

POLICY CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p><b>Employee Definition</b></p>	<p>Defined under N.C. General Statute Chapter 126 as those positions subject to rules and regulations promulgated under the North Carolina State Human Resources Act and policies of the State Human Resources Commission.</p> <p>Certain laws and policies provide additional benefits and protections that apply only to SHRA Career Status employees.</p> <p>Career Status is attained after the employee has been continuously employed in a permanent SHRA position for the immediate preceding 12 months (or 24 months for certain law enforcement roles).</p>	<p><b>Employment policies for senior officers of the University of North Carolina as defined in Section I.A. of the “Senior Academic and Administrative Officer” policy are not included in this document.</b></p> <p><i>EHRA Senior Academic and Administrative Officers:</i> Other senior officers of the University of North Carolina as defined in Section I.B. of the “Senior Academic and Administrative Officers” policy (see UNC Policy #300.1.1) who are subject to the provisions of Section III of these regulations and include: (1) members of the President’s professional staff other than those identified in subparagraph A of the regulations [N.C.G.S. 116-14(b)]; and (2) associate and assistant vice chancellors; associate and assistant deans; and other administrative positions within the constituent institutions, other than those identified in subparagraph A of the regulations, that have been designated by the President. [N.C.G.S 116-11(5)].</p> <p><i>EHRA Non-Faculty Instructional and Research Employees:</i> Defined under N.C.G.S. 126-5(c1)(8) as those positions that are instructional and research staff whose salaries are fixed under the authority vested in the Board of Governors. (See UNC Policy #300.2.1.) These positions are not subject to the NC Human Resources Act (N.C.G.S. 126) and <i>not</i> otherwise categorized as (1) faculty positions subject to institutional tenure regulations; (2) positions within administrative categories of employment subject to G.S. 116-11(4), G.S. 116-11(5), or G.S. 116-14; (3) positions within the “physicians or dentists” category under G.S. 126-5 with faculty appointments; and (4) University students who are employed incident to their status as students.</p>
<p><b>Appointment Process and Salary Administration</b></p>	<p>SHRA positions are classified into banded classes based on competencies required for the position and demonstrated by the employee. Pay bands are based on labor market rates determined by the Office of State Human Resources for each banded class. Entry salaries for new employees are based on several factors including employees’ competencies, training and</p>	<p>The authority to make appointments and determine salaries for <i>EHRA Senior Academic and Administrative Officers</i> as defined in Section I.B.(2) of the policy is delegated by the Board of Governors to the chancellors and the respective Boards of Trustees of the constituent institutions. Appointments to <i>EHRA Non-Faculty Instructional and Research</i> positions are made by</p>

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	<p>experience, competencies required for positions, the market-based salary range for the banded class, available funding and internal equity. Cost of Living (COLA) salary increases may be awarded based on regulations and criteria as determined by the General Assembly. COLAs are general increases and do not involve movement within pay bands. Salary movement within pay bands may occur as a result of changes in labor market conditions, changes in the duties and responsibilities assigned to positions, or increased competencies of the employee.</p>	<p>the chancellor (or delegate) by means of a letter of appointment. Salaries for such appointments reflect the duties assigned to the position, the qualifications of the selected individual, labor market conditions, consideration of internal equity, and available funding. Salary recommendations are made by the appointing official and reviewed by the office responsible for the oversight of EHRA positions (generally the Provost or Chief Academic Officer).</p>																		
<p><b>Longevity</b></p>	<p>Permanent employees who work 20 hours or more per week, who have 10 years or more of Total State Service, are eligible for <i>Longevity Pay</i>. This is a lump sum payment based on a percentage of the annual rate of base pay, less withholding and retirement contributions, payable annually in the month state service eligibility is established. The following is a schedule of the percentages used in calculating longevity pay:</p> <table border="1" data-bbox="485 829 1169 1003"> <thead> <tr> <th>Total State Service</th> <th>Longevity Rate</th> </tr> </thead> <tbody> <tr> <td>10 but less than 15 years</td> <td>1.50%</td> </tr> <tr> <td>15 but less than 20 years</td> <td>2.25%</td> </tr> <tr> <td>20 but less than 25 years</td> <td>3.25%</td> </tr> <tr> <td>25 or more years</td> <td>4.50%</td> </tr> </tbody> </table>	Total State Service	Longevity Rate	10 but less than 15 years	1.50%	15 but less than 20 years	2.25%	20 but less than 25 years	3.25%	25 or more years	4.50%	<p>EHRA employees are not eligible for longevity pay.</p>								
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<p><b>Vacation/Annual Leave</b></p>	<p>Vacation leave is accrued on a monthly basis by SHRA employees who hold permanent, probationary, or time-limited appointments and who work at least 20 hours or more per week. The accrual rate is based on the years of the employee's Total State Service, as follows:</p> <table border="1" data-bbox="485 1214 1169 1419"> <thead> <tr> <th>Total State Service</th> <th>Hours/Month</th> <th>Days/Year</th> </tr> </thead> <tbody> <tr> <td>Less than 5 years</td> <td>9 hrs. 20 mins.</td> <td>14</td> </tr> <tr> <td>5 but less than 10 years</td> <td>11 hrs. 20 mins.</td> <td>17</td> </tr> <tr> <td>10 but less than 15 years</td> <td>13 hrs. 20 mins.</td> <td>20</td> </tr> <tr> <td>15 but less than 20 years</td> <td>15 hrs. 20 mins.</td> <td>23</td> </tr> <tr> <td>20 or more years</td> <td>17 hrs. 20 mins.</td> <td>26</td> </tr> </tbody> </table>	Total State Service	Hours/Month	Days/Year	Less than 5 years	9 hrs. 20 mins.	14	5 but less than 10 years	11 hrs. 20 mins.	17	10 but less than 15 years	13 hrs. 20 mins.	20	15 but less than 20 years	15 hrs. 20 mins.	23	20 or more years	17 hrs. 20 mins.	26	<p>Permanent full-time EHRA non-faculty employees (1.00 FTE) 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 (.50 - .99 FTE).</p> <p>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 (pro-rated for part-time employees). Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the year.</p>
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	<p>Leave accrual is pro-rated for part-time employees. An employee must be in pay status for at least half of the working days and paid holidays of the month in order to accrue vacation leave for the month. The maximum accumulation at the end of a calendar year that can be carried forward to the next calendar year is 240 hours. Any excess above 240 hours is transferred to the employee's sick leave balance at the calendar year-end. Upon separation from employment, unused accumulated vacation leave is paid in a lump sum not to exceed 240 hours for full-time employees (pro-rated for part-time employees). Scheduling and use of vacation leave requires prior management approval.</p>	<p>Upon discontinuation of employment from the employing institution, the employee may either elect a payout of accrued annual leave or transfer the remaining balance of any unused annual leave to another State or local governmental agency, subject to the receiving agency's approval. If an employee does not elect or is not eligible to transfer such accrued leave, the amount paid to an employee who has been employed an aggregate of 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 24 months shall be paid subject to a maximum of 30 such days.</p>
<p><b>Bonus Leave</b></p>	<p>The General Assembly awarded bonus leave as follows to all employees in leave earning status as of the dates below:</p> <ul style="list-style-type: none"> <li>• 80 hours effective 9-30-02;</li> <li>• 80 hours effective 7-01-03;</li> <li>• 40 hours effective 9-01-05;</li> <li>• 24 hours effective 7-01-17*.</li> </ul> <p>Full-time employees who work less than 12 months received a pro-rata amount and part-time employees (half-time or more) received a pro-rata amount. Bonus leave may be taken for any purpose for which regular vacation leave may be used with appropriate authorization. It must be accounted for separately from regular earned vacation leave and any balance as of December 31 each year will be retained by the employee and not included as part of the conversion to sick leave. Any balance will be transferred with an employee who transfers to another State agency eligible for bonus leave. Any balance will be paid in if the employee leaves state government or accepts an appointment to non-leave earning status. *The 2017 bonus leave cannot be paid out at separation.</p>	<p>Bonus leave policies are the same for EHRA employees as for SHRA employees.</p>
<p><b>Sick Leave</b></p>	<p>Sick Leave is provided for SHRA employees who hold permanent, probationary, trainee or time-limited appointments and who work at least 20 hours or more per week. A full-time</p>	<p>Sick Leave is provided for EHRA employees who hold permanent or fixed-term appointments and who work at least 20 hours or more per week. An employee earns sick leave at the rate of</p>

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	<p>employee earns sick leave at the rate of eight hours per month with no limit on the amount accumulated. Leave for part-time employees is adjusted proportionately based on the percentage of time worked.</p> <p>Sick Leave is creditable towards State Retirement (TSERs) service upon retirement. Sick leave is not credited toward retirement services under the Optional Retirement Plan (ORP). There is no payout of Sick Leave upon separation of service from the University; however, if an employee is reemployed with a State institution within five years, any unused sick leave is reinstated.</p> <p>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 calendar year.</p>	<p>eight hours per month with no limit on the amount accumulated, pro-rated for part-time employees.</p> <p>Sick Leave is creditable towards State Retirement (TSERs) service upon retirement. Sick leave is not credited toward retirement service under the Optional Retirement Plan (ORP). There is no payout of Sick Leave upon separation of service from the University; however, if an employee is reemployed with a State institution within five years in a leave earning appointment, any unused sick leave is reinstated.</p> <p>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.</p>
<b>Other Leave Programs</b>	<p>Other types of leave programs available include:</p> <ul style="list-style-type: none"> <li>• Civil Leave</li> <li>• Military Leave</li> <li>• Community Service Leave</li> <li>• Educational Leave</li> <li>• Family and Medical Leave</li> <li>• Family Illness Leave</li> <li>• Worker’s Compensation Leave</li> <li>• Voluntary Shared Leave</li> <li>• Compensatory Leave</li> </ul> <p>These types of leave may fall under the category of Leave With Pay or Leave Without Pay, depending on the circumstance.</p>	<p>Other types of leave available include:</p> <ul style="list-style-type: none"> <li>• Civil Leave</li> <li>• Military Leave</li> <li>• Community Service Leave</li> <li>• Educational Leave</li> <li>• Family and Medical Leave</li> <li>• Family Illness Leave</li> <li>• Worker’s Compensation Leave</li> <li>• Voluntary Shared Leave</li> </ul> <p>These types of leave may fall under the category of Leave With Pay or Leave Without Pay, depending on the circumstance.</p> <p><i>Senior Academic and Administrative Officers and EHRA Non-Faculty Instructional and Research employees may request a Leave of Absence Without Pay, subject to approval by the President or Chancellor, as applicable.</i></p>
<b>Paid Holidays</b>	<p>N.C.G.S. 126 provides 12 paid holidays each calendar year and provides UNC institutions flexibility in scheduling these holidays.</p>	<p>Same as SHRA.</p>

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	Each UNC constituent institution issues its holiday schedule on a calendar-year basis.	
<b>Retirement Plan</b>	For information about retirement plans, please refer to the UNC Mandatory Retirement Plan Decision Guide, and the Retirement Plan Transfer Guide available in your Human Resources Office. Electronic versions are available in the Policy References and Links section of this document.	Same as SHRA.
<b>Non-Retirement Benefits</b>	Unless otherwise noted, SHRA and EHRA employees are eligible for the same benefit plans as offered by the State or University constituent institution.	Unless otherwise noted, SHRA and EHRA employees are eligible for the same benefit plans as offered by the State or University constituent institution.
<b>Non-Disciplinary Discontinuation of Employment</b>	<p>The University may separate an SHRA employee when necessary due to shortage of funds or work, abolishment of a position, or other material change in duties or organization. The University may take other measures, including reassignment, salary reduction, and/or FTE reduction (hours/week) to avoid a reduction-in-force. Affected employees must receive written notification of reduction-in-force at least 30 calendar days prior to the effective date of the separation.</p> <p>Career Status employees separated through reduction-in-force shall receive RIF priority reemployment consideration for a period of 12 months from the date of the written notification of reduction-in-force. These employees will have priority reemployment consideration over substantially-equal external applicants for positions at the same or lower classification and salary as the employee at the time of the separation.</p> <p>Career Status employees separated through reduction-in-force may be eligible for severance salary continuation for a specified period based on age and years of state service.</p>	<p>Discontinuation of a Senior Academic and Administrative Officer or an EHRA Non-Faculty Instructional and Research employee appointment may occur for the following reasons:</p> <ul style="list-style-type: none"> <li>• Employment at-will is subject to discontinuation at any time at the discretion, respectively, of the President or of the Chancellor, provided, that such a discontinuation (as distinguished from discharge for cause) shall be subject to advance timely notice or severance.</li> <li>• Employment for a stated definite term expires automatically at the conclusion of the stated term but may be renewed or extended at the option of the employer. Timely written notice must be given by the employer for fixed term appointments that exceed one year.</li> <li>• Employment for a stated definite term may be terminated prior to expiration of the stated term because of (1) financial exigency or (2) major curtailment or elimination of a program, given timely notice.</li> </ul>
<b>Disciplinary Discontinuation of Employment</b>	Employment for SHRA employees who have not attained career status (i.e., probationary, time-limited, or temporary) is considered at-will, and there are no required disciplinary or	A <i>Senior Academic and Administrative Officer</i> or <i>EHRA Non-Faculty Instructional and Research</i> employee may be discharged for stated cause which includes, but is not necessarily limited to, incompetence, unsatisfactory performance, neglect of duty, or

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	<p>dismissal procedures to end the employment of these employees.</p> <p>An SHRA employee who has attained Career Status can be disciplined or dismissed for two reasons (just cause):</p> <ol style="list-style-type: none"> <li>(1) unsatisfactory job performance, including grossly inefficient job performance; or,</li> <li>(2) unacceptable personal conduct.</li> </ol> <p>When just cause exists, the disciplinary actions that can be taken are:</p> <ol style="list-style-type: none"> <li>(1) written warning;</li> <li>(2) disciplinary suspension without pay for up to two work weeks;</li> <li>(3) demotion (reassignment to a lower position classification and/or salary reduction); or,</li> <li>(4) dismissal.</li> </ol> <p>To issue a suspension, demotion, or dismissal, a pre-disciplinary conference must be held with the employee, and the employee must receive advanced written notice of this conference. Requirements must be met before any of these disciplinary actions can be taken. Disciplinary actions related to grossly inefficient job performance and unacceptable personal conduct can result in immediate dismissal for a current incident without any prior disciplinary actions. Generally, disciplinary actions due to unsatisfactory job performance require successive disciplinary action. Successive disciplinary action includes a written warning followed by second written warning or other disciplinary action and notice of the possibility for further disciplinary action up to and including dismissal.</p> <p>Every disciplinary action shall include notification to the employee in writing of any appeal rights. When an employee transfers to another agency or university institution, any active written warnings or disciplinary actions will transfer with the personnel file of the employee and will remain in full force at</p>	<p>misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to invocation by the affected employee of the University grievance process. When an employee has been notified of the intention to discharge him or her for cause, the chancellor may suspend the employee, in exceptional cases, pending a final decision concerning discharge. Suspension shall be with full pay.</p>

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	the new work unit until removed by the new employer or made inactive by a change in policy.	
<b>Grievance Process</b>	A state employee or applicant may file a grievance if certain conditions are met as defined in the University SHRA Employee Grievance Policy. The first step of the grievance process is mediation with an external mediator. The second step is a hearing panel or hearing officer, which makes a recommendation to the Chancellor or designee for a Final University Decision (FUD). Decisions on certain issues may be eligible for appeal to the state Office of Administrative Hearings (OAH).	A Senior Academic and Administrative Officer or EHRA Non-Faculty Instructional and Research employee may secure review of decisions concerning discharge for cause or other disciplinary action, or other grievances related to interpretation and application of these personnel policies, through the process and procedures established by the University as described in UNC Policy 300.1.1 and 300.2.1 and Code Section 611, and as implemented through institutional policies.
<b>Performance Management</b>	Each permanent SHRA employee's work performance is evaluated by his or her supervisor through the SHRA University Performance Management Policy.	Each institution is required to establish an EHRA performance management program for most EHRA non-faculty employees, consistent to the requirement of the UNC Policy Manual 300.2.18[R].
<b>Tuition Waiver</b>	Permanent SHRA employees who work 30 or more hours per week are eligible to have tuition charges waived for not more than three courses per academic year at any of the 16 constituent institutions of The University of North Carolina.	Same as for SHRA employees.
<b>Educational Benefits</b>	This program supports educational activities that develop skills related to an employee's current classification or job duties and are deemed beneficial both to the employee and the University. The program is available to permanent full-time and part-time SHRA employees who work 20 hours or more per week. Assistance is subject to available funds through the employee's department or institution.	May be extended to EHRA employees based on institutional policy.
<b>*Policy References and Links</b>	<a href="#">North Carolina Office of State Human Resources Policies</a> Institutional SHRA Human Resources Policies and Procedures Manual (if applicable) <a href="#">Mandatory Retirement Plan Decision Guide</a> <a href="#">Retirement Plan Transfer Guide</a> <a href="#">UNC Optional Retirement Program Plan Summary</a> <a href="#">TSERS Retirement Handbook</a>	"Senior Academic and Administrative Officer" policy and "Policy on Employees Exempt from the State Human Resources Act" (The <a href="#">UNC Policy Manual</a> , Section 300.1.1 and 300.2.1) <a href="#">Mandatory Retirement Plan Decision Guide</a> <a href="#">Retirement Plan Transfer Guide</a> <a href="#">UNC Optional Retirement Program Plan Summary</a> <a href="#">TSERS Retirement Handbook</a>

Each UNC constituent institution should review its specific institutional policies, practices and benefits programs and provide further information and clarification as appropriate.

**NOTE:** Whether an SHRA employee, an EHRA Senior Academic and Administrative Officer, or an EHRA Non-Faculty Instructional and Research employee is subject to the Fair Labor Standards Act (FLSA) and eligible to receive time and a half pay or compensatory time for work in excess of 40 hours per week, is a separate issue from whether a position is determined to be SHRA or EHRA and is not addressed in this document.