

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Employee Definition</p>	<p>Defined under N.C. General Statute Chapter 126 as those positions subject to rules and regulations 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 immediately preceding 12 months (or 24 months for certain law enforcement roles).</p> <p>In the first 12 (or 24) months of employment in a permanent SHRA position, new employees are “probationary.” Probationary employees are eligible for the general benefits package (health care, retirement, leave, etc.) the same as career status employees, but probationary employees are not covered by the SHRA disciplinary procedures, do not receive reduction-in-force benefits (severance; re-employment priority), and have limited coverage under the University SHRA Employee Grievance Policy.</p> <p>Transfer employees who have completed the probationary period and are continuously employed remain in career status and do not have an additional probationary period when taking another SHRA permanent position at a UNC institution or state agency.</p>	<p>Policies for UNC senior academic and administrative officers (SAAOs) as defined in UNC Policy 300.1.1 Paragraph I.A. are not included in this document.</p> <p>Exempt Professional Staff (EPS) are defined under UNC Policy 300.1.1 Paragraph I.C. [This category includes those positions previously classified as SAAO Tier II, Instructional, Research, and Information Technology (IRIT), or Instructional, Research, and Public Service (IRPS).] Their conditions of employment are defined in UNC Policy 300.1.1 Paragraph III and its related regulations. This category includes: (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)]; (2) associate and assistant vice chancellors; associate and assistant deans; and other administrative positions within the constituent institutions that have been designated by the President. [N.C.G.S 116-11(5)]. (3) Employees defined under N.C.G.S. 126-5(c1)(8) as those positions whose salaries are fixed under the authority vested in the Board of Governors; (4) law enforcement positions exempted under N.C.G.S. 126-5(c16).</p> <p>These positions are not subject to most provisions of the NC Human Resources Act (N.C.G.S. 126) and are not otherwise categorized as (1) faculty positions subject to institutional tenure regulations; (2) certain 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; or (4) University students who are employed incidental to their status as students.</p>
<p>Appointment Process and Salary Administration</p>	<p>SHRA positions are classified into career-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.</p> <p>Entry salaries for new employees are based on several factors, including employee training and experience, demonstrated employee competencies, the competencies required for positions, the market-based salary range for the banded class, available funding, and internal equity.</p> <p>Salary movement within pay bands may occur due to changes in labor market conditions, changes in the duties and responsibilities assigned to positions, equity, or increased competencies of the employee.</p>	<p>EPS positions are classified based on job duties and skill levels required for the position. Pay ranges are based on labor market rates. EPS classifications and pay bands are set by the UNC System Office.</p> <p>The authority to make appointments and determine salaries for EPS employees is delegated by the Board of Governors to the chancellors and the respective Boards of Trustees of the UNC constituent institutions as provided in policy and regulation.</p> <p>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.</p> <p>Salary recommendations are made by the appointing official and reviewed by the office responsible for overseeing EHRA positions (generally the chief human resources officer or the Provost/Chief Academic Officer).</p>

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE																		
Pay Raises	<p>The North Carolina General Assembly may stipulate in the biennial appropriations bill (budget bill) salary increases for SHRA and EHRA employees and funding to support all or part of those increases. The legislature may provide a “cost of living” (COLA) increase across the board as a one-time bonus, a flat dollar amount increase, or a percent of salary increase. It may also provide increases due to merit or other factors.</p>	<p>Generally, the same as SHRA, but in practice the legislature often delegates to the UNC Board of Governors to determine the salary increase rules for EHRA employees. In addition, there may be an Annual Raise Process (ARP) for making additional annual increases, consistent with BOG guidelines, for EHRA staff if funds are available.</p>																		
Vacation/ Annual/ Personal Leave Accrual	<p>The scheduling and use of an SHRA employee’s Vacation Leave requires prior management approval. 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 employee’s total state service, as follows:</p> <table border="1" data-bbox="298 772 896 957"> <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> <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.</p> <p>The maximum balance of Vacation Leave that can be carried forward to the next calendar year is 240 hours (prorated for part-time). Any excess above 240 hours is transferred at the calendar year-end to the employee’s sick leave balance.</p>	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>The scheduling and use of an EHRA Non-Faculty employee’s Annual Leave or Personal Leave is subject to the approval of their supervisor.</p> <p>Annual Leave accrual for permanent employees in an NC A&T EPS position as of December 31, 2024, or permanent employees in an NC A&T SHRA position as of December 31, 2024, who are later reclassified or hired into an EPS position:</p> <ul style="list-style-type: none"> • Permanent employees working at least 20 hours per week accrue 24 days of annual leave per year (prorated for part-time). The leave accrues monthly under the same rules as SHRA accruals. • The maximum balance of annual leave that can be carried forward to the next calendar year is 30 days (prorated for part-time). Any excess above 30 days is transferred at the calendar year-end to the employee’s sick leave balance. • Employees may opt into the Personal Leave program (described below) at any time. Any employee who opts into the Personal Leave program may retain up to 30 days of Annual Leave to be tracked separately. <p>Personal Leave accrual for employees newly hired into a permanent EPS position from outside NC A&T on or after January 1, 2025:</p> <ul style="list-style-type: none"> • Permanent employees accrue Personal Leave at a rate of 26 days each calendar year (pro-rated for part-time). The leave accrues monthly under the same rules as SHRA accruals. • The maximum carryforward for Personal Leave each year is 20 days (prorated for part-time). Any excess above 20 days is forfeited.
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																		

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Vacation/ Annual/ Personal Leave Transfer or Payout</p>	<p>Upon separation/transfer from an NCA&T SHRA position, Vacation is paid out as follows:</p> <ul style="list-style-type: none"> • if transferring to another SHRA position at NCA&T or another state agency/university, all Vacation transfers to the new appointment; • if separating from State employment altogether, unused accumulated vacation leave is paid in a lump sum not to exceed 240 hours for full-time employees (prorated for part-time employees); • if transferring to an EHRA Non-Faculty State employment position prior to January 1, 2025, all Vacation transfers to the new appointment; • if transferring to an EHRA Non-Faculty State employment position on or after January 1, 2025, all Vacation is paid in a lump sum not to exceed 240 hours for full-time employees (prorated for part-time employees). 	<p>Annual Leave for permanent employees in an NC A&T EPS position as of December 31, 2024</p> <p>Upon separation/transfer from an NC A&T EPS position, Annual Leave is paid as follows:</p> <ul style="list-style-type: none"> • if transferring to another EHRA Non-Faculty position at NC A&T, all Annual Leave transfers to the new appointment; • if transferring to any another State employment position (including other UNC institutions) or separating from State employment altogether, all Annual Leave is paid out. • if an employee does not elect or is not eligible to transfer such accrued leave, then the employee shall be paid in a lump sum. If employed for more than 24 months, the employee shall be paid subject to a maximum of 30 days. However, if the employee has been employed for 24 months or fewer by one or more State or local governmental agencies, then the payout is equal to one day for each month worked less the number of days of leave taken during the employment period. <p>Personal Leave for permanent NC&AT employees newly employed on or after January 1, 2025</p> <p>If transferring to another EHRA Non-Faculty position, Personal Leave may be transferred, subject to approval of the receiving institution/agency. In all other cases, all Personal Leave is forfeited.</p>
<p>Sick Leave</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. Employees earn sick leave at the rate of eight hours per month (pro-rated for part-time) with no limit on the amount accumulated.</p> <p>Unused sick leave is creditable towards the Teachers’ and State Employees’ Retirement System (TSERS) upon retirement; however, sick leave is not credited toward retirement 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 from previous employment will be reinstated.</p> <p>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>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 eight hours per month (pro-rated for part-time) with no limit on the amount accumulated.</p> <p>Unused sick leave is creditable towards the Teachers’ and State Employees’ Retirement System (TSERS) upon retirement; however, sick leave is not credited toward retirement 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 from previous employment will be reinstated.</p> <p>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 12-month period.</p>

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Bonus Leave <i>(same for SHRA and EHRA Non-Faculty)</i></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"> • 80 hours effective 09-30-2002 • 80 hours effective 07-01-2003 • 40 hours effective 09-01-2005 • 40 hours effective 07-01-2013 <i>(must have been used by 06/30/2014 or it was forfeited)</i> • 40 hours effective 09-01-2014 • 24 hours effective 07-01-2017 <i>(cannot be paid out at separation)</i> • 40 hours effective 07-01-2018 <i>(cannot be paid out at separation)</i> <p>Full-time employees who work less than 12 months and part-time employees (half-time or more) received a pro-rated 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, unless otherwise noted, any balance as of December 31 each year will be retained by the employee, will not be included as part of the vacation leave carryforward balance, and will not convert to sick leave.</p> <p>Any bonus leave balance will transfer with an employee to another State agency eligible for bonus leave. Any eligible balance will be paid out if the employee leaves state government or accepts an appointment to non-leave earning status.</p>	
<p>Medical Leave Programs <i>(same for SHRA and EHRA Non-Faculty)</i></p>	<p>Employees must request use of this leave and provide required medical documentation.</p> <p>The Family and Medical Leave Act (FMLA) provides up to 12 weeks of paid or unpaid leave in a 12-month period to an employee for a serious medical condition for the employee, a serious health condition of the parent, child, or spouse of the employee for whom the employee must provide care or support, or for birth, adoption, or foster care placement.</p> <p>Employees may use available vacation and/or sick leave depending on the specific reason for FMLA. If the employee does not have leave available, the employee may request voluntary shared leave donations from other state employees. During FMLA leave without pay status, the employer-contribution to the employee's health insurance premium is continued.</p> <p>Additional benefits to military families are also provided under the Family and Medical Leave Act.</p> <p>Family Illness Leave provides up to 52 weeks of paid or unpaid leave in a five-year period to an employee for a serious health condition of a parent, child, or spouse. Any leave used within a single week constitutes a full week of the 52 weeks of leave.</p>	
<p>Other Leave Programs</p>	<p>Other types of leave programs available include:</p> <ul style="list-style-type: none"> • Civil Leave • Community Service Leave • Educational Leave • Parental Leave • Military Leave • Voluntary Shared Leave • Worker's Compensation Leave • Compensatory Leave <p>These types of leave may fall under the category of Leave with Pay or Leave without Pay, depending on the circumstance.</p>	<p>SHRA leave programs generally apply to EHRA employees as well, including:</p> <ul style="list-style-type: none"> • Civil Leave • Community Service Leave • Educational Leave • Parental Leave • Military Leave • Voluntary Shared Leave • Worker's Compensation Leave <p>These types of leave may fall under the category of Leave with Pay or Leave without Pay, depending on the circumstance.</p>

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE										
<p>Paid Holidays</p>	<p>N.C.G.S. 126 provides 12 paid holidays each calendar year and provides UNC institutions flexibility in scheduling these holidays. Each UNC constituent institution issues its holiday schedule annually.</p> <p>SHRA employees required by their management to work on a holiday receive pay at 1.5 times their regular pay for the hours worked. They also receive one hour of equal time off (Holiday ETO) for each hour required on the holiday, up to a maximum of eight hours.</p>	<p>EHRA employees receive the same paid holidays as SHRA employees.</p> <p>EHRA employees do not receive additional compensation for working on a holiday unless they are in EPS LEO positions.</p>										
<p>Tuition Waiver</p>	<p>Permanent SHRA employees who work 30 or more hours per week are eligible to have tuition charges waived up to three courses per academic year at any of the 16 constituent higher education institutions of The University of North Carolina. Some courses may not be eligible for the tuition waiver.</p>	<p>Same as SHRA, however, EPS LEO employees are not limited to only three courses per academic year.</p>										
<p>Overtime Compensation</p>	<p>Some SHRA employees (SHRA non-exempt) are subject to the overtime provisions of the federal Fair Labor Standards Act (FLSA) and receive overtime compensation for all hours worked over 40 in a work week. Other SHRA employee are exempt from these overtime provisions (SHRA exempt).</p> <p>As a public employer, the university management has the option to pay SHRA non-exempt employees overtime at 1.5 times the employee’s regular hourly rate for each hour worked over 40 in a work week, provide compensatory time off (1.5 hours for each hour worked over 40 in the work week), or provide an equivalent combination of the two. Compensatory time off (“comp time”) must be used with 12 months or it must be paid out. Comp time must be used prior to vacation or bonus leave. SHRA exempt employees may be eligible for Compensatory Leave; refer to institutional policy for eligibility.</p>	<p>Most EHRA employees, by the nature of their work, are exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA) and do not receive overtime.</p> <p>If an EHRA employee is determined to be FLSA non-exempt, then the same overtime provisions for SHRA employees shall apply.</p> <p>EPS Law Enforcement Officer positions are FLSA non-exempt.</p>										
<p>Longevity</p>	<p>Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees who have 10 years or more of total state service in a permanent SHRA position 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="334 1745 862 1898"> <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% of annual salary</td> </tr> <tr> <td>15 but less than 20 years</td> <td>2.25% of annual salary</td> </tr> <tr> <td>20 but less than 25 years</td> <td>3.25% of annual salary</td> </tr> <tr> <td>25 or more years</td> <td>4.50% of annual salary</td> </tr> </tbody> </table>	Total State Service	Longevity Rate	10 but less than 15 years	1.50% of annual salary	15 but less than 20 years	2.25% of annual salary	20 but less than 25 years	3.25% of annual salary	25 or more years	4.50% of annual salary	<p>Generally, EPS employees are not eligible for longevity pay; however, law enforcement officers who were SHRA at the time of transitioning all LEO positions to EHRA continue to be eligible under the longevity policy. LEOs hired initially as EHRA employees are not eligible for longevity.</p>
Total State Service	Longevity Rate											
10 but less than 15 years	1.50% of annual salary											
15 but less than 20 years	2.25% of annual salary											
20 but less than 25 years	3.25% of annual salary											
25 or more years	4.50% of annual salary											

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
Special Pay Programs	SHRA employees who are subject to the overtime provisions of the federal Fair Labor Standards Act (FLSA) may also be eligible for special pay and paid time off (PTO) programs, including shift differential pay, on-call pay, callback pay, or adverse weather mandatory employee PTO. Refer to institutional policy for eligibility.	EHRA employees are not eligible for special pay or PTO with the exception of FLSA non-exempt EPS LEO positions.
Educational Benefits	This program provides funding and/or leave to support 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.
Retirement Plan (same for SHRA and EHRA Non-Faculty)	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.	
Non-Retirement Benefits (same for SHRA and EHRA Non-Faculty)	Unless otherwise noted, SHRA and EHRA employees are eligible for the same benefit plans as offered by the State or by a university constituent institution.	
Performance Management	Under the SHRA University Performance Appraisal Policy established by the UNC System Human Resources and the Office of State Human Resources, supervisors issue a performance plan to employees within the first 60 calendar days of the employee’s hire date and evaluate each employee's work performance annually within the first 60 calendar days after the end of the performance cycle. The performance cycle begins April 1 and ends March 31. Employees are rated on a three-point scale. Informal “off-cycle” reviews may be required during the performance cycle for probationary employees or employees with demonstrated performance deficiencies.	Consistent with the requirements of the UNC Policy 300.2.18[R], each institution is required to establish an EHRA performance management program for most EHRA non-faculty employees. The performance cycle begins April 1 and ends March 31. Employees are rated on a three-point scale.

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Non-Disciplinary Discontinuation of Employment</p> <p>Reduction-in-Force (Layoff)</p>	<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>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 dismissal procedures to end the employment of these employees. Employees will receive written notification of a separation from employment.</p>	<p>EPS employees (excluding those for EPS LEO positions) are 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. This includes ending appointments due to financial exigency or major curtailment/elimination of a program.</p> <p><u>For EPS employees appointed prior to 07-01-2024, or permanent employees in an NC A&T SHRA position as of July 1, 2024, who are later reclassified or hired into an EPS position:</u> Employees must receive advance timely notice of discontinuation or the payment of severance pay, in calendar days, as follows: (1) during the first year of service, not fewer than a 30-day notice; (2) during the second and third years of service, not fewer than a 60-day notice; and (3) during the fourth and subsequent years of continuous service, not fewer than a 90-day notice.</p> <p>Management, at its discretion, may provide a severance payment (for the applicable 30, 60, or 90 days) in lieu of the employee working the notice period, or some other equivalent combination of working notice and severance pay.</p> <p><u>For EPS employees hired on or after 07-01-2024:</u> employees must receive a 30-calendar day advance notice of at-will separation. This notice period may be a working notice, paid administrative leave in lieu of a working notice, or a lump-sum separation payment in lieu of any notice. At the chancellor's or president's discretion, an employee may receive an additional lump sum payment not to exceed 60 calendar days of pay in exchange for an executed release of any and all claims.</p> <p><u>For EPS LEO positions:</u> employees are subject to the same discontinuation process as SHRA employees.</p>

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Disciplinary Discontinuation of Employment</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"> (1) unsatisfactory job performance, including grossly inefficient job performance; or, (2) unacceptable personal conduct. <p>When just cause exists, the disciplinary actions that can be taken are:</p> <ol style="list-style-type: none"> (1) written warning; (2) disciplinary suspension without pay for up to two work weeks; (3) demotion (reassignment to a lower position classification and/or salary reduction); or, (4) dismissal. <p>Disciplinary actions remain active for 18 months from the date of issuance. If another disciplinary action occurs within those 18 months, all active actions will remain active for as long as the most recent action, up to a maximum of 36 months.</p> <p>Disciplinary actions related to grossly inefficient job performance and unacceptable personal conduct can result in dismissal for a current incident without any prior disciplinary actions.</p> <p>For unsatisfactory job performance, discipline is successive. Before issuing a suspension or a demotion, there must already be an active disciplinary action on file (the action does not need to be related). Before issuing a dismissal, there must be at least two active actions.</p> <p>To issue a suspension, demotion, or dismissal, a pre-disciplinary conference (PDC) must have been held with the employee, and the employee must have received at least a 24-hour advanced written notice of the PDC. The disciplinary decision must be issued within two business days of the PDC. Every disciplinary decision letter shall include notification to the employee of appeal rights.</p> <p>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 the new work unit until removed by the new employer or made inactive by the policy.</p> <p>The effective dates of suspensions without pay, demotions, and dismissals are public personnel information and may be provided upon request. Dismissal letters are also public personnel information.</p> <p>An employee may be placed on investigatory status with pay during the disciplinary PDC process, during a workplace investigation, or for safety reasons.</p>	<p>Employment for EHRA employees is considered at-will, and there are no required disciplinary or dismissal procedures to end the employment of these employees (see above).</p> <p>EPS employees may be discharged for cause, which includes, but is not necessarily limited to, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of employment.</p> <p>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. Notice must be provided at least 24 hours in advance of the meeting.</p> <p>When an employee has been notified of the intention to discharge for cause, the chancellor may place the employee on administrative leave with pay, pending a final decision concerning discharge.</p> <p>The decision letter must be issued within seven calendar days of the meeting. The effective dates of any disciplinary action taken, such as a demotion, and of any discharge for cause are public personnel information and may be provided upon request. Discharge for cause letters are also public personnel information.</p> <p>EPS Law Enforcement Officers are subject to the same discharge for cause process as SHRA employees and subject to the same grievance rights related to any dismissal or disciplinary action.</p>

CATEGORY	SHRA EMPLOYEE	EHRA NON-FACULTY EMPLOYEE
<p>Grievance Process</p>	<p>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). Grievances must be filed within 15 calendar days of an eligible event.</p> <p>Institutions may also provide alternative reporting and investigation procedures outside the grievance process for allegations of harassment, discrimination and retaliation based on a protected status (e.g., age, race, sex, etc.). In addition, employees may pursue action through the Equal Employment Opportunity Commission (EEOC) consecutively, concurrently, or in lieu of pursuing an internal investigation.</p>	<p>EPS employees 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 Code Section 612, and as implemented through an institution’s specific policies and procedures.</p> <p>EPS Law Enforcement Officers are subject to the same discharge for cause process as SHRA employees and subject to the same grievance rights related to any dismissal or disciplinary action.</p>

The information contained here is not a contract and is subject to change, at any time, with or without advance notice. Explanations in this handbook cannot alter, modify, or change the controlling statutes, regulations, or policies in any way, nor can any right accrue by reason of any inclusion or omission of any statement contained here. System Office Human Resources provides this information solely as a service and convenience to employees of the University, as an overview of university policy. Complete policy information is located online or by contacting the human resources office of the constituent institution. Some details of policy and procedure may vary from institution to institution for certain policies and programs.