

The Employee Handbook



North Carolina
Agricultural and Technical
State University

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Section 1-Introductory Information

NC A&T STATE UNIVERSITY

Campus Map

PARKING LOTS



ACADEMIC

- 5... Barnes Hall - Lot 2
- 6... Benbow Hall - Lot 3
- 9... Campbell Hall - Lot 6
- 10... Carver Hall - Lot 7
- 11... Cherry Hall
- 12... Coltrane Hall - Lots 8, 37
- 15... Craig Hall - Lot 7
- 16... Crosby Hall - Lot 13
- 22... Frazer Hall - Lot 21
- 25... General Classroom Building - Lot 13
- 45... Price Hall - Lot 27
- 48... Pricor Hall - Lot 23
- 49... Paul Robeson Theater
- 51... Academic Science Building
- 52... Sockwell Hall
- 53... Smith Technology Center
- 61... Webb Hall - Lot 26
- 66... Academic Classroom

STUDENT SUPPORT

- 7... Blair Library - Lots 4, 34
- 8... Brown Hall - Lot 5
- 14... Corbett Sports Center
- 19... Dowdy Building - Lots 11, 12
- 21... Event Center - Lot 17
- 20... Dudley Building / (Other Construction)
- 23... University Galleries - Lot 45
- 24... Gear Up - Lot 8
- 28... Harrison Auditorium - Lot 14
- 37... Moore Gym - Lot 19
- 43... Parking Deck
- 44... War Memorial Stadium - Lot 65
- 50... Spelman Center - Lot 24
- 54... Agge Stadium - Lots A3, A4
- 55... New Student Center
- 56... Bryan Fitness and Wellness Center
- 59... The Oaks
- 62... Wellness Center
- 63... Williams Dining Hall - Lot 28
- 67... Agge Dome

CAMPUS HOUSING

- 1... Agge Suites - Lots 30, 31
- 2... Agge Village - Lot 42
- 3... Alan Haley Hall - Lot 6
- 4... Barber Hall - Lot 33
- 11... Cooper Hall
- 17... Curtis Hall
- 32... Hollard Hall
- 38... Morrison Hall
- 39... Morrow Hall
- 44... Pritch Hall - Lot 43
- 44... Vestal Hall - Lot 23
- 45... Agge Terrace - Lot 47

CAMPUS SUPPORT

- 18... Deliquency Building - Lot 10
- 29... Hazardous Materials Building
- 41... T.E. Neal Heating Plant
- 43... Child Development Lab
- 47... Real Greenhouse
- 57... Switch Station
- 58... Tower Facility
- 60... Ward Hall - Lot 7
- 64... Delinquency Annex - Lot 29
- 69... New Health Center - Lot 59
- 70... Clock Tower (Other Construction)

Section 1.1• Key Telephone Numbers

Academic Affairs (Provost and Vice Chancellor's Office) 336-334-7965

Employee Relations/Affirmative Action Office 336-334-7862

Athletics 336-285-3600

Benefits Office 336-334-7862

Business Affairs (Vice Chancellor's Office) 336-334-7587

Campus Police (Emergencies and Safety Escorts) 36-334-7128

ComPsych Guidance Resources (Off-Campus) 1-866-511-3373

Dining Services 336-334-7560

Disability Services 336-334-7765

Environmental Health & Safety Office 336-334-7992 Facilities

Management 336-285-4500

Human Resources Department 336-334-7862

Identification Card Office 336-334-7114

Inclement Weather Information Line 336-334-7325

F.D. Bluford Library 336-285-4185

Mail and Package Services Center 336-334-7544

Main Campus Number 336-334-7500

Parking and Transportation Services Office 336-285-2027

Payroll 336-334-7888

Office of the Registrar 336-334-7595

State Employees' Credit Union 336-273-7400

Student Affairs (Vice Chancellor's Office) 336-334-7791

Student Health Services 336-334-7880

NC A&T Foundation (336) 433-5560

University Advancement () 336-334-7600

Section 1.2·Welcome to N.C. A&T

Dear Colleagues:

N.C. A&T State University has grown to become the nation's largest historically black university, and continues to expand in setting institutional records in both enrollment and research. The University is made up of faculty and staff who are committed and dedicated to serving and to making A&T the best educational institution.

This handbook provides helpful information about policies, practices, benefits programs, and other information that can assist you as an employee. Although this handbook contains much information, it may not provide information for all circumstances. If you have any questions that you cannot find in this handbook, talk to your supervisor or contact the Division of Human Resources.

We are the faculty and staff of the future that is aiming to be the best in its endeavors in aligning with our preeminence strategic plan. There is a wide variety of work being performed at A&T with a diverse group of employees and students. We welcome diversity and inclusiveness. In addition, there are professional development opportunities to help you to make the most of your employment and career while at the University.

Together, we can continue to retain the success and excellence this University has acquired.

Section 2>About this Handbook

Section 2.1•Disclaimer

This handbook is for SHRA and EHRA Non-Faculty employees of North Carolina Agricultural and Technical State University. The information contained here is not a contract and is subject to change, at any time, with or without notice. Explanations in this handbook cannot alter, modify or change the controlling statutes, regulations or policies in any way, nor can any right accrue because of any inclusion or omission of any statement in this handbook. The Division of Human Resources provides this information solely as a service and convenience to employees at the University, as an overview of University policy. Complete policy information is located online at <http://www.ncat.edu/hr>, or by contacting the Division of Human Resources (DHR) or the department in charge of the policy in question, as appropriate. A list of departments and staff can be found online at <http://www.ncat.edu/hr/division-directory>.

The policies included in this handbook can be modified by the University at any time, with or without notice. The most recent information will always be located on the DHR website, and the most recent version of this handbook will be located online at <https://www.ncat.edu/about/hr/> (keyword: Employee handbook).

Section 2.2•EEO Statement

N.C. A&T does not discriminate against any person on the basis of race, color, age, disability, gender identity, genetic information, national origin, religion, sex, sexual orientation, veteran status, political affiliation, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact the Affirmative Action Officer/Title IX Coordinator at lmangum@ncat.edu.

Section 3>About North Carolina A&T

Section 3.1·North Carolina A&T State University: A Brief History

North Carolina Agricultural and Technical State University is an academic community focused on students—providing them with interdisciplinary learning opportunities, teaching them with faculty renowned for excellence, connecting them to cutting-edge discoveries in research, and encouraging them to serve their communities.

Established in 1891, North Carolina Agricultural and Technical State University (A&T) is a public, historically black, land-grant institution. Throughout its history, A&T has maintained a rich tradition in academics, research, and outreach. Today, the university's learner-centered community develops and preserves intellectual capital through interdisciplinary learning, discovery, and engagement, and is committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and practical public service and engagement.

A&T and other 1890 land-grant institutions were created by the Second Morrill Act, in 1890, which expanded the system of land-grant universities to include a historically black institution in those states where segregation denied minorities' access to the land-grant institutions established by the First Morrill Act (1862). A&T has thrived in the traditional focus areas of the land-grant mission: teaching, research, and extension. With an enrollment of nearly 11,000 students and more than 2,000 employees, A&T is the largest historically black university in The University of North Carolina system and the second largest historically black university among the 77 institutions in the nation's land-grant system. Our campus sits on 200 beautiful acres in Greensboro, NC, and includes a 600-acre university farm.

We strive for excellence and innovation in our curriculum, promote partnerships with public and private entities, and foster a learning environment that focuses less on transmitting information and more on the ability to organize, assess, apply, and create knowledge.

We are home to visionary centers and institutes concentrating on human-machine studies, entrepreneurship and e-business, advanced journalism, public health, transportation, and more. The Carnegie Foundation for the Advancement of Teaching classifies NC A&T as a doctoral/research university.

We are also the proud home of the NCAA Division I Aggies and the Blue & Gold Marching Machine.

Our current Chancellor is Dr. Harold L. Martin Sr. In 2009, Dr. Martin became the 12th Chancellor of the university, and the first alumnus to serve in the position.

Section 3.2·Rankings and Recognition

N.C. A&T graduates the nation's largest number of African American engineers at the undergraduate, master's and doctoral levels as well as the most African American psychology undergraduates. Through our College of Business and Economics, we are also among the largest producers of African American certified public accountants. True to its heritage, N.C. A&T is home to the largest agricultural school among historically black colleges and is the nation's second largest producer of minority agricultural graduates. In 2008, the university was awarded a prestigious National Science Foundation's Engineering Research Center grant for biomedical engineering and nano-bio applications research. N.C. A&T is proud of its 55,000 alumni of record who occupy leadership positions around the world. These alumni spread the Aggie tradition throughout the nation, continuing to strive for excellence and to make their mark in society.

Section 3.3·University Mission Statement

North Carolina Agricultural and Technical State University advances knowledge through scholarly exchange and transforms society with exceptional teaching, learning, discovery and community engagement. An 1890 land-grant doctoral research institution with a distinction in STEM and commitment to excellence in all disciplines, North Carolina A&T creates innovative solutions that address the challenges and economic needs of North Carolina, the nation and the world.

Section 3.4·University Vision

North Carolina Agricultural and Technical State University is a preeminent land-grant institution where high-achieving scholars are engaged in transformative teaching and learning, civic outreach, interdisciplinary research and innovative solutions to global challenges.

Section 3.5·University Values

Learning

- We embrace a culture that enriches the learning experience, enhances critical thinking and promotes a desire for lifelong personal development.

Excellence

- We pursue excellence in all our endeavors.

Integrity

- We demonstrate high moral character and ethical behavior.

Respect

- We are an inclusive community that values differences and perspectives, ideas, learning styles and cultures.

Creativity

- We foster an innovative environment that encourages the rich exchange of ideas, services and resources.

Engagement

- We develop vital partnerships that impact the social and environmental challenges of regional, national and global communities.

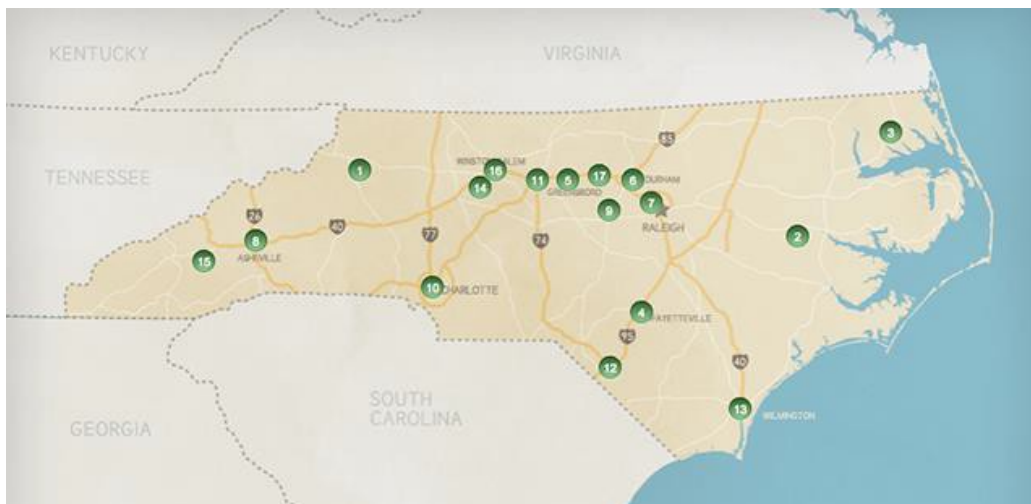
Service

- We proactively respond to the needs of those we serve.
(Approved by Board of Governors on March 23, 2018.)

Section 3.6•The UNC System

N.C. A&T is one of the 17 constituent institutions of the University of North Carolina system. The University of North Carolina is a multi-campus university dedicated to serving our state and its people through world-class teaching, research and scholarship, and outreach and service. Over two centuries, UNC has evolved into one of the strongest and most successful systems of public higher education in the nation. Headquartered in Chapel Hill, the system office (known as UNC System) directs 16 public universities and the NC School of Science and Mathematics. The system is overseen by the UNC Board of Governors (appointed by the NC General Assembly), as well as the UNC system president and other senior administrative officers.

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



Information from the University of North Carolina website: [The UNC System](#)

Section 4>About Human Resources

Section 4.1•What does the Human Resources Department do?

The Division of Human Resources at N.C. A&T is committed to serving as a strategic partner by providing comprehensive Service, Excellence, Engagement and Knowledge to the University community. It is our desire to support a culture of uncompromising expectation that will enable the University to attract, retain and develop faculty and staff of the future. This will empower us to understand clearer and more effectively deal with the significant social, economic and global challenges that are necessary to achieve the bold vision of the University.

Section 4.2•Division of Human Resources Core Values (DHR)

Service - DHR understands and values the importance of providing fast, personalized services that are accurate and consistent for those whom we serve;

Excellence - DHR strives for excellence in all we do, recognizing that anything less diminishes the quality of service provided to our faculty, administrators, staff and students;

Engagement & Culture – DHR is reminded that engagement reflects the core of the culture and heightens through transparency, empowerment and equitable and fair practices. DHR strives to provide services and opportunities for all

Knowledge – DHR is dedicated to being experts in the field of Human Resources, serving as a consultant and guide to policies and best practices.

Division of Human Resources Departments

The Division of Human Resources is comprised of the following departments:

- Human Resources Administration
- Benefits
- Center for Leadership & Organizational Excellence (CLOE)
- Employee Relations / EEO / Title IX
- HR Information Systems
- Talent Solutions
- Temporary Staffing and Foreign National Employment

Section 4.3•How can I contact Human Resources?

We encourage you to visit our website to find out more information about the Human Resources Department and the content in this handbook: [Human Resources](#)

Contact us by email using our university website: hr@ncat.edu

To request a copy of a policy, or for assistance in locating policy information, please contact the Human Resources Department at 336-334-7862.

Section 5•General Employment Information

Section 5.1•Employment Eligibility

The Fair Labor Standards Act (FLSA) is a federal regulation that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Essentially, this federal law governs the way you are paid for your work – either on an hourly or salaried basis. FLSA divides positions into two groups – those that are exempt from the act (salaried), and those that are non-exempt (hourly paid). The terms “exempt” and “non-exempt” are used regarding how you are paid for your work. For more information, please refer to the FLSA and not North Carolina’s State Human Resources Act. If you do not know whether your position is designated as exempt or non-exempt, ask your supervisor or contact the Division of Human Resources.

Section 5.2•Background Check

Background checks are a condition of employment. N.C. A&T may obtain a criminal background check as part of pre-employment background investigation or after employment has begun under a contract which makes employment contingent upon a completion of a criminal background check. A consumer or credit reporting agency that has a contractual relationship with the University provides this report. A criminal record does not necessarily eliminate a candidate from employment with the University. Each criminal background check will be reviewed with the respect to the nature and seriousness of any offenses in relation to the position for which a candidate has applied. Any employee who leaves from active employment for thirty (30) days or more, must complete a new background check prior to re-hire. Intentionally omitting or concealing required information can affect a candidate’s employment opportunity or result in termination from active employment.

Section 5.3•Form I-9

All newly hired or rehired employees are required to complete the Form I-9, Employment Eligibility Verification before or by the first established work day as enforced by the Immigration Reform and Control Act of 1986. The Form I-9 confirms that an employee is eligible to work in the United States. The Division of Human Resources will provide guidance for acceptable documents to complete the form. Information obtained from the Form I-9 will be entered into E-Verify, a web-based system where employers electronically confirm employment eligibility of employees. E-Verify is administered by the U.S. Department of Homeland Security and Social Security Administration. Failure to satisfy compliance with I-9 requirements will cease all employment activity with the University.

Section 5.4·New Employee Orientation

N.C. A&T offers an extensive orientation program to welcome new permanent SHRA, EHRA Non-Faculty and EHRA Faculty employees. The onboarding process is designed to acclimate you to our university and to ensure all required paperwork is completed. The new employee orientation provides an overview of University's policies and procedures and assists with enrollment of benefits programs. Attendance is mandatory for all newly hired employees. Employee Orientation is held every first and third Monday of the month, except when these days are a holiday.

There is also a separate abbreviated orientation for new temporary staff.

More Information: [New Hires](#)

Section 5.5·Credentials Verification

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

Section 5.6·SHRA Employees

As a State entity, the University of North Carolina (UNC) system is subject to the State Human Resources Act (SHRA). Defined under N.C. General Statute Chapter 126, an SHRA position is subject to the rules and regulations of the State Human Resources Act. These laws and policies provide additional benefits and protections that apply only to SHRA employees. Different SHRA positions may have different conditions of employment, depending on the classification of the position, the role of the position in the employing department and specific position responsibilities.

Section 5.7·EHRA Employees

EHRA employees are Exempt from the State Human Resources Act and are members of one (or both) of the following groups: EHRA Faculty (professors, assistant professors, etc.) and EHRA Non-Faculty (including senior academic and administrative officers (SAAO), research, and instructional employees). EHRA employees are governed by UNC Systems.

Section 5.8·Exempt and Non-Exempt Employment

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

Section 5.9·Overtime and Compensatory Pay

All SHRA permanent and temporary employees who are subject to the wage-hour provisions of the Fair Labor Standards Act (FLSA non-exempt) are entitled to overtime compensation.

Section 5.10·SHRA Permanent Employees

The wage-hour status is based upon the FLSA exemption status of the employee's position as determined by the Office of Human Resources. All permanent "SHRA non-exempt" employees are eligible to receive either overtime pay or compensatory time off. All permanent "SHRA exempt" employees are not eligible for overtime pay or compensatory time off under this policy. (However, see "Compensatory Time for SHRA Exempt Employees" in the "Related Subjects" section below.)

Section 5.11·SHRA Temporary Employees

All SHRA temporary employees, including student employees, are FLSA non-exempt and are eligible to receive only overtime pay; they cannot receive compensatory time off. Overtime must be approved in advance by your supervisor.

For more information: [SHRA Exempt Compensatory Time](#) and [SHRA Non-Exempt Overtime and Compensatory Time](#)

Section 5.12·EHRA Employees

EHRA employees, both permanent and temporary, are not eligible for overtime pay or compensatory time off.

Section 5.13· SHRA Career Status

A State employee who is in a permanent position with a permanent appointment and has been continuously employed by the State of North Carolina or a local entity in a position subject to the North Carolina Human Resources Act (SHRA) for the immediate 12 preceding months is a career state employee. Employees who are hired by a State agency, department or university in a sworn law enforcement position and who are required to complete a formal training program prior to assuming law enforcement duties with the hiring agency, department or university shall become career State employees only after being employed by the agency, department or university for 24 continuous months.

Section 5.14• SHRA Probationary Period

Individuals receiving initial appointments to permanent SHRA positions must serve a probationary period. The probationary period is an extension of the selection process and provides the time the new employee needs to achieve performance at or above the expectations of the job or to be separated if performance does not meet acceptable standards. Individuals who are reemploying to a permanent position after a separation of 31 days shall also serve a probationary period.

The probationary period shall be 12 months of either full-time or part-time employment from the actual date of employment or reemployment. Periods of extended leave of absence with or without pay do not suspend or increase the duration of the probationary period beyond 12 months. Employees transferring from a local government entity subject to the State Human Resources Act and who have already attained career status are not required to serve another probationary period. A probationary period shall not be required when an employee with a permanent appointment has any of the following changes: Promotion, Transfer, Demotion, and Reinstatement after leave of absence, or Return of a policy-making/confidential exempt employee to a non-policy-making position.

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

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

More information: [Appointment Types and Career Status](#)

Section 5.15•Departmental Requirements

While the University has certain requirements for all employees, each department has the ability to put specific work rules and procedures in place that relate to the departments specific business needs. Your supervisor will inform you of any departmental requirements that affect your position. These departmental requirements may include completing certain training, signing a departmental confidentiality form, working a specific schedule, and other legitimate business requirements. If you have questions, talk with your supervisor.

Section 5.16•Confidential Information

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

Section 5.17•Food Service

All employees are eligible to purchase a meal plan. For more information visit the Dining Services Department website [Dining Services](#).

Section 5.18•Banner ID

A Banner Identification Number (BID) is assigned to every employee during their new employee orientation. The BID is your individual identification number and is used wherever possible instead of your Social Security Number. The BID is used to gain access to various electronic resources on campus

Section 5.19•Aggie OneCard

The Aggie OneCard is the official North Carolina A&T State University identification card. This permits you to gain access to card-controlled buildings/offices (based on permitted use) and use other services that are available to staff. All employees may obtain their card from the Aggie OneCard Center located in the New Student Center 8:00am to 5:00pm Monday through Friday. To receive an Aggie OneCard, a valid government photo ID such as a driver's license or passport is required.

For more information: [Aggie OneCard Center](#)

Section 5.20•A&T Media Report

The N.C.A&T Media Report is a weekly digital newsletter that is communicated to the campus every Monday. The newsletter provides recent highlights and other media coverage that pertains to the University so that employees are well informed.

Section 5.21•A&T Announcements

The University announcements are published twice weekly for the faculty, staff and students at the University. It contains monthly university events and activities.

Section 5.22•Mail and Package Services

The University Mail Center handles official University mail, including delivery of incoming U.S. mail, pick-up and processing of outgoing U.S. mail, and distribution of inter-office (campus) mail. Outgoing U.S. mail departs from the campus daily at 5:00 p.m. To guarantee pick up, all mail should be submitted to the University Mail Center located on the lower level of Brown Hall on Laurel Street prior to 3:30 p.m. Hours are 9:00 a.m. to 5:00 p.m.

Section 5.23•Media Contacts

Local and/or national media representatives may be seen on campus regarding university business or issues. If contacted by a media representative, please direct them to the University Media Relations Director, Office of University Relations.

Section 5.24•Parking and Transportation Services

Parking and Transportation Services manages the university's parking resources by providing campus access to the campus community, visitors, and guests. All parking rules

and regulations are in effect at all times. Any vehicle that is on property owned, leased or operated by the University requires a valid NC A&T parking permit and the vehicle must be registered to the respective permit. Once purchased you must park according to your decal in properly marked spaces. To purchase a permit, log on to ncat.t2hosted.com with your One ID Login (without @ncat.edu). If you are full-time staff, you may have the permit deducted from your pay.

For more information: [Parking and Transportation Service](#)

Section 5.25·Zipcar

The University offers a Zipcar car sharing program on campus. This transportation option is available 24 hours a day, seven days a week for students, faculty, and staff ages 18 and older. The Zipcars have designated parking spots for pick-up and return located in the campus lot outside the parking deck and Aggie Dome.

For more information: [Zipcar](#)

Section 5.26·Payday

All permanent employees will be paid on a monthly basis, which occurs on the last business day of the month. Temporary employees who submit their time every two weeks will be paid bi-weekly.

Employees will receive direct deposit email notifications. The notification email is password protected, for opening your direct deposit email notification use the first four letters of your last name combined with the last four numbers of your Banner Id.

Section 5.27·Political Activity

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

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

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

Section 5.28·EHRA Political Campaign Activities

With respect to his/her own candidacy for election to public office or to any other person's candidacy for election to public office, no University employee shall:

- A.** Use University funds, services, supplies, vehicles, or other property to support or oppose the candidacy of any person for elective public office;
- B.** Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, with

respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support of or opposition to any candidate for elective public office.

Violation of the prohibitions contained in subparagraphs a and b, above, shall be cause for appropriate disciplinary action, including discharge from employment.

Section 5.29•Secondary Employment

Employment responsibilities to the University are primary for any employee working full-time. Any other employment in which that person chooses to engage is secondary.

Secondary employment shall not be permitted when it would create either directly or indirectly a conflict of interest with the primary employment or impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

An employee shall have the approval of the agency head or designee before engaging in any secondary employment. The purpose of the approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

For more information: [Secondary Employment](#)

Section 5.30•Staff Senate

The Staff Senate is a representative group of permanent employees, subject to the SHRA and non-teaching employees, exempt from the EHRA. Representatives are elected by their peers. The Senate identifies and addresses SHRA and EHRA non-faculty employee's ideas, issues, interests, and concerns relative to employment benefits and policies and procedures. It also promotes and facilitates communication and participation in decisions and activities affecting staff and encourages a sense of community among all university employees.

Section 5.31•State Employees Association of North Carolina (SEANC)

SEANC is the South's leading state employees' association. They work to gain respect in the legislature for hardworking state employees and valuable retirees who dedicated their careers to state service. Benefits include a full-time lobbyist, insurance and member discounts with savings at more than 3,000 businesses across the state and nation

For more information: [SEANC](#).

Section 5.32•Aggie Employee Discounts

Aggie Employee Discounts is designed to save N.C. A&T faculty and staff money on products and services locally and nationally. The discounts are organized into categories that best represent the university's offerings. All permanent employees EHRA and SHRA, (part time and full time) are eligible to participate in the discount program. Exceptions may be made on a discount by discount basis. Retirees of the university are also eligible to participate in the discount program.

For more information: [Aggie Employee Discounts](#)

Section 6.1-Adverse Weather/ AggieAlert

Should closing of the University be required due to adverse weather or other emergency conditions, an announcement will be made by the Chancellor or his/her designee. Information will be posted to the website at <http://www.ncat.edu>. In addition, the A&T Info Line (336-334-7325) will provide information about emergency closings. The University should be closed based on the conditions cited in the adverse weather policy as indicated through media and internet notifications. Media announcements concerning closing of State government offices do NOT apply to the University.

Some University operations require employees to report for work to provide critical services during periods of adverse weather or other emergencies. The department head predetermines the “mandatory” employees and gives them notice of the requirement to report to work. Each mandatory employee should receive written notice that his/her position is designated as a mandatory position.

For more information: [Adverse Weather](#)

Section 6.2-AggieAlert

AggieAlert is the University’s text notification system for emergencies, life-threatening situations and inclement weather. You can opt in or out of SMS messages at any time. If you do not have an unlimited text plan, you may be charged a nominal text messaging fee by your mobile service provider. Information is disseminated through other emergency notifications. If you need to report a campus emergency, please call the University Police Department at 336-334-7675.

For more information: [AggieAlert](#)

Section 6.3-LiveSafe Safety App

LiveSafe is a free mobile app made available by the University Police Department. LiveSafe is designed to prevent crime and enable better incident response; the LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by officials within the University Police Department. The core features include quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, and a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat. Additionally, app users can receive important broadcast notifications specific to their campus.

For more information: [LiveSafe Safety](#)

Section 6.4-Campus Directory

Every University employee is listed in the online campus directory ([Employee Directory](#)). Soon after your employment begins, basic information about you (such as your name, email address work location and phone number) is automatically entered in the directory.

However, because you are a state employee, your name and work location are expected to be publicly available.

Section 6.5·Aggie Access Online

Employees will use Aggie Access Online to enter time and leave, and to make changes to personal data, review benefits, and receive your W2. Aggie Access Online can be found on the Faculty & Staff gateway on the University's website.

Section 6.6·Diversity & Inclusion

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

Section 6.7·Drug and Alcohol Education

The University is dedicated to maintaining a drug-free workplace. In accordance with the N.C. A&T Drug-Free Schools and Campus Act, ([DAAP](#)). If you report to work under the influence of alcohol or illegal drugs, or use alcohol or illegal drugs on campus, you will be subject to the University's disciplinary policies, which includes separation from employment. In addition to disciplinary action by the University, drug abuse may be cause for criminal prosecution by government agencies.

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

For more information: [DAAP](#)

Section 6.8·Drug-Free Workplace

This policy assist members of the University in understanding the harmful effects of illegal drugs and alcohol abuse the compatibility of illegal drugs and the abuse of alcohol with the educational mission of the University; and the consequences of the use, possession or sale of such illegal rugs and the abuse of alcohol, including the violation of applicable laws. This provides information on education, health risks, rehabilitation, sanctions, and dissemination and review.

For more information: [Drug-Free Schools and Campus Act](#)

Section 6.9·Employment of Relatives

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

For more information: [Employment of Related Persons](#)

Section 6.10·Environmental Health and Safety

The Environmental Health and Safety Office (EHS) inspects each facility or department periodically and conducts training in all phases of safety, including but not limited to hazard communication, fire safety, hazardous material management, industrial hygiene, safety awareness, and accident prevention. All accidents, injuries, and near misses must be reported as soon as possible to supervision. Each incident is investigated thoroughly to determine cause and prevent recurrences. Every member of the University community shares the responsibility for maintaining a safe and healthful campus environment and reducing or eliminating known hazards. If you recognize an unsafe or unhealthful situation, immediately inform a supervisor. In addition, you are expected to observe all safety rules and ask questions if you are uncertain about potential hazards.

For more information: [Environmental Health and Safety](#)

Section 6.11·Equal Employment Opportunity/Affirmative Action

North Carolina Agricultural and Technical State University seeks to facilitate a welcoming and inclusive environment, which supports the right of every member of the University community to learn and work in an environment that promotes fairness, equity and access to its employment and educational programs free of discrimination. The University recruits, hires, trains, and promotes to all job levels the “most qualified persons” without regard to race, color, gender, religion, national origin, age, sexual orientation, physical or mental disability, status as a disabled or qualified covered veteran, political orientation, or genetic information.

If you feel you have been discriminated against because of race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, protected veteran’s status, political affiliation, or genetic information, please bring the matter to the attention of the Employee Relations/Affirmative Action Officer in the Human Resources Department.

For more information: [EEO / Affirmative Action Policy Statement](#)

Section 6.12· Executive Order 82/Eligible Pregnant State Employees

This Executive Order requires that state agencies extend workplace protections and modifications to pregnant employees upon request, unless doing so would impose significant burdens or costs. Workplace adjustments will be provided to enable employees to continue to perform job duties while they are pregnant, breastfeeding or affected by other related medical conditions. Adjustments include changes in the work environment or in the way things are customarily done that enable a pregnant state employee to perform their jobs’ essential functions or enjoy equal benefits and privileges of employment.

For more information: [Executive Order 82/Eligible Pregnant State Employees](#)

Section 6.13·Flexible Working Schedules

Management may use flexible work arrangements to meet the needs of both the department and the employee. Departments are encouraged to be as flexible as possible in allowing for alternative work schedules while at the same time ensuring business needs are met. There are three major types of work arrangement flexibility – flexible work hours, flexible work schedules, and flexible work locations.

For more information: [Flexible Work Arrangements](#)

Section 6.14·University Travel Policy

If you are asked to travel in connection with your job, consult with your supervisor to get information on current travel regulations. It may be necessary to use a State vehicle to conduct State business. If you are required to use a personal vehicle to conduct State business, you are normally reimbursed on a per-mile basis. If out-of-town travel is required, you are generally eligible to receive per diem expenses for meals and lodging. Vehicles must always be operated safely, and all traffic and civil laws must be obeyed, including speed limits. Failure to observe these laws may result in disciplinary action. If you are asked to drive a university vehicle and are unable to do so, for any reason, you need to notify your supervisor prior to driving the vehicle. For additional information on state- owned vehicles.

For more information: [University Travel Policy](#)

Section 6.15·Unlawful Workplace Harassment

North Carolina Agricultural and Technical State University recognizes the rights of all members of the University community to learn and work in an environment free from unlawful harassment, discrimination, and retaliation. Any unlawful harassment, discrimination, or retaliation against students, employees, or vendors engaged in University business is prohibited. It is the shared responsibility of every member of the University community to strive to create an environment free of unlawful harassment, discrimination, and retaliation.

For more information: [Unlawful Harassment and Discrimination](#)

Section 6.16·Sexual Misconduct: Discrimination, Harassment and Sexual Assault

This policy prohibits discrimination and harassment based on sex, sexual orientation, gender, gender identity, and gender expression. This policy also prohibits sexual assault, sexual exploitation, stalking and dating/domestic violence. In addition, this policy addresses retaliation against a person who assists or reports an act that violates this Policy.

For more information: [Sexual Misconduct: Discrimination, Harassment & Sexual Assault](#)

Section 6.17·Title IX

Title IX of the Education Amendments Act of 1972 provides that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving financial assistance. Sexual harassment involving a student or employee may be a violation of Title IX and should be reported immediately to the university's Title IX Coordinator at 336-334-7862.

For more information: [Title IX](#)

Section 6.18·Workplace Violence Policy

Workplace Violence includes, but is not limited to, intimidation, bullying, stalking, threats, physical attack, domestic violence in the workplace, or property damage and includes acts of violence committed by university employees, students, customers, relatives, acquaintances or strangers against University employees in the workplace. Workplace violence also includes the use, possession, or threat to use a weapon contrary to law; and a misuse of authority vested in any employee of the State of North Carolina in such a way that it violates this policy. A supervisor managing subordinate employees' job performance is not bullying or intimidating. Any act of violence, including personally abusive words or phrases which are likely to provoke an immediate and violent reaction is prohibited and may result in disciplinary action.

Section 6.19· SHRA Employee Grievance Policy

It is the policy of The University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment without fear of reprisal and to resolve workplace issues efficiently and effectively.

A grievance or complaint must be filed within 15 calendar days of the alleged event or action that is the basis of the grievance. Any grievance or complaint that alleges unlawful discrimination, harassment or retaliation shall be addressed and completed through the University Equal Employment Opportunity (EEO) Informal Inquiry process before being considered in the formal internal grievance process. All other grievable issues must first be discussed with the immediate or other appropriate supervisor in the employee's chain of command or other appropriate personnel or agency or University that has jurisdiction regarding the alleged event or action that is the basis of the grievance prior to filing a formal grievance. Disciplinary action grievances as well as non-disciplinary separation due to unavailability shall proceed directly to the formal internal grievance process.

For more information: [SHRA Employee Grievance Policy](#)

Section 6.20· SHRA Disciplinary Action Policy

State employees are expected to meet performance standards and conduct themselves appropriately. The SHRA Disciplinary Action policy is intended to provide tools for addressing employee conduct and performance issues in a reasonable, consistent, and effective manner. Any disciplinary action issued in accordance with this policy must be for just cause under one or more of the three following reasons:

1. unsatisfactory job performance; or
2. unacceptable personal conduct; or
3. grossly inefficient job performance.

The categories are not mutually exclusive, as certain actions by employees may fall into more than one category, depending upon the facts of each case. No disciplinary action shall be invalid solely because the disciplinary action is labeled incorrectly.

For more information: [SHRA Disciplinary Action Policy](#)

Section 6.21· Employment Policies for EHRA Non-Faculty

This policy applies to all permanent positions Exempt from the State Personnel Act (EHRA positions) that are not considered faculty positions. The positions covered by this policy fall into one of the following categories: Senior Academic and Administrative Officer-Tier I (SAAO-Tier I), Senior Academic and Administrative Officer-Tier II (SAAO-Tier II) or EHRA Professional (Instructional or Research).

Senior Academic and Administrative Officer Tier-I positions include the Chancellor [N.C.G.S. 116-11(4)]; vice chancellors, provosts, deans, and directors of major administrative, educational, research and public services activities designated by the Board of Governors [N.C.G.S. 116-11(5)].

Senior Academic and Administrative Officer Tier-II positions include administrative positions that have been designated and approved by the President. EHRA Professional positions include employees designated as EHRA non-faculty Instructional or Research according to definitions approved by the Board of Governors and available at [UNC System Office](#). Every appointment to an EHRA non-faculty position shall be made by the Chancellor or Chancellor's designee by means of a letter of appointment. Every letter of appointment to a covered position shall include the title of the position, the initial salary, provision for periodic review of compensation, provision for funding contingencies if applicable, the annual leave entitlement of the employee, notice that the employment is either for a stated definite term or is an "employment at will" subject to continuation or discontinuation at the discretion of the Chancellor; and notice that the employment is subject to these policies as adopted and as they may be periodically revised, and a copy of these policies shall be attached to the letter of appointment. This policies provides information regarding appointments, reappointments, discontinuation of employment, and grievance process.

For more information: [Employment Policies for EHRA Non-Faculty](#)

Section 7-Compensation

Section 7.1-Merit-Based Recruitment and Selection Plan for SHRA Employees

The University is strongly committed to meeting its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the 'most qualified' applicants for University employment, as well as, encourage diverse representation at all levels of its workforce. For more information on the guidance when seeking to initiate the recruitment and selection processes for 'permanent' and/or 'time-limited' classified staff employees to fill vacant positions (both full and part-time) designated as 'Subject to the State Human Resources Act' (SHRA) For assistance, contact the Talent Solutions Office in the Division of Human Resources.

For more information: [Talent Solutions](#)

Section 7.2-Job Classification

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

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

Section 7.3-Initial Salary Determination

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

Section 7.4 Career Progression Adjustments

Salary adjustments may be received for the following reasons:

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

Consideration for market adjustments are usually due to prior funding constraints that have not allowed salaries to keep pace with the career progression and/or increased competencies of employees. Career progression adjustments based on market or equity may only be requested when the annual budget guidelines enacted by the N.C. State Legislature allow.

Section 7.5-Position Reclassification

If it appears that the duties and responsibilities of a position have changed substantially, department and office heads are encouraged to consult with the Human Resources Department to determine if the current classification is still appropriate. If it is determined that the position should be reclassified to a higher career band and/or competency level, the department will have an opportunity to recommend a salary adjustment for the position incumbent. Such adjustments are governed by State guidelines, which include such factors as the staff member's competencies and qualifications, fund availability, and salary equity.

For more information: [Classification and Compensation](#)

Section 7.6-Holiday Premium Pay

If you are required to work on a designated holiday, you will receive premium pay equal to one-half of your regular straight-time hourly rate for the hours worked in addition to your regular salary. In addition, equal time off (up to eight hours) is granted at a time convenient to the department. This covers both FLSA non-exempt and exempt employees.

For more information see: [Holiday Pay](#)

Section 7.7·Longevity Pay

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

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

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

For more information: [Longevity](#)

Section 7.8·Overtime Pay

If you are employed in a position that is designated as “subject to” the overtime provisions of the Fair Labor Standards Act (FLSA subject), you must enter any overtime pay on your scheduled time sheet. It is the supervisor's responsibility to certify that the time record is both accurate and complete.

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

For more information: [SHRA Exempt Compensatory Time](#) and [SHRA Non-Exempt Overtime and Compensatory Time](#)

Section 7.9·Shift Premium Pay

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

For more information: [Shift Premium Pay](#)

Section 8·Work Environment

Section 8.1·Accommodations for Individuals with a Disability

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

For more information: [Reasonable Accommodation](#)

Section 8.2·Career Status Employees

The State of North Carolina allows disciplinary appeal and the right to grieve to the Office of Administrative Hearings (after completion of the University's internal grievance process) by employees who achieve status as career employees. Career status applies to the following:

- Employees in a permanent appointment who have been continuously employed by the State in a SHRA position for the immediately preceding twelve (12) months, 24 months for law enforcement who need to complete BLET.

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

Section 8.3·SHRA University Grievance Procedures

To maintain a harmonious and cooperative relationship between the University and its staff, and in accordance with the provisions of the North Carolina Office of State Human Resources, the University has established grievance procedures to provide for the orderly settlement of problems and differences. The formal grievance process is as follows:

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

Each supervisor and staff member have an obligation to make every effort to resolve problems as they arise, and the University encourages the resolution of grievances on an informal basis whenever possible. An informal discussion must be requested within 15

calendar days of the alleged event or action. The informal discussion must occur within

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

If you have a complaint or dissatisfaction arising from an interpretation, application, or a claim of violation of a provision of any policy, rule, or regulation applicable to University employment, you have the right to present your grievance in accordance with these procedures, free from interference, coercion, restraint, discrimination, or reprisal.

Probationary employees also have access to the grievance procedure, but termination during the probationary period is not a grievable issue, absent allegations of discrimination.

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

For more information: [SHRA Employee Grievance Policy](#)

Section 8.4•SHRA Grievances Alleging Discrimination

As a job applicant, current employee, or former employee, you have the right to file a grievance through the University's internal grievance process or do an external filing directly with the Equal Employment Opportunity Commission (EEOC) if you have reason to believe that employment, promotion, or transfer has been denied or that a demotion, layoff, or termination of employment is because of age, race, sex, gender identity, sexual orientation, national origin, religion, political affiliation, disability, or genetic information, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to perform the job.

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

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

For more information: [SHRA Employee Grievance Policy](#)

Section 8.5·SHRA Grievances Other Than Alleged Discrimination

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

For more information: [SHRA Employee Grievance Policy](#)

Section 8.6·SHRA Right of Appeal

If you are an SHRA employee who has obtained career status, you may appeal a dismissal, demotion or suspension without pay through the University's grievance and appeal procedure. If you are a probationary employee, you will have access to the grievance process for allegations of discrimination.

For more information: [SHRA Employee Grievance Policy](#)

Section 8.7·EHRA University Grievance Procedures

The supervisor and employee should make every effort to resolve problems as they arise by resolving issues on an informal basis whenever possible. However, if a resolution cannot be resolved informally, the employee may seek a formal review without reprisal. The employee may file a grievance for discharge for cause or discrimination with the Employee Relations Office. Based on the type of complaint, the Employee Relations Office may mediate, investigate, or refer the complaint to the EHRA Non-Faculty Grievance Committee who will hold a hearing within 30 calendar days.

For more information: [Employment Policies for EHRA Non-Faculty Employees](#)

Section 8.8·Personal Conduct

You are expected to be courteous, respectful, professional, and conduct yourself in a manner appropriate to the workplace. Behavior that disrupts work, jeopardizes the safety of persons or property, intimidates, harasses, or bullies others, involves illegal activity and/or drug use, or is otherwise inappropriate for the workplace and considered serious enough not to warrant warning may be subject to disciplinary action, up to and including separation from employment. Behavior outside of the workplace may also be considered if it interferes with your ability to properly represent the University and/or is harmful to the University's reputation.

Section 8.9·Performance Coaching/ Counseling

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

Section 8.10•Job Performance

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

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

For more information: [Disciplinary Action Policy](#)

Section 8.11•Breaks and Meal Periods

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

Meal periods are, at a minimum, thirty (30) minutes, during which you are completely free of assigned work. Generally, full-time staff working 8 hours a day receives one (1) hour for meals. Meal periods may not be used to shorten the workday or taken in conjunction with any type of leave. If you work six (6) hours per day or longer, you will be given a minimum of a thirty (30) minute meal period.

Section 8.12•Dress Code

You are expected to wear attire that is job-appropriate. Some departments may provide guidelines or adopt informal dress codes. If management considers clothing to be inappropriate, you may be warned, or sent home to change. Such absences will be charged to your vacation time, bonus leave, or leave without pay. Other departments may issue uniforms, which are University property, and must be returned should you leave university employment. You may be charged for uniforms that are lost or not returned. Uniforms are for use while conducting university business and should not be used for personal reasons or for any type of secondary employment. Uniforms identify you as a representative of the university and you are expected to act appropriately when in uniform.

Section 8.13•Smoking

To promote a healthy working and learning environment, smoking is prohibited in all State buildings. Smoking is allowed outside in designated areas (those areas are clearly marked with a sign indicating it is a smoking area), and 50 feet away from the building.

Section 8.14•Telephone Calls, Personal Communication Devices, & Email

Personal telephone calls during working hours are occasionally necessary; however, long distance or toll calls of a personal nature may not be made at the University's expense at

any time. Use of personal communication devices during working hours should be limited.

You are asked to be respectful of others in the workplace and to ensure such devices do not create a disturbance, interfere with meeting performance expectations, or intrude on the privacy of others in the university community.

You will be assigned an email account for conducting university business. The account belongs to the University and emails sent and received are stored on university servers. Personal use of email accounts should be limited and should not interfere with your normal work duties. Use of email to send or receive material that is inappropriate or may be offensive to other members of the university community is subject to disciplinary action. Emails may be considered public information and subject to release.

For more information: [Employee email policy](#).

Section 8.15·Use of University Computers and Other Electronic Equipment

Most departments will provide you with access to a university computer and/or other electronic equipment (such as digital cameras, scanners, printers, iPads, etc.) in your workstation. You will also have access to personal computers and other electronic equipment located in the library and computer labs on campus. You may use computers in the library for personal reasons before or after normal working hours if the use does not create a conflict with your employment or is used inappropriately. During scheduled work hours computers should not be used under any circumstances that your supervisor feels is detrimental to your employment or may harm the reputation or standing of the university in the community. This includes gambling, gaming, online shopping, social media usage, or participating in any illegal activities.

Section 8.16·Whistle Blowing

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

For more information: [Whistle Blower](#)

Section 8.17·Lactation

In support of employees who are nursing mothers, it is required by U.S. Department of Labor to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time the employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

For more information: Employee Relations Office 336-334-7862.

Section 8.18· Accommodations for Pregnancy, Childbirth and Breastfeeding

An employee who is pregnant, breastfeeding or have medical conditions around their pregnancy may request a workplace adjustment to perform the essential functions of their job unless doing so would impose significant burdens or costs. Medical certification maybe required. Workplace Adjustments may include, but are not limited to, the following temporary accommodations: a change in workstation and seating equipment, and/or relocation of workplace materials and equipment to make them more accessible; more frequent and/or longer breaks; periodic rest; assistance with manual labor; modified work schedules, including the option to work from home; modified work assignments; adjustment of uniforms or dress codes; provision of properly sized safety gear; temporary transfer; reasonable break time and access to appropriate, non-bathroom lactation accommodations for rest and/or to express breast milk; access to food and drink and permitting meals and beverages at workstations; changes in lighting and noise levels; and closer parking and/or access to mobile assistance devices. All requests should be made to the Employee Relations Office by completing the [Request for Workplace Adjustments](#) form.

For more information: [Executive Order 82/Eligible Pregnant State Employees](#)

Section 9• Programs and Recognition

Section 9.1•Benefit Package

North Carolina Agricultural & Technical State University offers a comprehensive and flexible package of benefits to help employees' best meet their individual and family everyday needs, retirement savings and income protection. Reference the North Carolina Agricultural & Technical State University [Benefits](#) webpage for detailed information about the benefits and services provided to employees, based on their eligibility.

Section 9.2•Programs (Award & Recognition)

North Carolina Agricultural and Technical State University's Recognition & Awards Program serves to highlight the excellence that exists in all areas and job functions across the university by rewarding the accomplishments and achievements of permanent, full-time SHRA and EHRA Non-Faculty employees of N.C. A&T— excluding executive administrators (Senior Academic Administrative Officer, Tiers I and II). Nominees for awards must have three consecutive years of service (permanent full-time) with N.C. A&T as well as meet the respective criteria for selection.

Section 9.3•Employee Assistance Program (Guidance Resources)

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

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

ComPsych Guidance Resources can be contacted at the toll-free number 866-511-3373, **password: NCAT** This service is confidential and free of charge to you as an employee of the University.

For more information: [Employee Assistance Program](#)

Section 9.4·Unemployment Compensation

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

Section 9.5·Workers' Compensation and Medical Payments

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

All accidents and injuries, no matter how slight, must be reported immediately to your supervisor and to the Workers' Compensation Administrator, Lissa Cheek, 336-334-7862. If you are injured on the job, you will be advised of your leave options, disability payments from Workers' Compensation, and payments for medical services.

For more information: [Workers' Compensation Program](#)

Section 10·Leave and Holidays

Section 10.1·Civil Leave

Permanent, probationary and trainees are entitled to civil leave when serving on a jury or when subpoenaed as witnesses. Civil leave is provided with pay without charge to the employee's leave record. Employees are responsible for informing management when jury duty is scheduled and the expected duration of duty. Employees are also responsible for reporting back to work when jury duty is complete if more than half the work day remains.

You are expected to notify your supervisor as soon as you are aware you may, or will, must attend court. When you are on civil leave, you are expected to keep your supervisor informed of your status, especially if you may be out for an extended period.

For more information: [Civil Leave Policy](#)

Section 10.2·Community Service Leave

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

- Meeting with a teacher or administrator concerning the employee's child.
- Attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- Performing school-approved volunteer work approved by a teacher, school administrator, or program administrator.
- Performing a service for a community service organization
- Performing volunteer work for a public university that is approved by a university administrator or other authorized university official.
- Performing volunteer work for a community college that is approved by a community college administrator or other authorized community college official, or
- Performing volunteer work for a State agency that is approved by the agency head or his/her designee.

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

Section 10.3•Family and Medical Leave

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

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

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

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

The University will pay the employer cost of individual medical coverage while the employee is on FML whether it is paid or unpaid leave. The employee is still responsible for the portion of premium that he/she would normally pay while working. If an employee does not return to work at the end of the leave period, the University will initiate action to recover its portion of the health insurance premiums paid on behalf of the employee unless the failure to return to work is due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

Leave beyond the twelve (12) week period (with no sick or vacation leave balances available) is administered as leave without pay, and you are required to pay for total health premiums during such periods. Requests for leave without pay must be made in writing and approved by your supervisor and the Benefits Office.

Forms for requesting family and medical leave are available from the Human Resources you may contact the Benefits Office at 336-334-7862.

Section 10.4•Leave without Pay

Leave without pay may be granted for illness, education purposes, vacation, or for any other reasons deemed justified by the agency head. Requests for leave without pay must be made in writing and approved by your supervisor and the Benefits Office. Unless an extension is requested and approved, failure to report for work at the expiration of a leave of absence may be treated as a voluntary resignation or unavailability for work.

Section 10.5•EHRA Non-Faculty Leave

Sick Leave, Family and Medical Leave, Family Illness Leave, Civil Leave, Military Leave, and Community Service Leave, and Special Annual Leave Bonus. Employees in positions covered by these regulations shall be subject to the same policies concerning sick leave, family and medical leave, family illness leave, civil leave, military leave, community service leave, and special annual leave bonus (awarded to employees in leave earning status on 9/30/02) as may be prescribed for employees subject to the State Personnel Act. However, with respect to sick leave, subject to institutional policy and approval by the employee's supervisor, an employee may be advanced the amount of sick leave that can be accrued during the remainder of the year or during a twelve-month period.

Section 10.6•Holidays

If you are a full-time staff member, you will receive twelve (12) paid holidays each year. The following are the University holidays:

- New Year's Day
- Martin Luther King's Birthday
- Independence Day
- Labor Day
- Thanksgiving (two days)
- Winter Break

The University follows an alternate holiday schedule to better meet the needs of the academic calendar and university operations. The University is open on Veterans' Day and uses this holiday during winter breaker. A holiday schedule is provided for all employees by the Division of Human Resources. Your supervisor can answer any questions you may have about holidays as they affect your department. If you are requesting leave to observe a religious holiday, you are encouraged to request an accommodation which may involve using a leave day or working a flexible schedule.

Permanent part-time staff receive paid holidays based on an average of the daily hours they work in a week. Temporary staff members are not eligible for paid holidays.

For more information: [Holiday Policy](#)

Section 10.7·EHRA Holiday

EHRA non-faculty employees shall be subject to the same number of days as given to employees subject to the State Personnel Act.

Section 10.8·Military Leave

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

Reserves ordered to State or Federal active duty shall receive up to thirty (30) calendar days of pay based on your current annual State salary. After the thirty (30) day period, you shall receive differential pay for any period of involuntary service when the military base pay is less than the employee's annual State salary. When called to Federal active duty, the State will continue to pay your portion of medical coverage in the State Health Plan for at least thirty (30) days from the date of the active service. You may continue medical benefits after the 30 days by paying the full premium (employer and employee, if any) yourself. Military leave without pay is granted for one (1) enlistment period of service, not to exceed four (4) years. If reinstatement is applied for within ninety (90) days from the date of discharge, accumulated sick leave is reactivated. Any mandated salary increases that would have been necessary become effective when you return to work. Leave benefits are not accumulated during military leave without pay. You will receive credit from the retirement system while you are away from your jobs, provided you return to State employment within two (2) years of your discharge date.

For more information: [Military Leave Policy for SHRA and EHRA Non-faculty Employees](#)

Section 10.9·Sick Leave

A full-time employee earns sick leave at the rate of eight (8) hours per month. Part-time employees earn leave on a prorated basis according to the number of scheduled work hours each week. All vacation leave (hours and minutes) above the maximum carry-over amount is automatically converted to sick leave effective January 1, if employment status is maintained through at least December 31. Sick leave may be used by an employee to recover from personal illness, injury, or disability which prevents performance of usual duties. Other uses of sick leave include absence due to:

- Adoption (limited to a maximum of 240 hours for each parent) or the temporary disability associated with childbirth,
- Medical or dental appointments for the employee or members of the immediate family,
- Illness or injury of a member of an employee's immediate family and also other dependents living in the household,
- Donations to a member of the immediate family who is approved to receive Voluntary Shared Leave

- Death of a member of an employee's family or of other dependents who lived in the employee's household.

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

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

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

For more information: [Sick Leave Policy](#)

Section 10.10-EHRA Annual Leave

Annual leave is accrued at a monthly rate and is adjusted proportionately for a part time employee who works 75% time or more (0.75 - 0.99 FTE). The monthly earnings amount is equal to one-twelfth of the annual rate for each month the employee works or is on approved leave with pay. Monthly leave is earned when an employee works or is on approved leave with pay at least half the working days of a month. Scheduling of an employee's annual leave shall be subject to the approval of the employee's supervisor. The maximum number of unused days of annual leave that an EPA employee may accrue and carry forward from one calendar year to the next shall be thirty (30) days. Annual leave in excess of thirty (30) days will be automatically converted to sick leave at the end of the calendar year. Annual Leave may not be advanced beyond the amount the employee will earn in the month of the request for advancement.

If an employee separates from the University and has taken more annual leave than has been accrued, then the University will determine the amount of leave the employee must repay to the University and make all deductions from the employee's final salary check accordingly. An employee who has accrued unused annual leave upon discontinuation of employment from the University and who either does not request or is not eligible to transfer such accrued leave to another State or local governmental agency, shall be paid for such unused annual leave. The amount paid to an employee who has been employed an aggregate of twenty-four (24) months or less by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period.

An employee who has been employed for more than twenty-four (24) months shall be paid subject to a maximum of thirty (30) such days. If an employee changes contract status from twelve (12) months to nine (9) months, then the employee's annual leave balance as of the effective date of the contract change will be paid out at the time of the appointment conversion. An employee who transfers inside the University to another leave earning EPA or SPA position shall have the annual leave balance transferred to that position. The university will not accept transfer of annual leave or bonus leave from another UNC constituent institution or State or local agency. Any exception to this provision must be approved by the

Chancellor.

For more information: [Employment Policies for EHRA Non-Faculty](#)

Section 10.11•SHRA Vacation Leave

As a full-time permanent or probationary SHRA staff member, you earn vacation leave according to the following schedule:

Total Years of State Service	Days/Year	Hours/Year
less than 5	14	112
5 but less than 10	17	136
10 but less than 15	20	160
15 but less than 20	23	184
20 years or more	26	208

Permanent and probationary part-time SHRA staff (twenty (20) or more hours a week) are granted leave based on an average of the daily hours they work in a week.

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

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

For more information: [Vacation Leave](#)

Section 10.12•EHRA Vacation Leave

Permanent full-time EHRA non-faculty employees accrue 24 days of annual leave per year. Annual leave is accrued at a monthly rate and is adjusted proportionately for permanent part-time employees who work halftime or more.

The scheduling of an employee's annual leave is subject to the approval of his or her supervisor. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 workdays (prorated for part-time employees). Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the year.

Section 10.13-Voluntary Shared Leave

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

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

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

For more information: Voluntary Shared Leave

Section 10.14-EHRA Voluntary Shared Leave

A permanent EHRA non-faculty employee shall be subject to the same provisions concerning shared leave as are applicable to employees subject to the State Personnel Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

Section 11·Talent Management

Section 11.1·Academic Assistance Program

The purpose of the academic assistance program is for workforce planning and development. It provides a tool for managers and employees to support academic activities that directly relate to the organization's identified knowledge, skills, and behaviors (organizational competencies), and which support the mission, vision, and values of the organization. The academic assistance program is not an employee benefit, right or entitlement; it is a management program for workforce development. Denial of participation in the academic assistance program is not grievable, except on grounds of discrimination.

For more information: [Academic Assistance](#)

Section 11.2·Tuition Waiver Program

All permanent employees who are regularly scheduled to work at least 30 hours each week, and have met their probationary period, are eligible to participate in the Tuition Waiver Program (TWP). The purpose of the TWP is to provide an opportunity for eligible employees to take a course and have the tuition and fees waived at North Carolina A&T State University or any of the other constituent institutions of the University of North Carolina. Participation is voluntary. Tuition waiver is allowed for an academic year of fall semester, spring semester, and the summer sessions that follow, or courses taken as distance education. During the period from the fall semester through the second session of summer school, no more than three (3) classes may be approved.

For more information: [Tuition Waiver Program](#).

Section 11.3·Center for Leadership and Organizational Excellence (CLOE)

CLOE provides comprehensive programs and consultative services to support the development of faculty and staff at the University. For more information, contact the Center for Leadership and Organizational Excellence (CLOE) (336)-334-7862. in the Division of Human Resources.

For more information: [CLOE](#).

Section 11.4•SHRA Performance Management Program

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

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

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

If you do not meet expectations, you will receive a development plan to assist you in improving your performance, enabling you to meet job expectations. If you are continuously unable to meet the expectations of your job, you may receive disciplinary action up to and including separation from employment. All professional EHRA non-faculty employees will receive an annual rating.

For more information: [SHRA Performance Appraisal Policy](#);

Section 11.5•EHRA Performance Management Program

Regular performance appraisals provide an opportunity for employees to understand how their responsibilities and performance expectations align with the goals and priorities of their work unit, with their institution’s strategic initiatives, and with the University’s strategic plan. It is a requirement of the University of North Carolina that UNC Systems and all of its constituent institutions provide an annual performance appraisal to permanent EHRA non-faculty employees. Interim or mid-year performance appraisals may be accomplished when deemed appropriate but are not required.

For more information: [EHRA-NF Performance Appraisal Policy](#)

Section 11.6•Promotion

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

- Your demonstrated competencies and relevant qualifications;
- The availability of funds; and
- Salary equity considerations.
- A vacant position is at a higher career band or level if the position’s market reference rate is higher than the market reference rate for the position the employee currently occupies.

Section 12·Leaving University Employment

Section 12.1·Exit Interviews

If you are leaving university employment, you will be asked to complete an [online exit survey](#). To continue to make the university a desirable place to work, you are encouraged to give honest and thoughtful answers to the exit interview questions. If you wish to have an in- person exit interview, you may do so by contacting a benefits representative at 336-334-7862.

Section 12.2·Notice of Resignation/ Voluntary Separation

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

Section 12.3·SHRA Employee Absence

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

Section 12.4·SHRA Employee Transfers

An employee may pursue a transfer for or promotional opportunities whenever posted opportunities would provide a chance to grow personally or professionally. An SHRA employee receive priority consideration for promotional opportunities when "substantially equal" to any external candidate being considered. Supervisors are expected to select from among the most qualified candidates.

You are also encouraged to strengthen your knowledge and work skills to prepare for higher- level positions when opportunities arise. Employees can be laterally transferred within their department to positions that are classified the same as their currently held position. Employees are encouraged to discuss these lateral transfers with their supervisor when a position becomes available.

Open positions are listed on the University website: <https://jobs.ncat.edu/>.

Works Consulted

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North Carolina A&T State University. N.p., Web. 20 Jun 2018 <<https://www.ncat.edu/>>

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