The University of North Carolina at Chapel Hill recognizes that we will only truly succeed when all employees are able to reach their full potential. The University, therefore, strives to provide an environment of professionalism, inclusiveness, mutual respect and safety – one in which all employees feel empowered to achieve their goals.

The University of North Carolina at Chapel Hill serves North Carolina, the United States and the world through teaching, research and public service. We embrace an unwavering commitment to excellence as one of the world’s great research universities. The Office of Human Resources at the University of North Carolina at Chapel Hill is committed to helping the University achieve its goals by ensuring that all faculty and staff recognize the value of Carolina, feel a part of its mission, and are appreciated for their contributions.
Overview

The following information is provided to give an overview of the policies applicable and services available to EPA Non-Faculty permanent employees of the University of North Carolina at Chapel Hill. These policies reflect the University’s role as a State institution, as a Federal contractor and as one of the premier institutions of higher learning in the country.

This booklet is intended as a summary of policies, and is not to be considered a contract of employment, either express or implied. The policies included in this booklet are subject to change. Although the University is not required to give advance notice of such changes, it is the policy of the Office of Human Resources (OHR) to give notice whenever possible.

For an in-depth review of the policies pertaining to your employment at the University or of any other HR-related policy, benefit or service, please refer to the OHR website at http://hr.unc.edu.

Additional information and contacts:

- **General HR inquiries:** You can phone OHR at 843-2300 or send an e-mail to hr@unc.edu.

- **Benefits Information:** You will receive information about University benefits as part of your orientation process. If you have questions about these benefits or other benefits-related programs or services, call 962-3071, email benefits@unc.edu or see http://hr.unc.edu/benefits.

- **HR Connect:** If you have any questions about these policies or need to speak to an HR representative regarding a specific issue relating to your employment or work environment, you can find your department’s dedicated HR consultant using HR Connect. To use this feature of the OHR website, click “Begin Search” at http://hrconnect.unc.edu/.

  On the “Search for Your OHR Contact” page, enter your department name or number, and a topic from the list. You will be given the name, e-mail address and phone number for your department’s dedicated HR consultant.

- **Human Resources Facilitators:** Another resource is your department’s Human Resources Facilitator (HRF). This person is an employee of your department who functions as a liaison between your department and OHR. You can find your department’s HR Facilitator contact information at: http://hr.unc.edu/CCM1_029886.

- **Campus Policies:** These can be found at the University Policies and Procedures website: http://www.unc.edu/campus/policies.html.

*rev. 5/11/11*
Non-Discrimination

The University is committed to providing an inclusive and welcoming environment for all members, where decisions affecting employment and education are based on an individual’s abilities and qualifications. Because of this commitment, and in accordance with all applicable laws, it is the University’s policy to offer access to educational programs and activities and to employment terms and conditions without regard to race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.1

This means that, per University policy, only relevant factors are to be considered in decisions relating to education and employment, and that performance and conduct standards are applied consistently, without regard to any of the above definitions of identity or expression.

1 The University’s policy prohibiting discrimination on the basis of sexual orientation, gender expression and gender identity does not apply to the University’s relationships with outside organizations, including the federal government, the military, ROTC and other employers.

More information:
online http://equalopportunity-ada.unc.edu/ Keyword: Non-Discrimination Policy

Harassment and Discrimination

The University recognizes the rights of all members of the University community to learn and work in an environment that is free from harassment and discrimination based on his/her protected status as described above. Any harassment or discrimination of University students, and employees, including faculty, EPA non-faculty, SPA employees, post-doctoral scholars, and student employees is prohibited.

This policy also prohibits retaliation against an individual who in good faith utilizes appropriate University resources or takes part in any investigation related to an allegation of prohibited harassment or discrimination.

More information:
online http://equalopportunity-ada.unc.edu/ Keyword: Harassment and Discrimination
Americans with Disabilities Act (ADA) and Veterans Policies

The University of North Carolina, in accordance with its role as a Federal Contractor, as a State institution, and with its own mission of providing service to the communities, great and small, of which it is a member, maintains an Equal Opportunity and Affirmative Action program for individuals with disabilities. This program was created to ensure that any employee or applicant for employment with mental or physical disabilities is not discriminated against in the course of their service to the University, or during the hiring process, when applying for a position for which he or she is otherwise qualified. This program also includes any disabled veteran, veteran of the Vietnam Era or other qualified veteran.

In accordance with the above, it is also the policy of the University to provide reasonable accommodations in employment to qualified individuals with disabilities, unless the accommodation would impose an undue hardship on the operation of the University’s business or would change the essential functions of the position.

More information:

online http://equalopportunity-ada.unc.edu/ Keyword: Disabilities Act

Employment of Related Persons (Nepotism)

It is the University’s policy that no family member may occupy a position which has influence over another’s employment, transfer, promotion, salary administration or other related management. This means that the managers making decisions about an employee’s wages, hiring and firing, must not be related to that employee. “Related” here includes relationship by blood or marriage that is closer than aunt, uncle or cousin, and includes all step-, half- and in-law variations of these.

More information:

online http://equalopportunity-ada.unc.edu/ Keyword: Anti-Nepotism

Improper Relationships: Supervisors and Employees

To avoid both the appearance or occurrence of inappropriate favoritism impacting work relationships, in accordance with the University’s anti-nepotism policies, amorous relationships between supervisors and subordinates are prohibited. Amorous relationships between supervisors and subordinates exist when two persons voluntarily have sexual relations or are otherwise engaged in a romantic courtship.

If you know of an improper relationship, notify your supervisor or department head immediately. If you are uncomfortable doing so, notify the Office of Human Resources Employee & Management Relations Department at 843-3444.

More information:

online http://hr.unc.edu Keyword: Improper Relationships
Improper Relationships: Supervisors and Students

The University prohibits amorous or sexual relationships between employees and students they evaluate or supervise as part of their teaching, research, administrative or other employment responsibility. These relationships are also prohibited between employees and any students who are minors below the age of 18.

In addition, employees may not supervise or evaluate students to whom they are related by blood, law or marriage. If you know of an improper relationship, notify your supervisor or department head immediately. If you are uncomfortable doing so, notify OHR Employee & Management Relations at 843-3444.

More information:
✔ online http://hr.unc.edu Keyword: Improper Relationships

EPA Non-Faculty Policies

To contact an EPA Non-Faculty Consultant:
✔ Online go to hrconnect.unc.edu
Select Topic: EPA Non-Faculty HR

For general questions on EPA Non-Faculty:
✉ e-mail hr@unc.edu
call 843-2300

Terminology and Employee Categories

There are a couple of terms you’ll often come across over the course of your employment at UNC: SPA and EPA. Both of these relate to the State of North Carolina’s Personnel Act, and define the different kinds of employment at UNC. SPA employees are Subject to the Personnel Act, and are commonly known as “staff” employees. EPA employees are Exempt from the Personnel Act and are part of one (or both) of the following groups: EPA Faculty (professors, assistant professors, etc.) and EPA Non-Faculty (including Senior Academic and Administrative Officers, research, and instructional employees).

EPA Non-Faculty Research includes employees that engage in independent and creative research efforts including interpretation and dissemination of research results. Positions that fall under the Research category include Investigator, Research Associate, Scientist, Research Scientist, Bioinformatics Researcher, etc.

EPA Non-Faculty Instructional includes employees whose duties are directly related to the academic/educational experience provided by the university and involve significant interaction with students or individuals engaged in continuing education activities. Positions in this category include Instructors, Professional Librarians, Coaches, Academic Advisors, Student Support Services, Health Educator, Counselors, etc.

Senior Academic and Administrative Officers (SAAOs) are characterized as individuals responsible for leadership of major campus-wide administrative offices common to other institutions of higher education. Typically, such individuals have
Terminology and Employee Categories
Continued...

policy making authority for the university. Employees that fall under the SAAO (Tier I) category include Chancellor, Vice Chancellors, Provost, and Deans. Employees in the SAAO (Tier II) category include Associate/Assistant Vice, Chancellors, Associate/Assistant Deans, and Associate/Assistant Provosts.

Directors of institution-wide offices/functions, admissions staff with direct “admission” authority, financial Aid/scholarships staff with direct “award” authority, and development and fundraising staff also fall under the SAAO Tier II category.

EPA Non-Faculty employees are governed by a separate set of policies from SPA employees and there are distinct differences between these two categories of employment including terms of appointment, leave policies, dispute resolution procedures, and certain employee benefits. An employee’s assigned job category is normally reflected in their appointment/contract letter.

The University’s EPA Non-Faculty Employment policies are based on guidelines established for all of the UNC System campuses by UNC General Administration (GA).

More information:
online http://hr.unc.edu Keyword: Job Categories

Position Classification and Minimum Salary Requirements

In accord with UNC General Administration guidelines, all EPA Non-Faculty positions must be classified into one of three job categories based on assigned job duties: Research, Instruction, and Senior Academic and Administrative Officers (SAAO’s- Tier 1 and Tier II).

The EPA Non-Faculty Office determines whether or not a position meets the criteria for designation as EPA as directed by UNC General Administration guidelines. A position is considered to qualify for a specific classification if at least 50% of the position’s primary duties and functions satisfy the job content and criteria, as well as meeting the minimum education and experience guidelines for each job category.

EPA Non-Faculty employees are paid on a monthly basis, with pay increases authorized by the Legislature, the Board of Governors, the Board of Trustees, and UNC General Administration. All EPA Non-Faculty positions, both part- and full-time, are subject to certain minimum salary requirements. These requirements arise from the Federal Fair Labor Standards Act (FLSA) and the University’s own compensation policies.
Position Classification and Minimum Salary Requirements

Continued...

Per FLSA guidelines, and with certain very limited exceptions, the minimum annual salary for EPA employees in accord with FLSA guidelines is $23,660. This minimum is regardless of work schedule and applies to both permanent and temporary employment. Because many EPA Non-Faculty employees work less than a full year, this is often prorated to $1,972 per month, or $455 per week. Beyond the above FLSA minimum salary requirements, the University’s EPA Non-Faculty compensation guidelines require a minimum salary of $30,000 on an annualized basis for all permanent appointments.

More information:
🔗 online http://hr.unc.edu Keyword: EPA Pay

Terms of Appointment

EPA Non-Faculty employees are generally appointed on an at-will basis. Limited exceptions are granted for certain categories of jobs like librarians and coaches due to the unique aspects of these professions.

Individuals hired into at-will appointments are employed on an indefinite basis, but may be separated at any time, for any permissible reason. Discontinuation is at the recommendation of the Department Head with the approval of the Chancellor or his designee provided that appropriate notice requirements are satisfied. In the event of a separation, the amount of notice the University is required to give employees in at-will or fixed-term appointments varies, and is based on the length of service to the University, and the nature of the separation. The following minimum written notice is required for employees whose at-will appointment is discontinued:

- 30 calendar days during the first year of service
- 90 calendar days during second or subsequent years of service.
- Notice requirements are waived in the event a funding contingency exercised; in which case a 30-day courtesy notice is requested

For funding contingency-based separations, notice requirements are waived. This can occur when an employee’s position is funded largely (or entirely) by sources other than State budget funds or permanent trust accounts. The letter the employee receives announcing his or her appointment to a given position should indicate that the continuation of the employee’s service is based on the availability of such funds. Examples of these types funds would be grants from government institutions, (such as the National Institutes of Health) or corporate donors, which can be discontinued without advance notice to the University.

More information on terms of appointment:
🔗 online http://hr.unc.edu Keyword: Terms and Conditions

More information on funding contingencies:
🔗 online http://hr.unc.edu Keyword: Funding Contingency
Base Pay

Your appointing unit is responsible for establishing your initial annualized salary amount at the time of hire and initiating any changes in this salary as deemed appropriate, subject to compensation policies adopted by the Board of Governors of The University of North Carolina or Board of Trustees of The University of North Carolina at Chapel Hill. In addition to guidelines which may be issued by UNC General Administration typically in late summer or early fall of each year as part of the annual salary adjustment process, departments may also propose salary increases at other times and for other reasons in consultation with the Office of Human Resources. Reasons for salary increases may include substantive additional duties or some other significant and ongoing change regarding the scope of an employee’s position.

More information on terms of appointment:
online http://hr.unc.edu/ Keyword: Base Pay

Salary Supplement

On occasion, an EPA employee may be assigned additional duties by the University which will occur on a more continuous basis, over a longer period of time, and typically involve the addition of a special administrative title. Examples including functioning in an acting capacity to cover the responsibilities of a higher-level vacant position or to assume some other special administrative assignment that falls beyond the reasonable scope of their normally assigned job duties. In such cases, the employee’s department head may request and receive approval for a salary supplement. These supplements are added to the employee’s base salary and paid out on a monthly basis as part of the regular pay check until such time as the salary supplement is ended. However, salary supplements are not considered a part of the employee’s permanent salary, are not included when applying annual salary increases, and may be changed or removed at any time at the discretion of the employee’s department head.

More information on terms of appointment:
online http://hr.unc.edu/ Keyword: Salary Supplement

Salary Overload (Lump Sum Payments)

When an EPA employee performs additional duties within the University that are beyond their regular job responsibilities, typically outside of their regularly assigned work unit, and will occur within a specific defined period of time, they may be authorized to receive additional compensation in the form of lump sum “overload” payments. Duties compensated using overload pay are typically relatively short-term and are not continuous or ongoing in nature. All overload compensation activity must be requested and approved in advance by both the head of the unit where the employee’s regular appointment lies and the dean of that unit, as well as the head of the unit where the special additional work is proposed to take place. There are specific eligibility requirements and limitations regarding overload pay established by the University. For most EPA non-faculty employees who are paid on the 12-month payroll schedule, the

continue to next page....
Consistent with the University’s research, teaching and public service mission, the University encourages faculty, staff and students to engage in appropriate outside relationships with private industry and the nonprofit sector. But members of the University community are expected to avoid conflicts of interest or commitment that have the potential to directly and significantly affect the University’s interests, compromise objectivity in carrying out University responsibilities, or otherwise

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**Salary Overload (Lump Sum Payments) Continued...**

A total of one-time payments that an employee may receive for overload during any fiscal year is limited to 20% of the EPA employee’s current annual salary.

*More information on terms of appointment:*

[Online](http://hr.unc.edu/Keyword: EPA Overload)

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**External Professional Activities for Pay**

UNC Faculty and EPA Non-Faculty employees sometimes may engage in compensated activities that are not a part of University employment. Through such opportunities, employees apply their specialized knowledge and experience to activities outside of their University employment, thereby enhancing their own capabilities in teaching and research and contributing significant societal benefits, including economic development through technology transfer. An EPA employee who wishes to engage in external professional activity for pay must adhere to regulations to provide satisfactory assurances that such activity will not interfere with University employment obligations. This includes completion of the “Notice of Intent to Engage in External Professional Activity Online Pay Form,” which shall be approved by and filed with the head of the department in which the individual is employed.

*More information:*

[Online](http://hr.unc.edu/Keyword: EPA External Professional Activities)

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**Reporting of Criminal Convictions for Currently-Employed Faculty and Staff**

To ensure that the University remains a safe and secure environment, it is mandatory that all employees report any criminal convictions occurring after they have been formally offered employment, or at any other time during their appointment at the University. A conviction, in this case, means any acknowledgement of criminal responsibility, including prayers for judgment. Registration as a sex offender with any governmental authority - even for a prior offense - and any convictions or pleas that are acknowledgments of criminal responsibility within the jurisdiction of a criminal court must also be reported. The above is extended to include moving violations for employees hired into positions with driving responsibilities. This policy does not override or limit more stringent policies or protocols that may be applicable to employees. See the full policy for details.

*More information:*

[Online](http://hr.unc.edu/Keyword: Report Convictions)

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**Conflicts of Interest**

Consistent with the University’s research, teaching and public service mission, the University encourages faculty, staff and students to engage in appropriate outside relationships with private industry and the nonprofit sector. But members of the University community are expected to avoid conflicts of interest or commitment that have the potential to directly and significantly affect the University’s interests, compromise objectivity in carrying out University responsibilities, or otherwise
Conflicts of Interest Continued...

compromise performance of University responsibilities, unless such conflicts are reported, reviewed, and managed in accordance with this Policy. A member of the University community, faculty, staff, student or trainee, may be deemed to have a conflict of interest when he or she or any of that person’s family possesses a personal financial interest or external executive position related to an activity that involves his or her University responsibilities.

Specific reporting and action is required by employees routinely involved in the negotiation, approval or administration of contracts, or by individuals in administrative positions that have substantial influence by virtue of their role in professional appointments, promotions, determinations of salary, etc.

This Policy applies to all University employees, students and trainees in their performance of the teaching, research, public service, administration and business operations of the University.

More information:
online http://hr.unc.edu/ Keyword: Conflicts of Interest

Dual Employment

Dual employment with another State agency occurs when an EPA or SPA employee is hired on a temporary and/or part-time basis by another State agency. This is limited to a situation in which the employee possesses specialized knowledge, skills and/or abilities not readily available at the requesting State agency.

Dual employment is used for a critical need or a one-time, fixed-term assignment with specified beginning and ending dates, not to exceed 12 months, and cannot conflict with the employee’s regularly assigned duties. Dual employment arrangements must be approved in advance. Before an employee begins work in a dual employment assignment, he/she must complete a “Dual Employment Request” form and obtain approval from appropriate levels of management (Department Head, Requesting Agency, and EPA Non-Faculty Human Resources).

More information:
online http://hr.unc.edu/ Keyword: Dual Employment

Unpaid Volunteers, Interns and Visiting Scholars

The University recognizes that there are benefits gained from unpaid volunteers, interns and visiting scholars. To ensure campus safety and security, it is mandatory that persons serving in one of these roles for more than seven calendar days must be approved in advance by the Office of Human Resources and undergo a criminal background check before beginning the assignment. This policy does not apply to paid positions, students, or to certain other groups. Current employees cannot perform unpaid work if the volunteer service is the same or similar as their paid job responsibilities.

More information:
online http://hr.unc.edu/ Keyword: Volunteer
Performance Evaluation

University policy requires some form of annual written performance review for all permanent EPA Non-Faculty employees. This evaluation is an opportunity for supervisors and employees to talk about work quality and quantity standards, clarify professional development goals and note progress towards achieving these goals during the period. This review covers the period from July 1 until June 30 of the following year. Employees who have been in their position fewer than 3 months do not require completion of the evaluation but may be provided with a document that outlines the position’s duties, performance expectations and any initial observations on performance the supervisor believes would be relevant to assist the employee in understanding expectations. Employees will be able to comment in writing on the evaluation; upon request, these comments will be attached to the copy of the evaluation in the department’s personnel file.

In addition to the annual performance evaluation, five-year reviews are conducted for Tier I Senior Academic Administrative Officers. The five-year reviews are based on guidelines established in 2001 and are coordinated by the Chancellor or the Provost depending on the specific reporting relationship. In 2007, the use of the five-year review process was expanded to include directors of major institutes and centers who report directly to the Office of the Provost.

More information:
online http://hr.unc.edu Keyword: Performance Management

Dispute Resolution

The University is committed to fair and equitable treatment for all employees. Permanent employees covered by the Employment Policies for EPA Non-Faculty Research Staff, Instructional Staff, and Tier II Senior Academic Administrative Officers have access to the University dispute resolution process. Professional Librarians who are considered members of the General Faculty may seek relief through the grievance process provided for faculty. Through this process, employees may request mediation with a manager, coworker or staff member, or report an incident that may have subjected a member of the UNC-Chapel Hill community to a discriminatory or otherwise troubling situation. Additionally, EPA Non-Faculty employees may file a grievance as outlined on the EPA Non-Faculty Grievance Policy webpage if they feel their concern has not been or cannot be addressed adequately through any of the other means listed above.

More information:
online http://hr.unc.edu Keyword: EPA Dispute Resolution
Violence in the Workplace

The University is committed to providing a workplace that is free from violence by establishing preventative measures, holding perpetrators of violence accountable, and providing assistance and support to victims. An Employee Threat Assessment and Response Team evaluates both immediate and potential threats of workplace violence. Any form of violence as defined in this policy may be cause for disciplinary action, up to and including dismissal, as unacceptable personal conduct. Violent acts, whether on-duty or off-duty, affect the ability of all employees to perform their jobs and/or legal actions. The University will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims and the University community as well as hold perpetrators of violence accountable. Employee & Management Relations (843-3444), UNC Public Safety (911), and the Employee Assistance Program (877-327-7658) have been designated to provide services to workplace violence victims.

More information:
- online http://hr.unc.edu Keyword: Violence
- In an emergency situation, dial 911 from any campus phone

Environment, Health and Safety Policies (EHS)

To contact Environment, Health and Safety:
- Online: http://ehs.unc.edu/Keyword: Who Do I Call

For Environment, Health and Safety questions:
- http://ehs.unc.edu/ehs/feedback.shtml
- call 962-5507

Safety Training

Safety training is provided in accordance with University policy, Occupational Safety and Health Administration (OSHA), the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Environmental Protection Agency (EPA), and other regulatory requirements. The safety course is a requirement for all new employees and can be completed online. Completion of the appropriate course should address the type of situations that arise in your day-to-day work environment.

More information:
- online http://ehs.unc.edu/Keyword: Safety Training

Workers Compensation

Administered by Environment, Health and Safety, Worker’s Compensation provides income and payment of medical expenses for employees who are out of work as a result of an on-the-job injury or work-related illness, according to the provisions of the North Carolina Workers’ Compensation Act. This act applies to all University employees, whether full-time, part-time or temporary. In the event of a job-related injury or illness, you are to notify your supervisor immediately to ensure all appropriate accident reports are completed in a timely manner. In the event of a serious or life-threatening injury or illness, call 911.

More information:
- online http://ehs.unc.edu/Keyword: Workers Compensation
Leave Entitlement

EPA employees are eligible for annual (vacation), sick, FMLA, family illness, civil, military and community service leave. With the exception of annual (vacation) leave, all other leave entitlements are equivalent to that granted to SPA employees.

EPA Non-Faculty research, instructional and SAAO-Tier II employees are entitled to 24 days (192 hours) of annual leave*. Sick leave is earned at 12 days (96 hours) per year. Both annual and sick leave amounts are pro-rated for part-time schedules provided a half-time schedule or greater is maintained. Up to 30 days (240 hours) of annual leave may be carried forward from previous calendar years, with any excess balance converted to sick leave at year end.

If an employee separates from the University, annual leave may be paid out or (with prior departmental approval) be used to extend service. The way in which payout occurs varies depending on whether the employee has more or less than 24 months state service. Annual (vacation) leave, when eligible for payout and when payout is chosen, is subject to a maximum payout limit of up to:

- one day for each month worked less the total number of annual leave days taken during the employment period when the individual has been employed a total of 24 months or less by one or more local or state government agencies, or;
- 240 hours for individuals employed more than 24 months by one or more local or state government agencies, or;
- 240 hours for individuals in EPA non-faculty Tier I appointments regardless of months of service.

If the leave payout is for a less than full-time employee, the above limits are pro-rated based on the employee’s FTE percentage.

Permanent EPA Non-Faculty employees working half-time or more are eligible for 11 paid holidays provided by the state.

*Note: Tier I SAAOs, which are principally the Deans and Vice Chancellors, earn 26 instead of 24 days of annual (vacation) leave.

More information:
¬ online http://hr.unc.edu Keyword: EPA Leave
The Family and Medical Leave Act (FMLA) of 1993 provides management and employees with a means of balancing the needs of the workplace with the needs of the employee and his or her family. FMLA leave is available to employees in the event of a serious health condition affecting themselves or a member of their immediate family (spouse, parent or child). Employees may also elect to take FMLA leave in the event of childbirth, adoption or foster care placement. Eligible employees may use accrued paid leave, leave without pay, or voluntary shared leave (for approved recipients only) for up to 12 weeks, depending on the condition or circumstance. FMLA leave is triggered based on an eligible employee experiencing a qualifying medical condition as defined in the FMLA Leave Policy whether or not this leave is requested or initiated by the employee. The University is required to assess whether a FMLA qualifying condition exists when any employee is absent and/or requires modification to his/her work schedule in excess of 10 days in duration.

More information:

online http://hr.unc.edu Keyword: Family and Medical Leave Act

Flexible Work Arrangements

Although not an employee benefit as such, employees in certain positions at the University may have the option of using flexible work hours, flexible work schedules and flexible work locations. These arrangements allow for an employee’s schedule and even place of work to change to accommodate the needs of the employee or department. These changes are subject to business need, and are made at the discretion of the employee’s manager or supervisor, as appropriate.

More information:

online http://hr.unc.edu Keyword: Flexible Work

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 provides management and employees with a means of balancing the needs of the workplace with the needs of the employee and his or her family. FMLA leave is available to employees in the event of a serious health condition affecting themselves or a member of their immediate family (spouse, parent or child). Employees may also elect to take FMLA leave in the event of childbirth, adoption or foster care placement. Eligible employees may use accrued paid leave, leave without pay, or voluntary shared leave (for approved recipients only) for up to 12 weeks, depending on the condition or circumstance. FMLA leave is triggered based on an eligible employee experiencing a qualifying medical condition as defined in the FMLA Leave Policy whether or not this leave is requested or initiated by the employee. The University is required to assess whether a FMLA qualifying condition exists when any employee is absent and/or requires modification to his/her work schedule in excess of 10 days in duration.

More information:

online http://hr.unc.edu Keyword: Family and Medical Leave Act

Training and Talent Development

To contact Training and Development:

Online: http://hrconnect.unc.edu/
Select Topic: Training Opportunities

For general Training questions:

e-mail training_development@unc.edu
call 962-2550

The Office of Human Resources’ Training and Talent Development team provides many learning opportunities designed to develop and enhance essential workplace skills and increase job effectiveness, while in turn improving performance throughout the University. By continuing to develop our workforce, UNC-Chapel Hill provides rewarding careers for its employees and ensures that University employees have the necessary skills and knowledge to take us into the future. Training programs are free to all full-time SPA and EPA employees of the University.

The full catalog of available courses is accessible online:

http://hr.unc.edu/ Keyword: Course Catalog

More information on Training and Development:

online http://hr.unc.edu/ Keyword: Training
Based on established business practice at UNC-Chapel Hill, the contents of an individual’s EPA Non-Faculty personnel file may be located in various University offices including the employee’s primary or secondary appointing department. All requests for access to EPA Non-Faculty personnel files must be directed to the Office of the University Counsel.

In addition, the University is required to provide public information when requested for all University personnel. Public information includes the following:

- name
- age (not date of birth)
- current department
- date of original employment with the State or appointment to State service
- current classification title
- current salary
- date and amount of most recent change in salary
- date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification
- full salary history
- date and type of each position change
- date and general description of the reasons for each promotion with the University.
- date and type of each disciplinary action taken by the University that affects the employee’s position (dismissal, suspension, demotion)
- if the disciplinary action was a dismissal, a copy of the final decision of the head of the department setting forth the specific acts or omissions that are the basis of the dismissal.

Information in an employee’s personnel file that is not identified specifically as public information is considered confidential.

More information:

Online http://hr.unc.edu/ Keyword: EPA NF Records
The University Ombuds Office

The University Ombuds Office is a safe place where all Carolina staff, faculty, and administrators are welcome to come and talk informally and in confidence about workplace issues, problems, or disputes. The Ombuds report directly to the Chancellor and are not part of any other department or group on campus. Ombuds on staff are highly-experienced in assisting members of the university community, identifying trends and challenges, and when appropriate, recommending changes in University policy or practice to senior administration. They are not decision makers and do not have the power to establish, change, or set aside any University rules, policies, or management decisions. Use of the Ombuds Office is not a substitute for formal procedures as provided by the University’s formal grievance process.

More information:
- online http://www.ombuds.unc.edu/
- call the Ombuds Office 843-8204

Fireworks, Firearms and Other Weapons

It is a felony, punishable by fine and/or imprisonment, to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on any University campus, in any University-owned or operated facility, or at a curricular or extracurricular activity sponsored by the University.

It is a Class 1 misdemeanor, punishable by fine and/or imprisonment, to possess or carry any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), fireworks, or any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction, and maintenance) upon any University campus or in any University-owned or operated facility.

Violation of the above policy will be cause for disciplinary action, up to and including dismissal and/or legal action.

More information:
- online http://www.unc.edu/ugradbulletin/appendix.html#fireworks
- To report a violation of this law dial 911 from any campus phone
Illegal Drugs

Employees 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. Any member of the University Community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University, up to and including dismissal.

However, UNC-Chapel Hill does provide information about drug counseling and rehabilitation services available to members of the University community through campus-based programs and through community-based organizations. Persons who voluntarily avail themselves of University services are hereby assured that applicable professional standards of confidentiality will be observed.

More information:

Online http://www.unc.edu/campus/policies/illegal_drugs.html

For drug counseling, call the Employee Assistance Program 877-327-7658

Privacy of Electronic Information

Appropriate use of University electronic resources includes instruction, research, service, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the University, and as described below, incidental personal usage by faculty, staff, and students. Please note that the University’s e-mail system, and all messages sent and received using that system, remains the property of UNC-Chapel Hill, and therefore is not “private” or “personal” to its employees in any legal sense. In addition, e-mail is not a secure form of sending sensitive information, and should not be used for the transmission of social security numbers, credit card numbers, or any other confidential or easily abused information.

More information:

Online http://www.unc.edu/campus/policies/elec_info.html

Suspected violations of this Policy may be reported to postmaster@unc.edu

Information Security

All University faculty, students, staff, temporary employees, contractors, outside vendors and visitors to campus who have access to University-owned or managed information through computing systems or devices (“Users”) must maintain the security of that information and those systems and devices. Sensitive information, in all its forms – written, spoken, electronically recorded, or printed – must be protected from accidental or intentional unauthorized modification, destruction, or disclosure.

All UNC employees should read the University IT Security Policies and learn how to identify and manage situations in which the University’s sensitive information may be at risk for unauthorized access. A few practical ways to protect your computer from authorized access include:

continue to next page...
Personal Use

University employees, as employees of the State of North Carolina, must be aware of their actions and any impact these may have on the public trust. This means that use of University facilities, vehicles and equipment, including but not limited to, telephones, computers, fax machines and other supplies, should be for official purposes only. In addition, political activity by University employees is regulated by Federal and State law and University policy. No employee may use University funds, vehicles, equipment, supplies, or other resources in connection with partisan political activities. This includes the use of University electronic resources and mail services. Employees should consult with their supervisors in advance if they have questions about the appropriateness of certain practices. A supervisor’s decision cannot, however, circumvent other policies and procedures of the University that may restrict personal use beyond the limitations cited in these guidelines.

For more information on what constitutes “official purpose” and the circumstances where an employee may use certain University property for other purposes, please read the information on Personal Use Policy on the UNC Finance Division website:

🌐 online http://www.unc.edu/finance/busman/act/actpol26.html

For additional clarification on the acceptable use of the University’s electronic resources and data networks, please read the Information Technology Services policy page on this subject:

🌐 online http://its.unc.edu/ITS/about_its/its_policies/index.htm
✉ e-mail to report acceptable use problems abuse@unc.edu
📞 call to report acceptable use problems 962-HELP
Programs & Services

**UNC OneCard** – The UNC OneCard is the official identification card of the university. It is mandatory that you obtain a OneCard. The OneCard serves as your University ID, library card, and provides access to facilities, events and some buildings.

*More information:*

[online http://www.onecard.unc.edu/]

**Parking and Transportation Information** – to park on campus, you must have a permit. Permit fees can be payroll deducted on a pre-tax basis. To apply for a permit, see your department’s parking coordinator.

**Alert Carolina** - Alert Carolina is a safety awareness campaign launched in March 2008 to educate students, faculty and staff on appropriate emergency procedures as well as to provide an online resource for safety-related information. Alertcarolina.unc.edu is the go-to source for information in an immediate life-threatening or serious situation involving safety on the University of North Carolina at Chapel Hill campus. In an emergency, the University will post safety-related announcements online, along with updates and resource information. When the sirens sound - or during a test - the University also sends a text message to the cell phone numbers registered by students, faculty and staff in the online campus directory. You may keep the number private. To register, visit alertcarolina.unc.edu and click “Register Your Cell Phone.”

*More Information:*

[online http://alertcarolina.unc.edu/go/site/1395/]

**Campus Security** - The University of North Carolina at Chapel Hill Public Safety Department is an accredited agency dedicated to the welfare of the University community. Their mission is to support the University’s core mission of teaching, research, and public service by developing partnerships within the University Community that encourage problem solving and communication in order to identify and address public safety and transportation needs with professionalism and integrity, while protecting North Carolina’s future. Key University policies and resources on crime prevention and security can be found online at the Department of Public Safety’s home page.

*More Information:*

[online http://www.dps.unc.edu]

**UNC Discount Program** – There are a variety of programs available to employees offering discounts on Arts & Entertainment, Car Rentals, Travel, Hotels, Shops & Services, Sports and Theme Parks and other commonly used items and services.

*More information*

[online http://hr.unc.edu/benefits/discounts-and-perks/employee-discounts/index.htm]

**State Employees’ Discount Program** – The Office of State Personnel has partnered with WeSave, Inc., a North Carolina company, to administer the state’s discount program. Over 200 merchants from all areas of the state participate in the program with new discounts added monthly. As a new permanent employee of UNC-Chapel Hill, you are eligible for this program. Please contact Benefits Services at 962-1483 to request your membership card. (Employees must obtain card and activate in order to take advantage of discounts).
Employee Assistance Program – The University offers an Employee Assistance Program to help employees resolve any personal problems that may adversely affect job performance. The program seeks to restore individual health and productivity, improve efficiency, and retain experienced employees. Supervisors are encouraged to suggest EAP to employees experiencing personal problems that may eventually affect work performance. Participation in EAP is always voluntary. Family members of University employees may also use this service. Trained counselors are available by phone 24 hours a day, seven days a week through the EAP’s Deer Oaks service. You or your family members may call the EAP toll-free 24 hours a day at 877-327-7658.

Campus Recreation – Campus recreation provides a wide range of professionally administered recreational activities for faculty, staff and students. To use the facilities you must activate your gym and pool privileges through the OneCard office. The cost is $150 per year, which can be payroll deducted or paid as a lump sum. You may purchase gym and pool privileges for your spouse, domestic partner, and children.

Wellness Center at Meadowmont - Affiliated with UNC Hospitals, the Wellness Center provides extensive resources along with personal and professional guidance designed to help members reach specific health and wellness goals.

Lactation Resources - The University provides a number of on-site lactation stations on campus for nursing mothers. For more information, visit http://hr.unc.edu/benefits/work-life-and-wellness/parenting/CCM1_028715. For information on the University’s lactation support policy, visit http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/work-life-wellness/CCM3_024633.

Computer Training - Information Technology Services (ITS). Throughout the year, our Residential Computing Consultants (RCCs) offer educational training sessions. You can expect to see courses on a wide array of topics including ConnectCarolina, Communication, Educational Applications, Computer Maintenance and Security, Internet, Green Technology, Multimedia, New and Emerging Technology, as well as other subjects.

Friday Center for Continuing Education - The Friday Center creates opportunities for lifelong learning by offering credit and non-credit courses.

University Gazette - The University Gazette, Carolina’s newspaper for faculty and staff, is distributed every other Wednesday during the academic year and monthly outside the academic year.

The Daily Tar Heel - The Daily Tar Heel is the student newspaper. It is available for free to all members of the University community.

Will Preparation Service- UNC-Chapel Hill employees enrolled in MetLife’s Optional Life Insurance plan have access to an important benefit called Will Preparation. This service is offered by Hyatt Legal Plans and provides eligible employees and their spouses’ access to a participating plan attorney for preparing or updating a will. Will Preparation Service covers the participating attorney’s legal fees for employees and their spouses for the following services: telephone and office consultation, preparation of will(s), updating of will(s) and preparation of codicils. To access this service, employees should call Hyatt Legal Plans at 800-821-6400 (Monday – Friday, 8:00 a.m. – 6:00 p.m. Eastern Time). The UNC-Chapel Hill group number is 102056.
Receipt of Summary of EPA Non-Faculty Employee Policies Certification

I acknowledge that I have received the Summary of EPA Non-Faculty Employee Policies booklet.

I understand that this information is also available online.

I understand that the “SUMMARY OF EPA NON-FACULTY EMPLOYEE POLICIES” booklet is provided as an overview of University policy, and that for complete policy information I should look online at hr.unc.edu, contact the Office of Human Resources, or contact the department in charge of the policy in question, as appropriate.

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

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

Name: (Sign) __________________________________________
Name: (Print) __________________________________________
Date: _______________        PID Number : _______________