick leave ([Sick Leave Policy.pdf](#)) for death in immediate family, and/or vacation/bonus leave
- Civil Leave
  - [Civil Leave Policy.pdf](#)
  - [How do I account for my time in Kronos WFR if I have jury duty?](#)
- Community Service Leave
  - [Community Service Leave PIM](#)
  - [Important Facts, Reporting, Examples](#)
- Family and Medical Leave (FMLA)
  - [Family and Medical Leave \(FMLA\) PIM](#)
  - [Summary, Employee/Supervisor Actions/Resources](#)
- [Leave Without Pay](#)
- Military Leave
  - [State Human Resources Manual](#)
  - [Faculty Military Leave](#)
- [Personal Observance Leave](#)
- Sick and Vacation Leave
  - State Human Resources Manual Policies:
    - [Sick leave](#)
    - [Vacation leave](#)
- [Voluntary Shared Leave Program](#)

## Holidays

- [Employee Holiday Schedule](#)

## Academic Assistance Program

Full-time and part-time (half-time or more) permanent, probationary, and time-limited employees are eligible to participate in the academic assistance program, and probationary employees are eligible after satisfactory performance for a period of not less than six months as determined by management. The program 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 academic courses/degrees from accredited community colleges, colleges, or universities.

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 and must provide academic credit. Approval for a course is based on job-relatedness and the availability of funds in the department's operating budget to reimburse the cost of the course.

An approved course should be taken on the employee's own time. If a course can be taken only during working hours, eligible employees must request academic leave prior to the beginning of the course allowing sufficient time for the academic assistance request to be reviewed. A leave of absence with or without pay may be approved in compliance with the Educational Leave Policy located in Section 5 of the State Human Resources Manual.

For more information, visit:

[files.nc.gov/ncoshr/documents/files/Academic Assistance Program Policy.pdf](http://files.nc.gov/ncoshr/documents/files/Academic_Assistance_Program_Policy.pdf)

## Tuition Waiver Program

The Tuition Waiver Program is available to EHRA or SHRA, full-time, permanent faculty or staff employees who meet the following criteria:

1. Employees who are regularly scheduled to work 30 hours or more each week, 9 months of the year or longer.
2. Employee must meet normal work obligations and continue his or her permanent employment status for the entire semester during which the course is taken.
3. Employee is responsible for the Admission Process and the course Registration Process; the tuition waiver application is the final step in the process.

Note: SHRA employees do not have to complete the probationary period for eligibility.

An individual may take up to three courses during the academic year (Fall, Spring, Summer) with the following parameters:

1. No more than two of the three courses permitted each year may be taken during either the fall or spring term.
2. No more than one of the three courses may be taken during the summer instructional period defined as first summer session, second summer session, and other periods of instruction falling between spring commencement and the first day of classes for the following fall semester.

For more information, visit [hr.charlotte.edu/benefits/other-benefits/tuition-waiver](http://hr.charlotte.edu/benefits/other-benefits/tuition-waiver)

## Office of State Human Resources Development Programs

Management development programs are offered periodically through the Office of State Human Resources. 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 Human Resources: [oshr.nc.gov/](http://oshr.nc.gov/)

For more information, contact the Learning and Organizational Development Director (704-687-0665) in the Human Resources Department.

## Learning and Organizational Development Programs

As a provider of higher education, UNC Charlotte values continuous life-long learning for our faculty and staff. The variety of topics, opportunities, and resources for professional and personal development are outlined in the table below.

<b>Topics</b>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>• Leadership, Teamwork and Interpersonal Skills</li> <li>• Policies, Processes, and Procedures</li> <li>• Business, Financial, Communication, and Technology</li> <li>• Wellness and Personal Development</li> </ul>
<b>Opportunities</b>	<ul style="list-style-type: none"> <li>• <b>Classroom Workshops</b> – For a complete listing please visit our <a href="#">online catalog of offerings</a>.</li> <li>• <b>On-Line</b> – There are over 3000 online training courses, books, and skill practice modules available to all faculty and staff via <a href="#">Percipio</a>, our online learning library. Percipio gives you the opportunity to improve your knowledge in an area that is not directly related to your position but that may improve your opportunities for advancement.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Consultation for customized training for in-tact teams and functional units.</li> <li>• The Learning and Organizational Development Department also maintains a library of books and professional development resources on a wide range of topics. These materials are available for check out in the Human Resources Department on the second floor of the King building.</li> </ul>

Employees working outside of the core operating hours (second and third shift) are encouraged to speak with their supervisors to arrange flexible working hours to enable them to attend workshops.

## Extended Academic Services & Continuing Education Programs

[University Policy 206](#) authorizes the Director of the Office of Continuing Education, Extension, and Summer Programs to provide a discount, not to exceed 20%, on the registration fee for courses offered by that office to be charged to any “qualified employee”, as the term is defined in that policy. To learn more about the programs offered and the criteria for obtaining a discount please visit [contininged.charlotte.edu/](http://contininged.charlotte.edu/) and view the section on **Discounts** for additional information on programs and cost.

## Career Services

Human Resources offers consultative services for University employees (application review and/or advice, non-selection rationale feedback, career path discussions, etc.) upon request or by appointment. To schedule an appointment, please contact the Human Resources department by email at [employment@uncc.edu](mailto:employment@uncc.edu).

Additionally the University Career Center offers cover letter/resume review and/or assistance, as well as interview preparation for University employees. For more information, please visit: [career.charlotte.edu/faculty](http://career.charlotte.edu/faculty).

## 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 once a year, at the end of the annual performance management cycle, supervisors hold a formal performance review meeting with each member of their staff. Formal interim review meetings are recommended for all employees, but are required for employees who have current disciplinary action or are on a performance improvement plan. Overall performance, including strengths and deficiencies, and personal development plans are discussed.

If you receive an overall performance rating of, “Meeting Expectations,” or higher, you may be eligible for a legislative salary increase. However, a job performance rating of ‘Meeting Expectations’ does not necessarily guarantee or exclude you from receiving a salary increase. Decisions regarding salary increases, any qualifying factors, and the funding allocated for such increases, are determined by the North Carolina Legislature.

If you do not meet expectations, you will receive a development plan to assist you in improving your performance, enabling you to meet job expectations. If you are continuously unable to meet the expectations of your job, you may receive disciplinary action up to and including separation from employment.

## Promotion

You may apply for other campus positions that become available at any time. If you are selected for another position that is classified at a higher career band or level, the selecting official may recommend a salary increase within established State guidelines. In general, the guidelines allow for a maximum salary increase based on:

- Your demonstrated competencies and relevant qualifications;
- The availability of funds; and
- Salary equity considerations.

A vacant position is considered to be at a higher career band or level if the position's market reference rate is higher than the market reference rate for the position the employee currently occupies.

# Leaving University Employment

## Exit Interviews

If you leave the University, you will be sent an email requesting that you complete an on-line exit interview before your 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.charlotte.edu/benefits/exit-interview](http://hr.charlotte.edu/benefits/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.

## Notice of Resignation/Voluntary Separation

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. If you are transferring to another state agency, you 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 you actually work, or the last day of the month if your 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. (Note: you should discuss your department's internal policy regarding proper absence notification with your supervisor.)

If you are leaving university employment, you will be asked to complete an online exit interview. In order to continue to make the university a desirable place to work, you are encouraged to give honest and thoughtful answers to the exit interview questions. If you wish to have an in-person exit interview, you may do so by contacting an Employee Relations representative.

## Transfers

The Human Resources Department encourages you to pursue transfer or promotional opportunities whenever posted opportunities 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. Employees can be laterally transferred within their department to positions that are classified the same as their currently held position. Employees are encouraged to discuss these lateral transfers with their supervisor when a position becomes available. Open positions are listed each week on the University website: [jobs.charlotte.edu/](http://jobs.charlotte.edu/). You may inquire about classified staff vacancies by contacting Staff Employment (704-687-0669) in the Human Resources Department.