

REG 05.65.01

Employee Departure Recognition Regulation

Authority: Chancellor

History:

- First issued: March 23, 2024

Related Policies:

- [The UNC Policy Manual 300.1.1](#): Policy on Employees Exempt from the North Carolina Human Resources Act
- [State Human Resources Manual Appointment Types and Career Status Policy](#)

Additional Resources:

- [UNCP Retiree Recognition Program](#)

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1. PURPOSE

1.1 The University of North Carolina System, inclusive of UNC Pembroke (UNCP) recognizes the contributions its employees make to fulfilling the university's mission. Time in service is an important indicator and is used here to provide direction regarding sanctioned recognition of a departing employee.

2. SCOPE

2.1 This regulation refers to all full-time benefits-eligible university employees who are exiting the university in good standing. It is independent of the university's separate practices of recognizing employees who are retiring.

3. DEFINITIONS

3.1 Unit refers to a distinct organizational structure within an administrative division. Examples include departments and offices.

3.2 Division refers here to an organizational structure led by a Senior Academic and Administrative Officer (SAAO) such as a Vice Chancellor or by an Exempt Professional Staff member who serves on the Chancellor's Cabinet.

4. GUIDELINES

4.1 For all categories, the unit director of the corresponding division will consult with the employee about their interest in an activity recognizing the employee for their service. For division employees in good standing and with:

4.1.2 Three years or less of service at UNCP, activities are hosted at the unit level, for example taking the departing employee to lunch or hosting a unit level farewell event;

4.1.3 Three to Ten years of service at UNCP, activities may expand to include division-wide recognition or farewell event; and

4.1.4 Ten or more years of service at UNCP, activities may expand to a more formal celebration, reception, or recognition with an invitation sent campus wide by the office of the corresponding Vice Chancellor or Division Head.

4.2 Exceptions

4.2.1 The corresponding Vice Chancellor and/or the Chancellor may amend these guidelines on a case-by-case basis given special circumstances. Exceptions will be brought to Cabinet for consideration.

4.3 No State (tax levy) funds will be used for these events.

4.3.1 For employees with less than three years of service, the event must be completely self-funded by the participants (i.e., no university funds of any kind will be expended on the event).

4.3.2 For employees with three to ten years of service, and those with more than ten years of service, total university (non-state) funds that may be expended are capped at \$500 and \$1,000 respectively, if available to the unit.