

North Carolina A&T State University
EHRA Non-Faculty Certifications and Conditions of Employment

Appointee's Full Name	
Appointing Department	

In order to receive an EHRA appointment with North Carolina Agricultural and Technical State University, you must agree to the following conditions of employment:

1. Federal law requires each new employee to complete the "Employee Information and Verification" section of the Federal Immigration Service Form I-9 and to submit certain original documents for examination in order to verify and certify identification and employment eligibility. These requirements must be completed no later than the third business day of the employee's coming to work.
2. North Carolina law requires that the University verify each employee's legal status or authorization to work in the United States after hiring using the Department of Homeland Security's E-Verify Program.
3. North Carolina law requires notice to every applicant for state employment that willfully providing false or misleading information or failing to disclose relevant information shall be grounds for rejection of an application or later disciplinary action or criminal prosecution. Dismissal from employment shall be mandatory in any case in which a false or misleading representation is made in order to meet position qualifications. The employer is also required by law to verify an applicant's representations about credentials and other qualifications relevant to employment. By executing this document, you authorize the release to the University of any document or information within the possession of a third party, such as an education institution or licensure board that may serve to verify any representations made by you as part of your application for employment.
4. You are required to provide your U.S. Social Security Number so that the University can satisfy its income-reporting and withholding obligations under North Carolina and federal laws. Unless this sentence is marked through and initialed by you, you voluntarily permit the use of your social security number for internal record keeping and information management operations. However, whenever possible, a randomly assigned University-generated personal identification number will be used instead whenever possible.
5. You will be paid monthly, normally on the last working day of each month. The State of North Carolina retains the right to change the pay schedule. Your first pay date may be delayed if all information is not completed by payroll deadlines.
6. The University requires all of its employees hired on or after July 1, 2007 to be paid by "direct deposit" into a bank or credit union account. I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment.
7. It is the policy of North Carolina A&T State University that full-time faculty shall be paid on a twelve-month (12) basis (July 1st to June 30th). Those payments relate to a contract period of approximately mid August through mid May. Resultantly, you are being prepaid for July and approximately one half of August.

If you fail to report to work at the beginning of the academic year or terminate your employment prior to earning the salary paid, you hereby acknowledge your obligation to repay the University for all prepaid salary. Furthermore, such failure to repay shall authorize the University to collect such amounts from any funds otherwise due you from the State of North Carolina or take appropriate legal action to remedy your obligation.

8. You authorize the University to withhold from your final paycheck the cost of any State-owned property you fail to return when your appointment ends, consistent with any applicable wage-hour laws. You also authorize the University to withhold from your final paycheck the amount of any other debt you owe to the University.
9. If your position is assigned to the Department of Athletics or involved or associated with athletics, including but not limited to, responsibility for admission, certification of academic standing, evaluation of academic performance and administration of financial aid for student athletes, then employment in this position requires that you conduct yourself in accordance with the Constitution and Bylaws of the MEAC and of the NCAA; all state and Federal laws, and University of North Carolina and NC A&T State University policies and procedures. You shall also promptly advise the Athletics Director, the Compliance Director, the Chair of the CCIA, Internal Audit or Legal Affairs if you have reason to believe that violations have occurred or

North Carolina A&T State University
Exempt from the State Human Resources Act (EHRA) Employees

will occur and shall cooperate fully in any investigation of possible violations conducted or authorized by the NC A&T State University, the MEAC, or the NCAA at any time.

9. State law requires each permanent employee regularly scheduled to work 30 hours or more each workweek to participate in either the Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Plan (ORP). The appointee makes an irrevocable election of one of these retirement plan options within 60 days of his/her hire effective date. Each employee is presently required to contribute six percent of his/her gross salary by payroll deduction and the State retains the right to amend the contribution rate.
10. North Carolina law requires certification that you are in compliance with the registration requirements of the Military Selective Service Act (<http://www.sss.gov.must.htm>) prior to the appointment. The University is required by law to verify such compliance. If you do not answer affirmatively to either question A, B or C below, you will be notified that a proposed finding of ineligibility for employment will be finalized, unless, within 30 days, you provide information which establishes compliance with the registration requirements of the Military Selection Service Act (**Select A, B or C**).
- a. I certify that I am registered with Selective Service
- b. I certify that I am not required to be registered with the Selective Service because (select one):
- I am a female I am under the age of eighteen years
- I was born before 1960 I am an non-immigrant alien
- I am in the armed services on active duty (Reserves and National Guard are not considered on active duty)
- I am a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands.
- c. I certify that my requirement to be registered with the Selective Service has expired or is inapplicable and (select one):
- I was registered when the requirement was applicable to me.
- I was not registered when the requirement was applicable to me, but my failure to register was not a knowing and willful failure to register. Please explain on attached signed and dated sheet.
- I am a male immigrant who did not take up U.S. residency prior to the age of 26.
11. If this item is checked, your position is designated as an "emergency" position, requiring that you report to work during emergency situations as requested by your supervisors. Failure to report may subject you to disciplinary action.

Important Benefits Notifications: You should also note the following time-sensitive enrollment deadlines for eligible appointees:

- If you are eligible for employee health insurance, election to participate in the State's employee health insurance plan must be received within 30 days of your hire effective date. The employee has the option of choosing this health insurance coverage to begin on the first day of **either** the first or second month **following** employment. Health insurance coverage for hire effective dates prior to the selected coverage effective date is the appointee's responsibility.
- If you are eligible to participate in the North Carolina Optional Retirement Plan (ORP), you are required within sixty (60) days of your hire effective date to elect participation in either the North Carolina Teachers' and State Employees' Retirement System (TSERS) or the University ORP. Your failure to make this election within this period on the required forms **irrevocably** results in the automatic election of TSERS as your retirement plan. Please ensure you take timely action to exercise this important option.

Appointee's Signature: _____ Date: _____