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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.

The SPA and EPA handbooks contain 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

Philip L. Dubois
About UNC – Charlotte

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.

Our History

UNC Charlotte is one of a generation of universities founded in metropolitan areas of the United States immediately after World War II in response to rising education demands generated by the war and its technology.

To serve returning veterans, North Carolina opened 14 evening college centers in communities across the state. The Charlotte Center opened Sept. 23, 1946, offering evening classes to 278 freshmen and sophomore students in the facilities of Charlotte’s Central High School.

The University was founded by Bonnie Cone, an instructor in the Charlotte Center. In that role she became acutely aware that the Charlotte area lacked sufficient higher-education opportunities, not only for returning war veterans but also for many high school graduates who could not go away to college.

In 1949, with the support of a cadre of community leaders, she sparked the Charlotte Center's conversion into Charlotte College, a two-year institution financed by city taxpayers and supervised by the Charlotte Board of Education. It was a pioneering move that later resulted in athletic teams at UNC Charlotte being named the ‘49ers.

As soon as Charlotte College was firmly established, efforts were launched to give it a campus of its own. With the backing of Charlotte business leaders and legislators from Mecklenburg and surrounding counties, land was acquired on the northern fringe of the city and bonds were passed to finance new facilities. In 1961, Charlotte College moved its growing student body into two new buildings on what was to become a 1,000-acre campus 10 miles from downtown Charlotte.
University Structure

UNC Charlotte is organized into four administrative divisions: Academic Affairs, Business Affairs, Student Affairs, and University Advancement. These divisions, as well as Athletics, Legal Affairs, and Internal Audit, all report to the Chancellor.

ACADEMIC AFFAIRS

The Division of Academic Affairs includes Academic Services; Enrollment Management; Information and Technology Services; International Programs; Library; Metropolitan Studies and Extended Academic Programs; Research and Economic Development; The Graduate School; University College; and seven discipline-based colleges: the Colleges of Arts + Architecture, Business, Computing and Informatics, Education, Engineering, Health and Human Services, and Liberal Arts & Sciences.

BUSINESS AFFAIRS

The Division of Business Affairs includes Business Services; Environmental Health and Safety Office, Facilities Management; Financial Services; Human Resources; Policy and Public Safety; Risk Management, Safety, and Security; and Systems Development.

STUDENT AFFAIRS

The Division of Student Affairs includes departments and services which assist students through every aspect of their education, as well as providing social opportunities. Included are offices and services such as the Counseling Center, Dean of Students, Housing and Residence Life, Recreational Services, Student Activities, Student Health Center, and the Student Union.

UNIVERSITY ADVANCEMENT

The Division of University Advancement includes Broadcast Communications, Public Relations, and Marketing, which serve as UNC Charlotte's primary contact with members of the news media and external audiences. They are responsible for communicating information that promotes the people, programs, news, and events of UNC Charlotte. Marketing is also responsible for implementing an integrated communications and marketing plan for the University, including the University website. Additionally, this division includes the Offices of Alumni Affairs, Community Affairs, Constituent Relations, and University Development.
# 2015 University Closures

## APPROVED 2015 HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Thursday</td>
<td>January 1, 2015</td>
<td>1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday</td>
<td>January 19, 2015</td>
<td>1</td>
</tr>
<tr>
<td>Good Friday</td>
<td><em>See Winter Holiday</em></td>
<td><em>See Winter Holiday</em></td>
<td>1*</td>
</tr>
<tr>
<td>Memorial Day</td>
<td><em>See Winter Holiday</em></td>
<td><em>See Winter Holiday</em></td>
<td>1*</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Friday</td>
<td>July 3, 2015</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 7, 2015</td>
<td>1</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td><em>See Winter Holiday</em></td>
<td><em>See Winter Holiday</em></td>
<td>1*</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, Friday</td>
<td>November 26 &amp; 27, 2015</td>
<td>2</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>Thursday-Friday, Monday-Thursday</td>
<td>December 24-25, 2015 &amp; December 28-31, 2015</td>
<td>3*</td>
</tr>
<tr>
<td>Total Holidays</td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

*Winter Holiday consists of Good Friday (1 day), Memorial Day (1 day), Veterans’ Day (1 day), and 3 days for Christmas.

**Note:** Friday, January 1, 2016 will be the first paid holiday of 2016.
# Quick Reference

<table>
<thead>
<tr>
<th>Department/Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>King Building, Room 222 (#11 on Campus Map)</td>
</tr>
<tr>
<td></td>
<td>• Authorization to receive UNC Charlotte Faculty/Staff ID card &amp; parking privileges</td>
</tr>
<tr>
<td>Human Resources</td>
<td>704.687.0669</td>
</tr>
<tr>
<td>Main Switchboard</td>
<td>704.687.8622</td>
</tr>
<tr>
<td>ID Office</td>
<td>Student Union, Room 127 (#69 on Campus Map)</td>
</tr>
<tr>
<td>Parking Services</td>
<td>Parking Services Building (#23 on Campus Map)</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.parking.uncc.edu">http://www.parking.uncc.edu</a></td>
</tr>
<tr>
<td>Campus Police</td>
<td>Facilities Management/Police &amp; Public Safety Bldg 9121 Cameron Blvd Charlotte, North Carolina 28223 Emergency: 704.687.2200 Non-emergency: 704.687-3400</td>
</tr>
<tr>
<td>Campus Post Office</td>
<td>Prospector lower level 704.687.0383</td>
</tr>
<tr>
<td>Repros Copy Center</td>
<td>Prospector lower level 704.687.0809</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Chartwells Student Union 704.687.0690</td>
</tr>
</tbody>
</table>
## Quick Reference cont.

<table>
<thead>
<tr>
<th>Department/Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Chart</td>
<td><a href="http://administration.uncc.edu/organization-chart">http://administration.uncc.edu/organization-chart</a></td>
</tr>
<tr>
<td>University Policies</td>
<td><a href="http://legal.uncc.edu/policies">http://legal.uncc.edu/policies</a></td>
</tr>
<tr>
<td>IT Self Service Desk</td>
<td>704.687.5500</td>
</tr>
<tr>
<td></td>
<td><a href="https://itservices.uncc.edu">https://itservices.uncc.edu</a></td>
</tr>
<tr>
<td>Help Desk Online</td>
<td><a href="https://helpdesk.uncc.edu">https://helpdesk.uncc.edu</a></td>
</tr>
<tr>
<td>Password Manager</td>
<td><a href="https://pwmanager.uncc.edu">https://pwmanager.uncc.edu</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>704.687.7050</td>
</tr>
<tr>
<td>Campus Virtual Map</td>
<td><a href="http://virtualtour.uncc.edu/">http://virtualtour.uncc.edu/</a></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>The primary purpose of FERPA is to protect the privacy of student information, and this protection is achieved by controlling access to and disclosure of students' &quot;education records,&quot; as that term is defined in FERPA. Family Educational Rights and Privacy Act (FERPA) Students also have the right to inspect and review their education records and to request that their records be amended. For additional information, please see University Policy 402- Student Records and FERPA Guidance and Resources.</td>
</tr>
</tbody>
</table>
Email Signature Guidelines

Instructions for setting up your Gmail signature:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log into your Gmail Account using your NinerNet credentials</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the gear icon in the top right hand corner for “Settings”</td>
</tr>
<tr>
<td>3.</td>
<td>Select “Settings” from the drop down menu</td>
</tr>
<tr>
<td>4.</td>
<td>Scroll down to the field called “Signature”</td>
</tr>
<tr>
<td>5.</td>
<td>Select the radio button to activate the signature, copy and paste the following into the text box on the lower portion of the window. Note: You will need to change your personal information and you must include the horizontal dashes.</td>
</tr>
<tr>
<td>6.</td>
<td>Scroll to the bottom of the page and select “Save”</td>
</tr>
</tbody>
</table>

Example:

John L. Doe, PhD | Associate Professor of Content Area
UNC Charlotte | Dept. of XYZ or Building Name 123
9201 University City Blvd | Charlotte, NC 28223
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)
username@uncc.edu | http://www.uncc.edu

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply email or by telephone at 704-687-XXXX. Thank you.
Voicemail Set Up

Follow the steps in the table below to configure your voice mail settings:

First time log in:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press the Message button.</td>
</tr>
<tr>
<td>2</td>
<td>Enter a password (Default password is XXXXXX#).</td>
</tr>
<tr>
<td>3</td>
<td>Record your name.</td>
</tr>
<tr>
<td>4</td>
<td>Create a new password.</td>
</tr>
<tr>
<td>5</td>
<td>Record your greeting.</td>
</tr>
</tbody>
</table>

Check messages from your phone:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press the Message button and log on.</td>
</tr>
<tr>
<td>2</td>
<td>Press 1 to hear new messages.</td>
</tr>
</tbody>
</table>

Check messages from outside the office:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dial 704.687.5000</td>
</tr>
<tr>
<td>2</td>
<td>When the automatic greeting begins, press *.</td>
</tr>
<tr>
<td>3</td>
<td>Enter your ID (phone extension 7-XXXX) and press #.</td>
</tr>
<tr>
<td>4</td>
<td>Enter your pin (voicemail password) and press #.</td>
</tr>
</tbody>
</table>

http://itservices.uncc.edu/facultystaff-services/telecom-voice-messaging
Banner Self Service

Banner Self Service allows you to access to your pay stub, W2 form, benefits information, etc. You can also update your personal contact information at any time. In addition, it is a handy place to check your vacation and sick time accrual and usage.

To access Banner Self Service, follow the steps in the table below. This needs to be done in order to change your default PIN. After you change the PIN, you can access Banner via 49er Express.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the UNCC Home Page, select Faculty &amp; Staff.</td>
</tr>
<tr>
<td>2.</td>
<td>From the Faculty &amp; Staff page, select Human Resources/Banner.</td>
</tr>
<tr>
<td>3.</td>
<td>Select Banner Self Service.</td>
</tr>
</tbody>
</table>
Banner Self Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Select log in</td>
</tr>
<tr>
<td>5.</td>
<td>Enter your UNCC id (800 #) and PIN.</td>
</tr>
</tbody>
</table>

Note: Your PIN is usually your birthday following this format: MMDDYY (ex. 051465)

Result: From here you will be able to see your pay stub and access the Web time Entry form).

*Important Note

If you will be using Production Banner in your job you will need to complete the Confidentiality Agreement prior to be given access to the system by IT Services.
Auxiliary Services

Auxiliary Services offers “at your fingertip” access to lots of information in one handy place. You can easily find it by entering “auxiliary services” into the search field.

Note: See the “Nice to Know” section of the booklet for information about each service area.
## Nice to Know

<table>
<thead>
<tr>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletic Event Tickets</strong></td>
<td>Be part of an energetic Niner Nation that embodies the spirit of UNC Charlotte by taking in some 49ers athletic events. To learn more, visit the Athletic Ticket Office located in the base of the Barnhardt Student Activity Center clock tower, click <a href="http://www.Charlotte49ers.com">www.Charlotte49ers.com</a> or call 704-687-4949.</td>
</tr>
<tr>
<td><strong>ATMs</strong></td>
<td>There are ATMs located at Prospector (BB&amp;T, BOA, SECU, and Wells Fargo) the Student Union (BOA, CMCU, Fifth Third Bank), Fretwell (Fifth Third Bank), SAC (Fifth Third Bank), and the Cone Center (SECU). If you use an ATM that is not your “home bank” you will be charged an ATM fee. <a href="http://aux.uncc.edu/vending/atm">http://aux.uncc.edu/vending/atm</a> Auxiliary Services has a map and list of ATMs on its website.</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>The UNC Charlotte Bookstore is run by Barnes and Noble College Bookstores. Your ID card entitles you to a 20% discount on many items. Contact them @ 687.7050.</td>
</tr>
<tr>
<td><strong>CMC University Hospital</strong></td>
<td>On the corner of WT Harris and Tryon – Emergency Room is less than 5 minutes from the campus.</td>
</tr>
<tr>
<td><strong>EPIC</strong></td>
<td>The Energy Production and Infrastructure Center (EPIC) at UNC Charlotte was formed in response to the need from industry to supply highly trained engineers qualified to meet the demands of the energy industry. The 200,000 ft, $76 million building opened in February 2012. It will house classrooms, lecture halls, conference rooms, a clean room, high structural bay, Smart Grid facility, offices and laboratories for electrical, civil, environmental and computer research related to energy and energy delivery infrastructure. Space for industrial partners is also planned.</td>
</tr>
</tbody>
</table>
# Nice to Know cont.

<table>
<thead>
<tr>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **Entertainment Options** | $2.00 movies at Student Union  
Discounted men’s basketball seasonal tickets only  
Free/discount Staff & Faculty nights offered occasionally throughout the season. |
| **Human Resources**       | Located in King Building, HR is on 2nd Floor and houses Employee Relations, Student Employment, Benefits, and the Learning and Development offices |
| **ID Offices**            | You can get your 49er ID Card at the following locations: 49er Card Office, Auxiliary Services Building, Room 175 (located next to the Cameron Building) OR the ID Office in the Student Union – Room 127 across from Charlotte Metro Credit Union.  
HR Faculty/Staff Authorization form and photo ID required for verification. |
| **Lactation Center**      | Mother’s Place is a retreat for new mothers (students, faculty, or staff) who are breastfeeding and require a private location to pump breast milk or feed an infant. Furnished with a rocking chair, refrigerator and breast pump. Contact the School of Nursing Learning Resource Center at Ext. 7-7947 to arrange to use Mother’s Place. |
| **Library**               | The library is named after J. Murrey Atkins, chairman of the board of Trustees of Charlotte College from ‘47 to ‘63. Campus hours vary but monthly calendars can be found on their web site. Peet’s Cafe is located in the lower level of the library and offers coffee beverages, soups, sandwiches, and smoothies. |
**Nice to Know cont.**

<table>
<thead>
<tr>
<th>Niner Tech</th>
<th>NinerTech offers education pricing for Apple, HP and Dell products as well as a large selection of accessories. If a problem with your equipment arises, we’ll provide the support you’ll need to get you back up and running in no time. NinerTech’s Certified Technicians can fix Apple, HP and Dell systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Campus Retail and Dining Resources</td>
<td>University City Blvd. has access to a Target, Harris Teeter, UPS Store, and local coffee shop, Jackson’s Java. At and near the corner of Tryon and WT Harris is a Starbucks, Panera Bread, Thai and Indian Cuisine as well as many other shopping and dining facilities. There is a Super Wal-Mart on Tryon near the intersection of University City Blvd. Many area restaurants offer UNC Charlotte Faculty and Staff 10% off if you show your 49er card.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Campus Dining Options</th>
<th>Location Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street Market (Cone Center)</td>
<td>Panda Express (Fall 2015), Subway, Use Your Noodle (noodle bowls and sushi) and Au Bon Pain soups</td>
</tr>
<tr>
<td>Student Union/Union Square</td>
<td>Wendy’s, Einstein Bros., Starbucks, and BoJangles</td>
</tr>
<tr>
<td></td>
<td>Crown Commons, located on the 2nd Floor of the Student Union, is a large buffet style all you can eat, food extravaganza.</td>
</tr>
<tr>
<td></td>
<td>Bistro 49 – Fine Dining</td>
</tr>
<tr>
<td>Prospector Building</td>
<td>Chick-Fil-A, Feisty’s Franks and Fries, Grill Nation, Mama Leones’s, Mondo Subs, Salsarita’s, Za’Tars, Soup and Salad Bar, Grab-and-Go Sandwiches, salads, sushi and snacks</td>
</tr>
<tr>
<td></td>
<td>Gold Room in the Prospector building is Faculty and Staff only.</td>
</tr>
<tr>
<td>Library Care and Fretwell Café</td>
<td>Coffee shops with soups and sandwiches and smoothies</td>
</tr>
<tr>
<td>Student Activity Center</td>
<td>Papa John’s Pizza</td>
</tr>
<tr>
<td>Outtakes (Student Union, RDH, CRI and Cross roads buildings.</td>
<td>Small convenience stores</td>
</tr>
<tr>
<td>PORTAL Building</td>
<td>Orbis Grille</td>
</tr>
<tr>
<td>So Vi at South Village Crossing</td>
<td>Asian Station with Teppanyaki grill, Euro Station with evo grills, Italian area with pizza and pasta, deli, salad bar, vegan vegetarian, and gluten free options!</td>
</tr>
<tr>
<td><strong>Nice to Know cont.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Parking Services</strong></td>
<td>Offers various services to students and staff including parking passes, rental cars and on campus shuttle services. Hours are from 8 am – 5pm. Base parking fee for Faculty and Staff is $450 a year. Gate cards are an additional $150 per year. Parking charges can be deducted from payroll. If you want to register more than one vehicle the charge is $15.</td>
</tr>
<tr>
<td><strong>Post Office</strong></td>
<td>Full Service USPS - Mail &amp; Package Services Office located in Lower Level, Prospector, has PO Boxes you can rent. Hours are: Mon-Fri, 8:00 AM – 4:30 PM and is not open on holidays when the University is closed.</td>
</tr>
<tr>
<td><strong>REPROS</strong></td>
<td>REPROS offers a full range of copying, printing and binding, from self-service copies to concierge-style assistance with presentations and document preparation. REPROS is located in the lower level of Prospector. Should be used when University funds are being utilized but is also available for personal projects.</td>
</tr>
</tbody>
</table>
| **Student Union Salon** | Located in room 125 at the Student Union, the salon offers a private and convenient location to have a variety of nail and hair services.  
| **Union Station** | Shipping, US Passport, and Graphics/Sign Services, Assorted balloons and Kodak Picture KIOSK. Office located in main level of the Student Union, has PO Boxes you can rent. Hours are: Mon-Fri, 9:00 AM – 5:30 PM and is not open on holidays when the University is closed. |
| **Vending** | Snack and Beverage Vending machines are placed liberally throughout campus. They all accept dollar bills and change; and many accept the 49er Account. In the snack machines, the row of snacks to the far right is where the healthier choices are stocked. |
University Policies

The University of North Carolina at Charlotte is committed to creating and sustaining a safe and harmonious working and learning environment for all employees, students, and visitors. The policies following were developed to support this commitment as well as provide a process for employee complaints.

In addition to the policies presented in this guide, there are several other resources that employees may find helpful:

- SPA Employee Handbook - [http://hr.uncc.edu/policies-and-procedures/employee-handbooks](http://hr.uncc.edu/policies-and-procedures/employee-handbooks)
- UNC Charlotte Office of Legal Affairs University Policies - [http://legal.uncc.edu/policies](http://legal.uncc.edu/policies)
- North Carolina Office of State Personnel - [http://www.osp.state.nc.us/](http://www.osp.state.nc.us/)
- Adverse Weather/Emergency Closings - [http://legal.uncc.edu/policies/up-701](http://legal.uncc.edu/policies/up-701)

Your department may also have polices that are specific to your individual work units. You are encouraged to discuss such policies with your supervisor.

If you are ever in doubt, or can’t find the information you are seeking, please contact the Human Resources Department.
Equal Employment Opportunity Policy

(Formerly Policy Statement #26)

Executive Summary

All hiring, promotion, and advancement decisions and personnel actions shall be made in accordance with the principles of equal opportunity. The University's philosophy concerning equal employment opportunity is affirmed and promoted in the University's Affirmative Action Plan.

Policy Details

The University of North Carolina at Charlotte recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race; color; religion; gender¹, including pregnancy, childbirth, or related medical condition, (except when gender is a bona fide occupational qualification); sexual orientation; age; national origin; physical or mental disability; political affiliation; protected veteran status; or genetic information. Upon request, the University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the university.

This policy is a fundamental necessity for the continued growth and development of the University. Nondiscriminatory consideration shall be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence, and termination. All personnel actions pertaining to either academic or nonacademic positions to include such matters as compensation, benefits, transfers, layoffs, return from layoffs, University-sponsored training, education, tuition assistance, and social and recreational programs shall be administered according to the same principles of equal opportunity. Promotion and advancement decisions shall be made in accordance with the principles of equal opportunity, and the University shall, as a general policy, attempt to fill existing position vacancies from qualified persons already employed by the University. Outside applicants may be considered concurrently at the discretion of the selecting official.

The University has established reporting and monitoring systems to ensure adherence to this policy of nondiscrimination.

Affirmative Action

Our philosophy concerning equal employment opportunity is affirmed and promoted in the University's Affirmative Action Plan.

To facilitate UNC Charlotte's affirmative action efforts on behalf of disabled workers and protected veterans, individuals who qualify and wish to benefit from the Affirmative Action Plan are invited and encouraged to identify themselves. This information is provided voluntarily, and refusal of employees to identify themselves as protected veterans or disabled persons will not subject them to discharge or disciplinary action. Unless otherwise required by law, the information obtained will be kept confidential, except that supervisors and managers may be informed about restrictions on the work or duties of disabled persons and about necessary accommodations.

Responsibility

The Associate Vice Chancellor for Human Resources is designated as the University Affirmative Action Officer and is assigned overall responsibility for the administration of and compliance with this policy. Other University administrators with responsibility or authority in the area of personnel relations or decision making share this responsibility and are accountable for compliance in their areas of responsibility.

Anyone desiring to review the University's Affirmative Action Plan may do so by visiting the Atkins Library Reference Desk or by contacting the University Affirmative Action Office.

¹The policy’s prohibition against discrimination on the basis of gender includes actual or perceived gender identity and gender expression.
Fighting Words Policy

University Policy 503, Fighting Words Harassment in the University Community
(Formerly Policy Statement #95)

Executive Summary

The University recognizes the right to freedom of speech and seeks to provide a fair, humane, and respectful environment for students, faculty, and staff from which violence or the threat of violence is eliminated. Thus, the University prohibits the face-to-face use of "fighting words" by a student, faculty member, or staff member to harass any person or persons on the University campus or other property under University control. Persons accused of violating this policy are subject to disciplinary action through applicable disciplinary procedures.

Policy Details

The University of North Carolina at Charlotte recognizes the right to freedom of speech as a fundamental tenet of the University and seeks to provide an environment for students, faculty, and staff that 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 academic discourse and intellectual inquiry, including speech that espouses controversial or even offensive ideas, the University reserves the right to intervene when "fighting words," as defined in this Policy, are used in the University community.

This Policy prohibits the face-to-face use of "fighting words" by a student, faculty member, or staff member to harass any person or persons on the University campus or other property under University control. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke an immediate and violent reaction, whether or not they actually do so. Such expressions include, but are not limited to, those terms or gestures widely recognized to be derogatory references to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, disability, and other personal characteristics.

An employee of The University of North Carolina at Charlotte having a complaint of fighting words harassment should first notify his or her supervisor. If the employee’s supervisor is the subject of his or her complaint, the employee should first notify that supervisor’s direct superior. If neither of these options is feasible, then the employee having a complaint should notify the Director of Employee Relations, Training and Compliance. A student should notify the Office of the Dean of Students.

Members of the University community are subject to disciplinary action for violation of this Policy through applicable disciplinary procedures. Persons not faculty, students or staff, who engage in disruptive conduct, may be subject to penalties stipulated by civil and criminal law.
Unlawful Workplace Harassment Policy

‘Unlawful workplace harassment’ is defined as unwelcome or unsolicited speech or conduct based upon race/color, gender, religion/creed, national origin, age, or disabling condition as defined by G.S. 168A-3 which creates/results in a ‘hostile work environment’ or circumstances involving ‘quid pro quo’ harassment.

‘Hostile work environment’ is defined as one that a reasonable person would find to be abusive or hostile and one that the affected person perceives to be abusive or hostile. A hostile work environment is determined by an evaluation of all corresponding circumstances – including the frequency and severity of the alleged harassing conduct; whether it is physically humiliating or threatening, in nature; and whether the conduct unreasonable interferes with the an employee’s work performances.

‘Quid pro quo’ harassment consists of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct when 1) submission to such conduct is made a term or condition of an individual’s employment, either explicitly or implicitly, or 2) rejection of, or submission to, such conduct is used as a basis for employment decisions affecting such individual.

‘Retaliation’ is any adverse treatment resulting from an individual’s opposition to unlawful workplace harassment.

http://hr.uncc.edu/employee-relations/unlawful-workplace-harassment
Workplace Violence Policy

University Policy 101.17

(Formerly Policy Statement #107)

Executive Summary

This Policy declares that UNC Charlotte is committed to provide a workplace that is safe, secure, and respectful. It defines "workplace violence" and sets forth the responsibilities of employees, students, and the Workplace Violence Coordinator. It establishes a training and education program and sets forth institutional procedures and remedial actions to be followed when incidents of workplace violence occur. The Policy also establishes a Critical Response Team of administrators to respond to critical incidents of workplace violence affecting the University community. Finally, the Policy includes a copy of the Workplace Violence Incident Report to be completed as a part of the procedure to resolve reported incidents of workplace violence.

Policy Details

The University of North Carolina at Charlotte is committed to provide a workplace for its employees and students which is safe, secure and respectful -- an environment that is free from violence. Behaviors and actions which inappropriately represent violence are potentially damaging to University employees, students and property. Violent behavior is a violation of University policy and will not be tolerated in the University community. It will be dealt with promptly by the University administration.

Definitions

Workplace Violence: Includes, but is not limited to, intimidation, threats, physical attack or property damage.

Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce duress.

Threat: The expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.

Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

Property Damage: Intentional damage to property which includes property owned by the State, employees, students, visitors or vendors.
Workplace Violence cont.

It is a violation of this Policy to engage in Workplace Violence as defined herein or use or possess an unauthorized weapon during a time covered by this Policy. By law, weapons are prohibited on campus except for law enforcement and military personnel carrying out their official duties, and for ceremonial or educational uses specifically authorized by the Chancellor (See University Policy 32).

Responsibilities and Appointments

A. General

It is the responsibility of all employees and students in the University to conduct themselves in such a way as to contribute to an environment that is free of violence. University administrators and supervisors have a special responsibility to create and maintain such an environment. Should an administrator or supervisor have knowledge of conduct that creates violence or receives a complaint of violence under his or her administrative jurisdiction, immediate steps must be taken to deal with the matter appropriately. Taking positive steps to educate and sensitize employees and students with respect to this issue is also a responsibility of University administration.

B. Responsible Institutional Officer

The Associate Vice Chancellor for Human Resources shall serve as Coordinator and have overall responsibility for implementation of policies and procedures dealing with Workplace Violence. The maintenance of records and preparation of requested reports on Workplace Violence shall be the responsibility of the Coordinator.

C. Workplace Violence Education and Awareness

The Coordinator shall have the responsibility to coordinate the design and presentation of training and education of supervisors regarding the signs of potential workplace violence. Advice and assistance will be solicited from other University resources on the contents of the training and education program, to assess the effectiveness of the program, and to determine revisions as necessary to the policy.

Procedures

To address incidents of workplace violence in your work area and to insure speedy and effective resolution of these incidents, the University has established the following process.

A. When a University employee or student experiences or has knowledge of workplace violence, the first action is to inform immediately the appropriate supervisor or faculty member respectively. The supervisor or faculty member will investigate the situation, with caution and safety as first concerns, or seek assistance from the Coordinator (for faculty and staff) or Dean of Students Office (for students) respectively. If a supervisor or faculty member is not present, or the reporter of the violence is not comfortable reporting the incident to a supervisor or faculty member, contact the Coordinator, or, in cases involving students, the Dean of Students Office.
B. The Department of Police and Public Safety is also available to assist in response to workplace violence and may be contacted by any University employee or student at any time in the process.

C. When parties involved have been calmed and the situation resolved, the person responding will be asked for information in order that a Workplace Violence Incident Report be completed and forwarded to the Coordinator.

D. If it is determined that persons involved in workplace violence need assistance beyond intervention at the scene, they may be referred to the University Counseling Center. Staff and faculty members may also be referred to the Employee Assistance Program.

Inquires from the media about any incident of workplace violence should be directed to the Office of Public Relations.

Crisis Management Team

The University has in place a team of administrators to respond to critical incidents of Workplace Violence that affect the University community and has precedence over those previously identified in this Policy. The Team may respond to Workplace Violence that has been identified as critical in nature and as life-threatening situations (i.e. death, hostage, bomb).

The Coordinator will first notify the University Police Watch Commander who has the responsibility for directing the response and making appropriate notification about the critical and or emergency situation. The University Police Watch Commander will immediately notify the Critical Incident Response Team Person on Call.

Remedial Action

Remedial actions will depend on the severity of the incident. University authorities may direct a faculty member or a staff member who violates this Policy to the Employee Assistance Program, or may refer the matter for disciplinary action in accordance with University procedures applicable to the individual's status as student, or to the employee's category of employment. Disciplinary action may include discharge from employment or expulsion of a student.

Retaliation Prohibited

Employees and students who act in good faith by reporting real or implied violent behavior or violations of this Policy will not be retaliated against or subjected to harassment.
Sexual Harassment Policy

University Policy 502, Sexual Harassment Policy and Grievance Procedures
(Formerly Policy Statement #61)

I. Statement of Policy
The University of North Carolina at Charlotte affirms its commitment to ensuring an environment for all employees and students that is fair, humane, and respectful—an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment is a violation of both law and University policy and will not be tolerated in the University community. 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.

II. Definitions of Sexual Harassment

A. Employees
Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as follows:

Harassment on the basis of sex is a violation of Section 703 of Title VII, which states that: "Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when --

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

B. Students
Sexual harassment of students is a form of prohibited sex discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by a University employee, by another student, or by a third party, constitutes sexual harassment if such conduct is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in or benefit from an education program or activity, or create a hostile or abusive educational environment.

"Quid pro quo" sexual harassment is equally unlawful. It occurs when a University employee explicitly or implicitly conditions a student's participation in an education program or activity, or bases an educational decision, on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. "Quid pro quo" harassment
Sexual Harassment Policy cont.

occurs whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

III. Responsibilities and Appointments

A. General
It is the responsibility of all employees and students in the University to conduct themselves in such a way as to contribute to an environment free of sexual harassment. University administrators and supervisors have special responsibilities to create and maintain such an environment by taking immediate steps to appropriately deal with matters of sexual harassment should they have knowledge of such conduct or a complaint is made that involves a University employee or agent.

B. Responsible Institutional Officer
The University Affirmative Action Officer shall have overall responsibility for implementation of policies and procedures dealing with sexual harassment.

C. Advisory Committee on the Prevention of Sexual Harassment
The Chancellor shall appoint, by written notice, a committee of six to eight members to advise and assist the University Affirmative Action Officer in maintaining a University environment that is free of sexual harassment. The University Affirmative Action Officer will keep the Chancellor informed of the activities of the Advisory Committee on the Prevention of Sexual Harassment.

D. Sexual Harassment Education and Awareness Program
The Equal Opportunity/Affirmative Action Programs and Compliance Administrator (Human Resources Department) is responsible for coordinating the design and presentation of a comprehensive program of training and education on the subject of preventing sexual harassment.

E. University Mediators
On recommendation of the University Affirmative Action Officer the Chancellor shall appoint, by written notice, counselors and third party mediators to serve members of the University community. Term of appointment shall be two years.

IV. Grievance Procedures
To address the sensitive nature of situations involving sexual harassment and to assure speedy and confidential resolution of these issues, the University has established an informal counseling and mediation process as well as formal grievance procedures for handling complaints involving sexual harassment. Informal counseling and mediation may be utilized, but are not required to precede the formal grievance procedures.

A. Mediation; Counseling and Support
The function of University Mediators shall be to attempt to resolve, informally, complaints of sexual harassment brought to them by members of the University. Each mediator will function to mediate
Sexual Harassment Policy cont.

complaints, but all mediators will be trained by the Equal Opportunity and Affirmative Action Programs and Compliance Administrator and follow consistent procedures established by the Affirmative Action Office. A confidential record of the mediation efforts will be kept on file with the University Affirmative Action Officer.

B. Formal Grievance Procedures
Any UNC Charlotte student, faculty member, or other employee exempt from the State Personnel Act who believes that he or she has been the victim of sexual harassment by another member of the University community may seek relief by following the appropriate grievance procedure, according to the student status or employment category of the complainant and accused. These specific grievance procedures can be found in the Appendix of University Policy 502 - http://legal.uncc.edu/chapter-500.

Sexual harassment grievance procedures for SPA employees are administered according to State requirements and guidelines set forth in UNC Charlotte Personnel Information Memorandum #35 (PIM-35) and are not addressed in this Policy.

V. Remedial Action
Remedial actions will depend on the severity of the incident, but violation of this policy may, in appropriate cases, result in discharge from employment, expulsion as a student, or, for non-employees or non-students, removal from campus property. Informal resolution may include disciplinary action when appropriate. A confidential record of the mediation efforts will be kept on file with the University Affirmative Action Officer.

VI. Retaliation Prohibited
This policy seeks to encourage students, staff and faculty to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of sexual harassment. Any act by a University employee or agent of reprisal, interference, restraint, penalty, discrimination, coercion or harassment--overtly or covertly--against a student or an employee for responsibly using the Policy and its Procedures interferes with free expression and openness. Accordingly, such acts violate this policy and require appropriate and prompt disciplinary action.

VII. Frivolous or False Charge
This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members or employees. Disciplinary action under the appropriate policies concerning personal misconduct shall be taken against any person bringing a charge of sexual harassment in bad faith.

(February 26, 2001.)

NOTE:
An unabridged copy of this policy can be found at http://legal.uncc.edu/chapter-500
Illegal Drugs and Alcohol Abuse Policy

University Policy 711, Program to Prevent Use of Illegal Drugs and Alcohol Abuse
(Formerly Policy Statement #87)

Executive Summary

This policy describes the University's program to address the awareness needs of students, faculty and staff with regard to the use of illegal drugs and alcohol abuse. It reminds all members of the University community of their responsibilities for maintaining a drug free environment. The statement also describes the minimum penalties which will be imposed for particular categories of drug offenses, based on the Policy on Illegal Drugs adopted by the Board of Governors of the University of North Carolina.

Policy Details

General

In keeping with efforts to maintain an environment that supports and encourages the pursuit and dissemination of knowledge, it is the policy of The University of North Carolina at Charlotte to consider the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment.

To remind students, faculty and staff of their responsibilities for maintaining a drug free environment, this Policy will be distributed throughout the University community each year. Further, the University considers a sound awareness, education, and training program indispensable in combating illegal use of drugs and alcohol abuse, both as a preventive measure and as a remedy. The scope of the University program addresses the awareness needs of students, faculty, administrators, and other staff members and includes the following minimum components.

- The health hazards associated with the use of illegal drugs and alcohol abuse.
- The incompatibility of the use of illegal drugs or abuse of alcohol with maximum achievement of personal, social, and educational goals.
- The potential legal consequences (including both criminal law and University discipline) of illegal drug abuse and alcohol abuse.
- The effective use of available campus and community resources in dealing with illegal drug use and alcohol abuse problems.
Definitions

For the purposes of this Policy, the following definitions apply:

The term “alcohol abuse” is defined as a pattern of alcohol use leading to impairment or distress, including

1. alcohol use that contributes to (a) a failure to meet satisfactory job expectations or (b) interference with the ability to perform job responsibilities, (including repeated absences or poor work performance related to alcohol use);
2. alcohol use in situations in which it is physically hazardous to the user or others;
3. alcohol-related legal problems; or
4. social or interpersonal problems caused or exacerbated by the effects of alcohol use.

The term “illegal drug use” is defined as use of those drugs or substances that is prohibited by state or federal law.

Responsibilities

It is the responsibility of all students, faculty, and staff to conduct themselves in a way that contributes to an environment free of illegal drug use and abuse of alcohol. In addition, students, faculty and staff are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes, as well as federal law (Drug Free Workplace Act), which prohibits unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace of any employer receiving federal grant funds.

The Director of Wellness Promotion is responsible for designing and carrying out a program of awareness education and training for students on the subject of preventing the illegal use of drugs and abuse of alcohol. The Director of Employee Relations, Training, and Compliance in the Human Resources Department is responsible for awareness education and training programs for faculty and staff members in supervisory positions on the subject of preventing substance abuse.

The Director of the Counseling Center shall, within the limits of available resources, provide services and programs to students seeking assistance with problems of illegal drug use or alcohol abuse. In cases in which the treatment needs of such students exceed the resources of the Center, the Center shall provide referral to appropriate facilities in the community. The Director of Employee Relations in the Department of Human Resources Services shall provide faculty and staff information regarding the University's Employee Assistance Program (EAP), which will offer consultation about alcohol and drug problems and referral to alcohol and drug treatment facilities in the community. The Counseling Center shall also be available to provide community referral information for treatment of faculty and staff on request.
Collaboration with Community Resources

The University's program emphasizes collaboration with local resources such as the Substance Abuse Prevention Services of the Carolinas, Chemical Dependency Center of Charlotte-Mecklenburg, Mecklenburg County Substance Abuse Services, McLeod Center, Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Nar-Anon, etc. To this end, the University shall participate in the Charlotte-Mecklenburg Drug Free Coalition and will work with local advisory boards to further collaborate between the University and the Charlotte Community.

Education and Prevention Activities

The University's awareness, education, and training efforts stress prevention. The goal of these efforts is (1) to encourage non-users of illegal drugs and alcohol to continue to be non-users, (2) to encourage users of alcohol to do so safely and responsibly, and (3) to encourage users of illegal drugs to stop such use.

Illegal Use of Drugs and Abuse of Alcohol

The use of illegal drugs and the abuse of alcohol are considered by the University to be problems that can be overcome. Therefore, the educational and rehabilitative services cited above are available on a confidential basis. However, the possession, sale, delivery, or manufacture of illegal drugs will not be tolerated on campus or off campus in the event that the interests of the University may be affected.

The University will cooperate fully with law enforcement agencies and will apply appropriate disciplinary procedures should a student, faculty member, or staff member violate criminal statutes with regard to illegal drugs. Violations may subject a student, faculty member or staff member to prosecution and punishment by civil authorities and to disciplinary action by the University. It does not constitute "double jeopardy" for the University to initiate its own disciplinary proceedings for the same offense when the alleged conduct is deemed to affect the interests of the University.

Under federal law, employees convicted of any criminal drug offense occurring in the workplace are required to notify the University by informing the appropriate Vice Chancellor's office no later than five (5) days after such conviction. Disciplinary action and/or participation in a drug rehabilitation/education program as a result of University disciplinary proceedings must commence within 30 days of notice of conviction.

Upon receiving notice of a violation of this Policy, the University will initiate disciplinary procedures applicable to one's status as a member of the University community:

- Students: University Policy 406, The Code of Student Responsibility
- Staff (subject to State Personnel Act): State Personnel Manual
Illegal Drugs and Alcohol Abuse Policy cont.

- Staff (exempt from State Personnel Act): University Policy 102.7, Personnel Policies for Designated Employment Exempt from the State Personnel Act
- Faculty: Section 603 The Code of the University of North Carolina and Section 8 of University Policy 102.13, Tenure Policies, Regulations, and Procedures of UNC Charlotte

(Minimum sanctions set forth below shall also apply to employees who do not fall in any of the categories above.)

In the event a student is also an employee of the University, the minimum sanctions for employment status as well as student status shall apply.

The use of illegal drugs may result in a variety of sanctions, from written warnings with probationary status to expulsion from enrollment or discharge from employment. However, in accordance with the Policy on Illegal Drugs adopted by the Board of Governors of The University of North Carolina, the following minimum penalties shall be imposed for the particular offenses described:

**Manufacture, Sale, or Delivery of Illegal Drugs**

1. For the illegal manufacture, sale, or delivery of, or possession with intent to manufacture, sell, or deliver any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, a student shall be expelled and a faculty member or staff member shall be discharged.

2. For a first offense involving the illegal manufacture, sale or delivery of, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91, 90-92, 90-93, and 90-94, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, a student shall be expelled and a faculty member or staff member shall be discharged.

**Illegal Possession of Drugs**

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty shall be suspension from enrollment or disciplinary suspension without pay from employment for a period of at least one semester or its equivalent.

2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91, 90-92, 90-93, and 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. A requirement to undertake community service under this Policy may not be
Illegal Drugs and Alcohol Abuse Policy cont.

3. fulfilled by using paid Community Service Leave. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or disciplinary suspension without pay from employment for any unexpired balance of the prescribed period of probation.

4. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members or staff members.

Suspension for a Minimum Period of "One Semester or Its Equivalent"

Suspension for a minimum period of “one semester or its equivalent” means forfeiture of at least one full semester of academic credit or attendance. Such a sanction may be accomplished either (1) by suspending the student for the unexpired balance of the semester during which responsibility is determined, with attendant loss of all academic credit for that semester, or (2) by placing the student on probation for the unexpired balance of the semester during which responsibility is determined and suspending the student for the duration of the next succeeding semester.

In the case of a faculty member or staff member, suspension for a minimum period of “one semester or its equivalent” means forfeiture of pay for a period of eighteen weeks. Since the current State Personnel Act specifies that disciplinary suspensions cannot exceed two work weeks, offenses for which an eighteen-week minimum suspension is required by the Board of Governors' policy will result in discharge of an employee subject to the State Personnel Act.

Suspension Pending Final Disposition

When a student, faculty member, or staff member has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or, in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

References

The use of alcoholic beverages on the University campus is as prescribed in University Policy 706, "Alcoholic Beverages."

University Policy 101.9, "Employee Assistance Program," establishes a free employee assistance service as part of the Department of Human Resources.

Personnel Information Memorandum #18, Drug Free Workplace Reporting Requirements
Reporting Fraud, Waste and Abuse of University Resources

We all play a role in fighting fraud on campus. One of the keys is to be aware that fraud does happen here. We need your help – we need you to speak up when you see something that does not look quite right.

Under NC law and University policy, all state employees have a responsibility to report:
  – Violations of State or federal law, rules, or regulations
  – Suspected Fraud or Misappropriation of State resources
  – Substantial and specific danger to the public health and safety
  – Gross mismanagement, waste of monies, or gross abuse of authority

Employees who bring forward information have protection from retaliation under Policy Statement #803.

You have options:

**Option 1: Report it to your supervisor**
  – Make your chain of supervision aware of the situation and give them a chance to solve or resolve it.

**Option 2: Report it to the Internal Audit Department**
  – Call us at 704-687-5693.
  – Visit us in Cato Hall, Room 327.
  – Submit the anonymous fill-in-the-blanks form on the Internal Audit webpage.

The information you enter into the form will be submitted anonymously unless you provide your contact information.

**Option 3: Report it to the Office of the State Auditor.**
Office of Environmental Health and Safety

WHO WE ARE?

The Environmental Health and Safety Office (EH&S) is an operational division within Risk Management Safety and Security (RMSS) Department. The division is comprised of EH&S Professional with backgrounds in Workplace Injury Prevention, Biological, Chemical, Construction, Environmental, Fire Safety, General Health and Safety, Lasers, Radiation and Workers’ Compensation.

WHAT WE DO?

The EH&S Office provides consultative and support services to the University community on matters relating to the environment and occupational health and safety. We support the success of student education, university research and general safety by offering EH&S services that ensure regulatory compliance and maintain a safe work environment.

AVAILABLE RESOURCES

Our website (http://safety.uncc.edu/) provides the University community with compliance guidance on Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and other EH&S regulations. The website also serves as a communication tool for general incident prevention, injury prevention, fire prevention and safety culture advancement. We have provided multiple ways to navigate the web site including quick links for easy reference of specific information and specific links for faculty/staff, students, contractors and management. We welcome you to take a tour of our site and take advantage of the many resources it offers.
UNC Charlotte Notice Of Nondiscrimination
Under Title IX

As a recipient of federal funds, the University of North Carolina at Charlotte complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. The University of North Carolina at Charlotte is committed to providing programs, activities, and an educational environment free from sex discrimination.

Title IX protects all people regardless of their gender or gender identity from sex discrimination. Under Title IX, sex discrimination also includes Sexual Harassment and Sexual Misconduct:

**Sexual Discrimination** means an adverse act of sexual discrimination (including Sexual Harassment and Sexual Misconduct) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX).

**Sexual Harassment** means unwelcome conduct, based on sex or on gender stereotypes, which is so severe, persistent or pervasive that it unreasonably interferes with a person's University employment, academic performance or participation in University programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

See further information related to Sexual Harassment complaints **made by students about other UNC Charlotte students** in the UNC Charlotte Interim Regulations on Student Sexual Misconduct Complaints, available online at http://legal.uncc.edu/sites/legal.uncc.edu/files/media/SexualMisconductRegs.pdf.

See further information related to Sexual Harassment complaints **made by students or employees about UNC Charlotte employees** in University Policy 502, Sexual Harassment Policy and Grievance Procedures, available online at http://legal.uncc.edu/policies/up-502.

**Sexual Misconduct** is broadly defined. It includes, but is not limited to, committing a Sexual Act without Consent, Sexual Contact without Consent, Sexual Exhibitionism, Sexual Exploitation, or Sexual Harassment. Definitions of the terms in this paragraph are found in UNC Charlotte Interim Regulations on Student Sexual Misconduct Complaints, available online at http://legal.uncc.edu/sites/legal.uncc.edu/files/media/SexualMisconductRegs.pdf

Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or on-going sexual relationship. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex. Sexual Misconduct by a student may be considered a Serious Violation as defined under University Policy 406, Code of Student Responsibility. See further information related to Sexual Misconduct complaints **made by students about other students** in the UNC Charlotte Interim Regulations on Student Sexual Misconduct 2
The University of North Carolina at Charlotte affirms its commitment to ensuring an environment for all employees and students that is fair, humane, and respectful--an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual Harassment is a violation of both law and University policy and will not be tolerated in the University community. 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.

Whom to Contact If You Have Complaints, Questions, or Concerns
Title IX requires the University to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. UNC Charlotte’s Title IX Coordinator and Deputy Coordinators are available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the University’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. If you are in the midst of an emergency, please call UNC Charlotte Police Emergency at 704-687-2200 from a cell phone or 911 from a campus phone.

Title IX Coordinator and Deputy Coordinators:
Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

For complaints about faculty, staff, students, and visitors:
Jeanne Madorin
Title IX Coordinator
Director of Employee Relations, Training, and Compliance
222 King Building
9201 University City Boulevard
Charlotte, NC 28223
704-687-0659
jlmadori@uncc.edu

If you have a complaint about a UNC Charlotte faculty or staff or visitor for Sexual Harassment, sex discrimination, or sexual assault, you should contact the Office of Employee Relations and Compliance. The Director of Employee Relations, Training, and Compliance is responsible for Title IX compliance for matters involving faculty and staff, including training, education, communication, and administration of grievance procedure for all complaints about faculty, staff and visitors, including those complaints filed by students.
For complaints about students:
Christine Reed Davis Deputy Title IX Coordinator
Interim Associate Vice Chancellor for Student Affairs and Dean of Students
217 King Building
9201 University City Boulevard
Charlotte, NC 28223 (704) 687-0343
crdavis@uncc.edu

If you have a complaint about a UNC Charlotte student for Sexual Misconduct (including Sexual Harassment) or sex discrimination, you should contact the Dean of Students. The Dean of Students is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of grievance procedure for all complaints about UNC Charlotte students.

For complaints about student athletes:
Kim Whitestone
Deputy Title IX Coordinator
Senior Associate Athletic Director for Internal Affairs/Senior Women's Administrator Charlotte 49ers Athletics
Student Activities Center
9201 University City Boulevard
Charlotte, NC 28223
(704) 687-4955
kgwhites@uncc.edu

If you have a complaint about a UNC Charlotte student athlete for Sexual Misconduct (including Sexual Harassment) or sex discrimination, you should contact the Senior Associate Athletic Director for Internal Affairs/Senior Women's Administrator. The Senior Associate Athletic Director for Internal Affairs/Senior Women's Administrator is responsible for Title IX compliance for matters involving student athletes, including training, education, communication, and administration of grievance procedure for all complaints about UNC Charlotte student athletes.

Additional Resources
U.S. Department of Education, Office for Civil Rights: (800) 421-3481 or ocr@ed.gov
Know Your Rights about Title IX: http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html
If you wish to fill out a complaint form online with the OCR, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html
Applicable Policies

Title IX requires that UNC Charlotte adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including Sexual Harassment and Sexual Misconduct.

UNC Charlotte Interim Regulations on Student Sexual Misconduct Complaints is the procedure for all complaints of Sexual Misconduct (including Sexual Harassment) made by students about other UNC Charlotte students.

See: http://legal.uncc.edu/sites/legal.uncc.edu/files/media/SexualMisconductRegs.pdf

UNC Charlotte Policy 502, Sexual Harassment Policy and Grievance Procedures, is the policy for all complaints of sexual harassment made by students or employees about UNC Charlotte employees.
