

**S**UCCESS

**T**EAMWORK

**A**TTITUDE

**F**OCUS

**F**UTURE



**HANDBOOK**

The **Staff Handbook** was created by the Department of Human Resources and the University Computing and Information Services at the University of North Carolina at Pembroke. The Staff Handbook is for SPA employees, subject to the State Personnel Act of North Carolina. The Staff Handbook replaces all such previous handbooks issued to SPA employees of the University.

The Staff Handbook is provided to employees as a summary guide of policies and procedures of the University. More detailed statements of these policies may be found by contacting your supervisor, the Human Resources policy manual, or via the Internet at <http://www.uncp.edu/hr>.

The information in this handbook is not a contract and is subject to change by the proper authorities. It should be understood that explanations in this handbook cannot alter, modify, or otherwise change the controlling legal documents or general statutes in any way, nor can any right accrue by reason of any inclusion or omission of any statement in this handbook.

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The University of North Carolina at Pembroke is dedicated to equality of opportunity within its community. Accordingly, UNCP does not practice or condone discrimination, in any form, against students, employees, or applicants on the basis of race, color, national origin, religion, sex, age or handicap. UNCP commits itself to positive action to secure equal opportunity regardless of those characteristics.

UNCP supports the protections available to members of its community under all applicable Federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246.

UNCP was originally established in 1887 as a school for Native Americans. Now one of the sixteen constituent campuses of the University of North Carolina system, UNCP offers 50 different undergraduate degree programs and 9 graduate degree programs. Boasting an enrollment of 3000 students, UNCP is accredited by the Southern Association of Colleges and Schools, the American Association of Colleges and Universities, the North Carolina Department of Public Instruction and the American Council on Education.

The mission of The University of North Carolina at Pembroke's Department of Human Resources is to provide excellence in Human Resource support services to the University community. The department serves university faculty, staff, administration, students, and external communities. Services to each of these groups enable the University to perpetuate a climate for quality education which is paramount to a successful higher education institution. The Human Resources' functions, administered by the department, include staff recruitment, fringe benefits administration, position analysis and classification, training and staff

development, employee relations programs, policy development and administration, disciplinary actions and appeals, equal employment opportunity, and policy interpretation for University top management.

The UNCP Department of Human Resources is located in Lumbee Hall, third floor room 347. Responsible for the total Human Resources function, this department serves approximately 475 teaching and non-teaching employees. Employees are encouraged to stop by the department any time questions arise concerning employment, fringe benefit programs, or other personnel matters. Employees may also contact the department by phone at campus extension 6279.

UNCP is organized into five divisions: Academic Affairs, Business Affairs, Student Affairs, Office of Advancement, and the Chancellor's office. Each division is headed by a Vice Chancellor, who in turn, reports to the University Chancellor. Offices under each division are directed by department managers, who are responsible for their area of expertise.

## ***Message from the Human Resources Director...***

To Members of the University community:

The Department of Human Resources is pleased to provide this employee handbook to all employees Subject to the Personnel Act (SPA). As an SPA employee, you are a highly valued customer of the Department of Human Resources and other departments on campus.

We want to provide you with information to help you become successful in your employment endeavors at The University of North Carolina at Pembroke. This handbook is designed to answer many of your questions about the university's policies and procedures as they affect you, the SPA employee. As such, it is

designed as a resource guide, and as with any resource material, it is useful only if you use it. I encourage you to become familiar with its contents and to follow up with your supervisor or members of my staff for clarification and answers to any of your questions not found in this handbook. You will note that these are general rules and the information is written in summary fashion. Specific statutes and regulations more fully describe these rules and should be consulted when it is important to you.

I sincerely hope your tenure at UNCP is rewarding, and that you will find this handbook helpful to you in your work. If the Human Resources staff can be of assistance to you, please feel free to call us at 910-521-6279.

Sincerely,

Pamela Barkett, Director

## ***GETTING STARTED***

This handbook is designed to assist UNCP employees who are governed by the **S**tate **P**ersonnel **A**ct (SPA) and to help employees understand the State of North Carolina's University system by providing an overview of important rights, policies and benefits. It replaces all such previous handbooks issued to staff employees of the University. It is not intended to cover all policies and procedures in great detail. This handbook applies to full-time and part-time employees in permanent, time-limited, and probationary appointments. Employees working part-time (less than 40 hours a week) with the same appointment types receive most benefits on a

prorated basis. The information contained in this booklet is not a contract and is subject to change by the proper authorities. For more detailed questions, consult your supervisor, the Department of Human Resources, the Business Affairs policy manual, or the University web page, which includes important reference sites.

## ***APPOINTMENTS***

There are basically four types of appointments to classified positions: Permanent, Part-time, Time-limited, and Temporary.

A **permanent** (PMFT) appointment is one which is made on a full-time basis to a permanently established position for an indefinite period of time.

A **part-time** (PMPT) appointment is one which is made on less than a full-time basis (less than 40 hours per week) to a permanent position for an indefinite period of time. (Employees with appointments less than 30 hours are not eligible for benefits).

A **time-limited** (TLFT) appointment is one which is made for a limited duration to a permanent position that is vacant due to a leave of absence, for a period of one year or less. Time-limited appointments receive leave, total state service credit, retirement and health benefits.

A **temporary** (TMFT/TMPT) appointment is one which is made for a specified period of time, normally not to exceed three to six months, and in no case to exceed twelve consecutive months.

## ***PROBATIONARY PERIOD***

A **probationary** appointment is intended to serve as an extension of the selection process and is used to determine if the employee

will be able to meet acceptable performance standards. Determination of the length of the probationary period is based on the progress of the employee and the nature of the work. The probationary period must be no less than three months, but no more than nine months. The employee will earn all the benefits of a permanent employee during this time.

If, during probation, it is determined by performance that the employee is not suited for the position and cannot meet expected standards, the employee will be separated. A dismissal under these conditions cannot be appealed to the State Personnel Commission.

### ***NEW EMPLOYEE ORIENTATION***

Orientation sessions are conducted by the Department of Human Resources for all new permanent employees. These sessions are held in the Human Resources Training Room #358, 3rd floor, Lumbee Hall. The Human Resources staff will contact the new employee to schedule the orientation. The orientation process will include an overview of State and University policies and procedures and various benefit plans such as retirement, health insurance, dental plans, life and disability insurance and other benefit options. During the orientation, the employee will have the opportunity to select and enroll in various benefit plans.

### ***PAYDAY***

All permanent employees are paid on the last working day of the month, except the month of December when checks are issued on or about the 20th. All temporary employees, shift premium pay and Personal Services Contracts are paid on the 15th of each month. Checks may be picked up each month from the Budget office, third floor Lumbee Hall, by a departmental representative.

## ***WORK SCHEDULES***

### ***REPORTING OF HOURS WORKED***

All non-exempt SPA employees are required to complete a monthly time sheet and exempt SPA employees submit a monthly over time record. Time sheets must accurately reflect the employee's work schedule and leave time taken. Over time records must reflect the hours worked over the normal schedule. Hours should be reported exactly as they are worked. Any hours worked in excess of 40 hours in a work week is considered overtime. Time sheets are due in the Department of Human Resources by the 7th of the month. Blank time sheets are available from the department.

Leave request forms must be submitted by every employee for time taken away from work for leave. All leave should be approved by the supervisor prior to being taken. Leave request forms are to be completed and submitted to the Department of Human Resources not later than 24 hours of returning to work.

The Department of Human Resources provides on-line access for employees to view leave balances and other personnel information. ***HRONLINE***, accessible through granpa (the fileserver available through the network), allows employees to view biographic and demographic information, leave account balances and current payroll status.

### ***BREAKS/MEAL PERIODS***

Employees who work a standard 8-hour work schedule are entitled to a one-hour meal period each workday. The meal period should occur near the middle of the workday.

There are no scheduled break periods during the workday, but supervisors may grant employees the privilege of a short break

period. The break period should not exceed 15 minutes. Break time does not accrue to allow the employee to lengthen the lunch hour or shorten the workday.

## ***FLEX TIME***

UNCP utilizes a flex schedule during the summer months. The flex schedule begins on Monday following Spring Commencement and ends on Friday prior to Fall Registration. The supervisor is responsible for establishing and adjusting the work schedule to meet the program and operational needs of the department. The work schedule may vary from the department's schedule; however, the supervisor will make the determination based on the department's and employee's personal needs. The department's work demands and services may require a predetermined work schedule that does not allow flexibility.

## ***COMPENSATION***

### ***SHIFT PREMIUM PAY***

Additional compensation is provided for employees required to work an evening or night shift on a regular basis. If more than half of the working hours occur between 4:00 p.m. and 8:00 am, you will receive an additional 10% of the hourly rate of all hours worked. The additional compensation is not added to the employee's base salary, and is payable on the 15<sup>th</sup> of each month.

***HOLIDAY PREMIUM PAY***

Permanent employees who are required to work during a designated University holiday are eligible for Holiday Premium Pay. In addition to your regular salary, you will be compensated with Holiday Premium Pay equal to one-half of the regular straight-time hourly rate for hours worked on a holiday. The Holiday Premium pay is payable on the 15<sup>th</sup> of each month. You will also be entitled to equal time off up to a maximum of eight hours for each holiday. Equal time off must be scheduled with your supervisor and should be taken as soon as possible, but no later than one year.

***LONGEVITY PAY***

All permanent SPA employees working at least twenty hours per week, who have served at least ten years with the State of NC, will automatically receive longevity pay each year on their longevity anniversary date. Longevity pay is determined by the total years of permanent state service and the appropriate percentage rate times the annual salary. Longevity is paid as follows:

<u>Yrs. of Qualifying Service</u>	<u>Longevity Pay Rate</u>
10 but less than 15 yrs.	1.50 %
15 but less than 20 yrs.	2.25%
20 but less than 25 yrs.	3.25%
25 or more years	4.50%

***OVERTIME AND COMPENSATORY PAY***

When required to work more than forty hours in a workweek, you will become eligible for overtime pay. Overtime pay is calculated as

one and one-half times an employee's regular rate of pay. It applies to SPA employees who are *nonexempt* (subject to the FLSA) and can take the form of monetary compensation or compensatory time off. *Exempt* SPA employees receive overtime on an hour for hour basis, with a maximum accumulation of 60 hours. It is the policy of the State of North Carolina, wherever possible, to give compensatory time off in lieu of monetary compensation for hours worked in excess of forty hours per work week. Such time off must be taken within twelve months from the date the overtime is performed. If compensatory time off is not taken within twelve months, the overtime must be paid. This leave must be used prior to use of vacation leave. If you leave your job, you will not be paid for any compensatory time, nor can it be transferred to another state agency.

### ***DUAL EMPLOYMENT***

Dual Employment occurs when one State agency or University desires the services of an employee of another State agency on a part-time, consulting, or contractual basis. Generally, you cannot be additionally "employed" by another University department or by another State agency as a staff employee. Such Dual Employment is permitted only in certain circumstances and only with the advance approval by the two departments or agencies involved and the Director of Human Resources.

### ***CALL BACK PAY***

Employees subject to the provisions of the Fair Labor Standards Act who are called in for emergencies before or after scheduled work hours or on non work days are guaranteed a minimum of two hours compensation. If the emergency condition requires more than two hours of work, the employee will be paid for the actual time worked.

When called back to work, your work time begins when you are notified to leave your place of residence for travel to the work site and will end when the emergency work is completed.

## ***LEGISLATIVE SALARY INCREASE***

The North Carolina General Assembly may consider and grant a legislative salary increase for state employees usually effective on July 1; however, the amount, type and effective date of any increase may vary from year to year.

## ***SALARY STRUCTURE***

The compensation program is based on a structure of salary grades covering all positions subject to the State Personnel Act. Assignment of a position classification is based on the content of the job and not on your individual performance and qualifications. Each classified position is assigned to a salary grade that defines the hiring rate, minimum, midpoint, and maximum salaries for that classification. Salary levels associated with the salary grade structure are determined by the General Assembly, with input from the State Personnel Commission and various State agencies. The salary structure may be increased or decreased based upon factors such as labor market trends and availability of funds. The current salary structure may be viewed at <http://www.uncp.edu/hr/> or copies are available in the Department of Human Resources.

## ***RECLASSIFICATION***

Reclassification is the assignment of a position to a different classification based on changes in duties, responsibilities, or state standards. The new classification may be higher, lower, or at the same salary grade.

**If a position is reclassified:**

...to a higher salary grade, a salary increase may be given, not to exceed the maximum of the salary range. Increases equal 5 percent for the first grade and 2.5 percent for each additional grade and are given based on the availability of funds and demonstrated satisfactory performance.

...to a different title but remains within the same salary grade, the salary remains the same.

...to a lower salary range and your salary falls within the range of the lower class, the salary may remain the same or be reduced to the lower range.

***IN-RANGE ADJUSTMENT***

UNCP has established an In-Range Salary Adjustment Policy to grant in-range salary adjustments to permanent SPA employees. An in-range salary adjustment is a change in an employee's salary within the current range.

The in-range salary adjustment is to; (a) compensate employees for added responsibilities in the job which are at a higher level but not significant enough to reclassify the position. These added responsibilities must be documented by a position description and work plan; (b) establish equitable relationships among employees performing the same type and level of work considering education, skill, related work experience, length of service and performance level; (c) increase employees' salaries in order to reduce turnover due to labor market or other conditions that may affect retention.

The granting of in-range salary adjustments is contingent upon the availability of salary reserves. The Chancellor and respective Vice-Chancellors will review and approve all in-range requests and submit the request to the In-Range Adjustment Committee and Director of Human Resources for approval. Contact your

supervisor or the Department of Human Resources for more information.

### ***PROMOTION***

A promotion is a move to a higher salary grade and generally occurs as a result of applying for a higher level position, participating in the interview process, and being selected for the position.

If you are promoted to a position with a higher salary grade, promotional pay rewards you for assuming greater and more difficult duties and responsibilities. However, the salary increase may not exceed the maximum of the new salary grade. The new salary must be increased to at least the minimum level of the new salary grade, or increased by 5 percent for the first grade and 2.5 percent for each grade thereafter, whichever is greater.

### ***TRANSFER***

A move from one state agency or department to another is considered a transfer. Transfers may involve a promotion, demotion, reassignment, or lateral move. Your leave credits and retirement transfer, as well. If you transfer to a different agency, your personnel file is transferred to the new agency.

A lateral transfer is the movement of an employee from one position to another position within the same salary grade. The annual salary rate will remain unchanged.

### ***DEMOTION***

A demotion is a change in status to a position assigned a lower salary grade. Demotions may occur for unsatisfactory job performance, or as the result of a disciplinary action.

If you are demoted and your current salary falls within the range of the lower class, it may remain the same or be reduced to any salary

in the lower range.

If you are demoted and your current salary is above the maximum of the range for the lower class, the salary shall be reduced at least to the maximum of the lower range.

## ***LEAVE***

### ***HOLIDAYS***

All permanent employees receive designated paid holidays each year. Employees will be informed at the beginning of each calendar year of the University's holiday schedule. UNCP observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day (2 days)
- Christmas (2 or 3 days)

Each state agency is allowed to change the designated holidays to suit its working environment. If you observe religious holidays other than those set aside by UNCP, your supervisor will work with you to exchange another holiday for the religious holiday, adjust your schedule, or allow you to use your vacation leave. It is essential for some employees to work on holidays.

**VACATION**

Vacation leave must be approved by the supervisor prior to an employee taking leave. Vacation leave may also be used for other personal reasons requiring absence from work. Vacation leave is earned on the following basis for full-time employees:

<u>Yrs. of Service</u>	<u>Hours Earned per month</u>	<u>Days Earned Each Year</u>
Less than 2	7 hrs. 50 min.	11.75 days
2 but less than 5	9 hrs. 10 min.	13.75 days
5 but less than 10	11 hrs. 10 min.	16.75 days
10 but less than 15	13 hrs. 10 min.	19.75 days
15 but less than 20	15 hrs. 10 min.	22.75 days
20 or more	17 hrs. 10 min.	25.75 days

Leave earnings are pro-rated for part-time employees. You may accumulate vacation leave without a maximum until December 31 of each year. On December 31, if you have more than 240 hours (30 days) of leave, 240 hours are carried forward to January 1 of the following year and the excess hours are converted to sick leave. Unused vacation leave is paid in a lump sum, not to exceed 240 hours, upon separation of employment.

**SICK**

Sick leave is earned at the rate of 8 hours each month or 12 days each year. Sick leave may be accumulated indefinitely and may be

used to extend an employee's creditable service upon retirement.

Sick leave may be used for:

- medical appointments
- illness of a member of the immediate family\*
- death of the immediate family\*
- quarantine
- actual period of disability connected with pregnancy or adoption of a child

*(\*Immediate family is defined as spouse, parents, children, including step, half, and in-law relationships, brother, sister, grandparents, and grandchildren.)*

The supervisor or department head may request a doctor's certificate to verify sick leave.

Sick leave continues to accumulate for the duration of permanent employment and is creditable in part toward NC Retirement service, upon retirement (maximum days used towards retirement credits is the number of years of service x 12). Twenty sick leave days or any portion thereof equal one month's service. There is no pay out for unused sick leave. If you separate from the university and are re-employed within five years with a State agency, any previously unused sick leave is reinstated. If you are not re-employed with a State agency or do not file for State Retirement within five years, your prior sick leave balance is canceled.

NOTE: At the discretion of management, vacation and/or sick leave may be advanced to an employee based on individual circumstances and organizational requirements. The maximum advancement is the amount that an employee is entitled to earn for the remainder of the current calendar year.

## ***FAMILY MEDICAL LEAVE ACT (FMLA)***

The Family and Medical Leave Act was adopted by Congress in 1993 to balance the demands of the workplace with the needs of

employees and their families. Employees may use vacation or sick leave, leave without pay, or if eligible, donated Voluntary Shared leave for absences from work due to childbirth, adoption, or a serious health condition of an employee or an employee's spouse, child, or parent. An employee's job and benefits are protected while an employee takes leave under this policy.

Employees who have worked with the University or State government in a permanent or temporary capacity for at least 12 months and who have worked 1040 hours during the previous 12 month period are eligible for 12 work weeks of leave under this policy in any 12-month period.

For more information on this policy, or to request FMLA forms, please refer to HR policy 04 94 or contact the Department of Human Resources.

## ***CHILD INVOLVEMENT***

Child Involvement leave promotes employee involvement in the education of children and assistance in the schools through the high school level. Full-time permanent employees are eligible to receive eight hours of paid child involvement leave each calendar year whether they have no children, one child, or more than one child. Leave earnings are pro-rated for part-time employees. Child Involvement may be used for the following:

- to meet with a teacher or administrator of any school or licensed day care facility concerning the employee's children, step children or children for whom the employee is responsible;
- to attend a school or day care sponsored activity involving the employee's children, step children or children for whom the employee is responsible. This does not include athletic events;
- to perform volunteer work at a school or facility-approved activity such as library work or PTA fund raising.

Child Involvement leave may not be accumulated or carried forward from year to year. When leaving employment with the University, no payment is made for any unused Child Involvement leave.

### ***CIVIL***

If you are called to serve on jury duty, you will be granted leave with pay. This will not be charged against your leave account. Also, you will be entitled to any juror's pay plus your regular State salary for the period. You must file a copy of the court summons with the Department Human Resources.

If you attend court as part of your job, no leave is required, but any court fees you receive in this case must be turned in to the University cashier.

If you are subpoenaed or directed by proper authority to appear as a witness, you will be granted civil leave with pay. Any fees received will be turned in to the University cashier. You may elect to use annual leave rather than take civil leave with pay in which case you may retain any fees received. Please notify your supervisor in advance if you are required to appear in court.

### ***MILITARY***

Military leave with pay may be granted to members of reserve units of the armed forces. You are entitled to leave with pay not to exceed 120 working hours each Federal fiscal year when you are ordered to duty for annual training or other purposes.

Military leave without pay will be granted for periods of active service that result from involuntary draft. Contact the Department of Human Resources and/or the supervisor for specific details concerning the military leave policy.

## ***VOLUNTARY SHARED LEAVE***

Prolonged medical conditions often require state employees to exhaust all of their leave. The Voluntary Shared leave program permits you to donate vacation leave to any "approved" UNCP employee or donate vacation or sick leave to an immediate family member in any state agency as long as the agency is willing to accept the donation.

An employee may apply for or be nominated to receive leave donations at any time. Four hours is the minimum amount of leave that may be donated by an employee. You may not donate more than your annual vacation leave accrual amount, and your vacation leave balance after a donation may not be less than one-half of your annual vacation leave accrual amount.

## ***PARENTAL (Maternity)***

If you do not qualify for the Family and Medical Leave Act, you may take leave without pay for childbirth or adopting a child. The natural parents of a newborn infant and the parents of a newly adopted child may request leave without pay under provisions of this policy.

## ***LEAVE WITHOUT PAY (LWOP)***

Leave without pay may be granted for education purposes, vacation, or for any other reasons deemed justified by your supervisor or department head. The employee shall apply in writing to the supervisor. The final approval will be granted by the Chancellor.

## ***ADVERSE WEATHER***

Situations may arise due to adverse weather conditions that create difficulty for employees to report to work or make it advisable that they leave work early. The Chancellor, or designated representative, will determine to what extent operations will be suspended or temporarily curtailed. Employees may use vacation time or adjust their work schedules with the approval of their supervisors to make up the time. The time cannot be made up in a work week in which you have worked a total of forty hours, since it would create overtime.

## ***EDUCATIONAL LEAVE***

The State may approve for agencies to provide leave with pay or leave without pay for certain types of educational courses. This leave may be granted only when recommended by the department head and approved by the Chancellor. For details, contact the Department of Human Resources.

## ***VOLUNTEER PARTICIPATION AND COMMUNITY INVOLVEMENT***

UNCP recognizes the need for volunteers to maintain the quality of life in our state. As a state employee, you are encouraged to perform volunteer work; however, you must continue to meet the requirements of your job. Leave with pay may be granted to full-time and part-time employees for emergency services, blood and bone marrow donor ship, and disaster service volunteer. Proof of membership in the volunteer organization should be provided.

## ***BENEFITS PROGRAMS***

### ***HEALTH INSURANCE***

Permanent employees are eligible to participate in various group health insurance plans, such as the State Health Plan or in one of the available Health Maintenance Organizations (HMOs). An employee working 30 hours each week or more will receive the University's premium contribution. The University pays the premium of the State Health Plan for employees and contributes the same amount towards the cost of the HMO. Part-time employees working 20-29 hours each week are eligible to purchase health insurance at the full premium cost. All premiums can be deducted from your paycheck on a before-tax (state, federal, and FICA) basis.

Health insurance coverage begins the first day of the month following your employment date. You must enroll yourself and your dependents when first eligible for pre-existing health conditions to be covered. If you decide to enroll or add your dependents at a later date, your dependents will be subject to a 12-month waiting period for pre-existing conditions, provided the dependents have not been covered by another health insurance plan.

An enrollment period is held once a year, usually in August. This allows you to transfer coverage from your current plan to a different HMO or to the State Health Plan. Provider plan booklets and further information may be obtained through the Department of Human Resources.

### ***NC FLEX PROGRAM***

NC Flex, the statewide flexible benefits program, offers you the advantage of paying for certain benefits before taxes (state, federal, and FICA), saving you money and allowing you to stretch

your paycheck. Participation is offered in reimbursement accounts for health and dependent care expenses, a vision care plan, accidental death & dismemberment plan and a dental plan. Limits regarding all tax-sheltered deductions according to IRS regulations must be taken into consideration. Changes or additions to the NC Flex benefits can occur only when there is a qualified family status change.

An annual election/enrollment period is held once a year, usually October for coverage beginning January 1 of the following year. Please refer to the NC Flex booklet or contact the Department of Human Resources for details.

### ***SUPPLEMENTAL INSURANCE PLANS***

Supplemental insurance plans are available through payroll deduction from various companies offering benefits including cancer, life insurance, hospitalization, accidental disability/sickness, intensive care, or permanent disability coverage.

The vendors' representatives are available to meet on campus or you may contact each representative directly. The Department of Human Resources has brochures and information on hand for distribution upon request.

### ***LIABILITY PROTECTION***

You are entitled to protective assistance provided by the State if you are held responsible for an alleged legal wrong attributable to your conduct within the course and scope of your State employment. Questions concerning coverage and claim exclusions should be directed to the Chancellor's office.

## ***WORKERS' COMPENSATION***

University employees are fully covered under the State of North Carolina's Workers' Compensation laws. This coverage provides for lost time and medical expenses at University cost if you have an accident or contract an occupational disease on the job at UNCP. All accidents and injuries, no matter how slight, must be reported immediately to your supervisor. All accidents must also be reported to the Department of Human Resources so that a claim can be filed on your behalf with the Third Party Administrator and the North Carolina Industrial Commission. Workers' Compensation law requires a seven-day waiting period before weekly benefits will be paid. After this waiting period, the worker's compensation benefits continue at 66 2/3% until the employee is released by the attending physician to return to work. A third party administrator handles the claims management for the State of North Carolina. For further details, refer to policy # HR 12 97.

## ***SAFETY***

It is the intent of the University to provide the safest possible environment for you, other employees, students, and the general public. The protection of our fellow UNCP employees and the public on UNCP property is a responsibility we all share. If you know of any unsafe working conditions or improperly operating equipment that could result in an accident, injury, illness, or property loss, contact your supervisor or the University Safety Officer.

## **RETIREMENT**

### **TEACHERS' AND STATE EMPLOYEES' RETIREMENT SYSTEM (TSERS)**

If you are a permanent employee working at least thirty hours a week for nine months of the year, you become a member of the Teachers' and State Employees' Retirement System (TSERS). If you are employed as a sworn law enforcement officer, you will be participating in the plan for the state law enforcement officers. You contribute to the retirement program 6% of your salary which is automatically deducted from your paycheck before taxes (state and federal). UNCP contributes an additional amount to the system based on the calculation of an actuary. The state provides benefits for you and/or your family in case of disability, retirement or death after you have completed certain service requirements.

Retirement eligibility is based on age and years of creditable service. The Department of Human Resources provides formal and informal pre-retirement counseling for employees. An employee planning to retire should contact the Department of Human Resources not less than three months prior to the date of the planned retirement. Please consult the handbook *"Your Retirement Benefits"* for full details.

### **SUPPLEMENTAL RETIREMENT PLANS**

The University makes available tax-sheltered annuity plans for employees who wish to provide supplemental income for their retirement years and, at the same time, reduce the amount of their current taxable income through the use of a tax-sheltered annuity. Strict limitations apply on the withdrawal of these funds and on the amount that can be contributed according to Internal Revenue

Service (IRS) regulations. The following investment options are available:

- NC Deferred Compensation (457 b)
- State 401 (k) Services with BB & T
- 403 (b) programs from several companies

Personal circumstances will determine whether it is to your advantage to participate in a voluntary tax-sheltered plan. The Department of Human Resources has brochures and literature available outlining specific details and limitations of each company's plan.

### ***DISABILITY INCOME PLAN OF NC (DIPNC)***

The State provides the Disability Income Plan of North Carolina (DIPNC) for permanent employees who participate in the Teachers' and State Employees' Retirement System (TSERS). This plan provides partial replacement income for eligible employees who become temporarily or permanently disabled and unable to perform their regular job duties. There is no cost to you.

After one year of contributing membership in TSERS, you are automatically eligible for coverage under the Short-Term disability benefit, which pays 50% of your salary. Upon approval, benefits are not payable until after the conclusion of a 60-day waiting period. After five years of contributing membership in TSERS, you become eligible for the Long-Term disability benefit, which pays 65% of your salary. This benefit continues as long as you are permanently disabled, until you first qualify for an unreduced service retirement allowance.

Additional information about the Disability Income Plan of North Carolina, including taxability of the benefit, accrual of service credits, and other benefits coverages are described in detail in the "Your Retirement Benefits" booklet or contact the Department of Human Resources. *\*Special insurance and separation allowance*

*benefits are available to law enforcement officers.*

## ***OTHER BENEFITS***

### ***DIRECT DEPOSIT***

Employees may elect to have their paychecks deposited directly into one financial account of their choice. This option is available only to employees who are paid on the regular permanent payroll. The employee will receive a "Notice of Deposit" for records information each pay day. Direct deposit authorization forms are available in the Department of Human Resources.

### ***STATE EMPLOYEE'S ASSOCIATION OF NORTH CAROLINA (SEANC)***

The State Employee's Association of North Carolina (SEANC), a voluntary, non-profit organization, is the largest independent State Employees Association in the nation. The first and foremost role of SEANC is that of legislative lobbyist for State employees. Included in the membership dues is a newspaper describing various organization activities. Special programs, discounts and services are also available to members. For more information, contact SEANC at 1-800-222-2758.

***EMPLOYEE'S ASSISTANCE PROGRAM  
(EAP)***

The State of North Carolina provides an Employee Assistance Program (EAP) to help employees find solutions to personal or medical problems which may adversely affect their job performance or personal conduct. The EAP is a confidential assessment and referral service. Employees may contact the State EAP office directly or may request assistance from the Department of Human Resources. All EAP referrals and records are handled with the strictest confidence.

***STATE EMPLOYEES' CREDIT UNION (SECU)***

The State Employees' Credit Union (SECU) is a financial cooperative owned by its members and available to permanent State employees and their families. Membership in the Credit Union may be obtained by submitting a completed, signed application for membership, together with a deposit of at least \$25 to cover the purchase of at least five shares of stock.

SECU offers a wide range of services, including share accounts, interest checking accounts, economy checking, money market savings, certificates of deposit, individual retirement accounts, cash points, credit cards and many other services. There is a SECU branch located in downtown Pembroke.

***TUITION WAIVER***

All employees who work 30 hours or more and have completed their probationary requirement are eligible to enroll for one course per semester for which regular tuition fees are waived. This applies to the regular academic year and the summer session, night classes only. Only one course will be permitted during a work shift.

Enrollment must not interfere with normal employment obligations and is on a space-available basis. Normal admission procedures and activity fees apply. Application forms are available in the Department of Human Resources. Please refer to HR policies 01 95 and/or 01 92.

### ***CELLULAR PHONE GROUP PLAN***

ALLTEL Cellular service provides a group discount on cellular phone service packages available for UNCP employees and their families. Please contact the Department of Human Resources for representative and package information.

### ***EDUCATIONAL ASSISTANCE***

As an employee, you may decide to take academic credit courses to help you improve the knowledge and skills needed for your job or classification. If an educational activity can help both your agency and you at your current job, you may be eligible for reimbursement of academic costs. Limited time off may be granted if classes are only offered during working hours.

Management may decide what course work will help you improve or maintain your current job skills. To receive Educational Assistance, you should contact your immediate supervisor or the Department of Human Resources, before enrolling, for approval information.

### ***PARKING***

Parking is provided in designated areas across campus for faculty, staff and students. Parking areas are clearly designated, and traffic rules and regulations are strictly enforced. A copy of the traffic rules may be obtained from the University cashier's office. Traffic

ordinances have been adopted by our Board of Trustees and will be enforced by the campus police.

If on-campus parking is desired, each employee must purchase a transferable parking permit each year, usually in August. A pre-tax deduction is available if you would like the parking fee automatically deducted from your paycheck. Please contact the Department of Human Resources for payroll authorization forms.

### ***I.D. CARDS***

Each employee of UNCP should have a permanent I.D. card. The I.D. card is made at the beginning of each academic semester. I.D. cards are needed to utilize check cashing services at the University Bookstore, purchase meal plans for dining services in the University Cafeteria, participate in University sponsored activities, and for the use of University equipment or facilities. The I.D. is free to employees and is issued to the employee in the Media Services Center. Contact the Media Center for current procedural information.

The block meal plans are available at a minimum of 16 meals per purchase at a small fee per meal, plus tax. Contact the Cashier's office for details.

### ***NOTARY PUBLIC SERVICES***

Notary Public services are available to all employees and students at no charge. The Department of Human Resources should be contacted to schedule an appointment if services are needed.

## **EMPLOYEE RECOGNITION PROGRAMS**

### **GOVERNOR'S AWARD FOR EXCELLENCE**

The Governor's Award for Excellence Program was created by Governor James B. Hunt, Jr. in 1982. Annually, the Office of State Personnel and the Governor's Committee for the Recognition of State Employees sponsor this program to honor state employees for outstanding achievements. This is the highest honor that a State employee may receive for dedicated service to State government and the people of North Carolina.

UNCP may submit three nominations each year to the Governor's Award Committee. The categories for qualifying nominations are Outstanding State Government Service, Innovations, Public Service, Safety and Heroism, and Human Relations. Please contact the Department of Human Resources for nomination information.

### **STAFF COUNCIL**

The University Staff Council is a group of SPA and EPA non-teaching employees, elected by peers. The council was established in January 1999, endorsed by the President of The University of North Carolina. The campus-wide assembly was created to identify and discuss general employment interests and concerns, to exchange information, to clarify and coordinate policies, to identify current problems with university operations, and to present plans or proposals for improvement of working conditions. The Staff Council seeks to improve the quality of life at

UNCP for its students, faculty and staff employees through better understanding and recognition of the value of employee contributions, and respect for the worth of the individual.

The Staff Council members invite you to attend meetings and share concerns. Council meetings are held the first Tuesday of each month and two public forums held each year. View pertinent information on the web page at <http://www.uncp.edu/council/>. Contact the chair of the Staff Council for more details.

### ***SERVICE AWARDS***

The continued and dedicated service of UNCP employees is recognized and expressed on the 10th, 20th and 30th year of service anniversaries through an annual banquet hosted by the Chancellor. Service recognized employees choose an award of their choice and is presented to them at the banquet.

### ***EMPLOYEE SUGGESTION SYSTEM***

The State of North Carolina rewards permanent employees who make constructive suggestions that result in monetary savings or efficiency improvements for the State. The Employee Suggestion System was established in 1977 to stimulate creativity and innovation, motivate employees to submit their ideas and suggestions, evaluate employee suggestions fairly, and to reward and recognize meritorious suggestions. A suggestion resulting in savings may warrant money or paid leave. Please contact the Department of Human Resources for submission information.

## ***OTHER PROGRAMS***

### ***PERFORMANCE MANAGEMENT***

It is the policy of the State of North Carolina that top management within each agency and institution, initiate and maintain an operative Performance Management system approved by the Office of State Personnel. Each employee's performance must be evaluated and given an overall rating by the immediate supervisor at least once a year, provided the probationary period has been completed. If the employee disagrees with the final overall rating, he/she may appeal the decision through the Dispute Resolution Process.

An interim review should be conducted midway the performance cycle. This allows the employee to improve his/her performance before the end of the cycle, thereby correcting performance deficiencies. The interim review eliminates "surprises" at the end of the cycle. Please contact the Department of Human Resources or your supervisor for further details.

### ***GRIEVANCE PROCESS***

The University is committed to fair and equitable treatment for all employees; therefore, the University has established a procedure for fair, orderly, and prompt resolution of work-related problems. The employee and supervisor are strongly encouraged to try and resolve work-related problems through informal means. However, when conflicts cannot be resolved informally, the University has a formal grievance process and policy in place, which is recommended. Please consult the Department of Human Resources for detailed policy information and forms.

## ***WORKPLACE HARASSMENT***

The University is committed to providing a workplace that is free of any form of harassment or hostility. Workplace harassment is unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition defined by G.S. 168A-3 that creates a hostile work environment or circumstances involving quid pro quo.

Any employee who is subject to any type of workplace harassment should submit a written complaint to the Department of Human Resources within 30 days of the incident.

## ***DRUG-FREE WORKPLACE***

The University maintains a drug-free workplace. Individuals who suspect they may have a drug or alcohol problem are encouraged to seek help through the Employee Assistance Program before the problem affects their work performance or conduct. Anyone reporting to work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job may be suspended or dismissed without warning. In addition to disciplinary action by the University, violation of the University's drug-free policy may be cause for criminal prosecution by government or law enforcement agencies.

## ***SMOKING***

The University has adopted a smoking policy that is enforced campus-wide. This policy prohibits smoking throughout campus buildings. Specific designated smoking areas are available. Your supervisor will review this policy with you and can advise you of the location of the permissible smoking area in your building.

## ***DISCIPLINARY ACTIONS & DISMISSAL PROCEDURE***

UNCP has designed a formal disciplinary action and dismissal policy which is to be followed when an employee's job performance or personal conduct is unacceptable. The following steps are followed when the job performance is unacceptable:

- Oral Warning - a private discussion with the employee, the supervisor will (1) advise the employee that this is an oral warning, (2) explain to the employee the deficiency in his/her work, (3) outline the performance expectations and specific improvements that must be made, (4) set a realistic time period for the employee to make necessary improvements, and (5) advise the employee of the consequences of not making necessary changes.
- Written warning - a private disciplinary conference which follows the procedures outlined in the oral warning, with all pertinent items discussed set forth in writing. The written document outlines performance deficiencies, performance expectations, and sets the time period for improvement. A copy of the written document is given to the employee.
- Final written warning - a second disciplinary conference is held between the supervisor and the employee where performance deficiencies will again be outlined. The time allowed to make the required improvements, and the consequences of failing to make necessary improvements, including dismissal, will be noted.
- Dismissal - a pre-dismissal interview is held, if the employee's performance does not improve, to advise the employee of the reason(s) for the dismissal.

Employees may be dismissed, demoted, suspended, or warned without prior notice on the basis of unacceptable personal conduct. The employee is given written notice of the action which will also include the specific reasons for the action. Contact the Department of Human Resources for advisement for disciplinary actions.

***PERSONNEL RECORDS***

The Department of Human Resources maintains a personnel file for each staff employee. This file contains an employment application, salary history, and other appropriate information. Certain personnel information is considered public information and is available to the public during regular office hours. This information includes your name, age, current department, date of most current employment, current position classification title, current salary, date and amount of most recent change in salary, and date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification.

All other information in your file is confidential and is subject to inspection only by you, your supervisor, University management, an agent designated in writing by you, a party under authority of court order, and state and federal agencies. An employee may review his/her personnel file anytime.

***USE OF STATE PROPERTY***

Personal use of University supplies and equipment is prohibited, and may jeopardize your employment at the University. Employees are not permitted to do personal work for themselves or others on the job. Supervisors will not request their employees to perform tasks of a personal nature. Violations of this policy should be reported to the Vice Chancellor responsible for your organizational unit.

***EMPLOYMENT OF RELATIVES (NEPOTISM)***

Members of your immediate family may accept employment at the University, provided that neither you nor your family member supervises the other or has influence over the other's employment,

transfer, promotion, salary administration, or other related management or personnel matters. Restrictions also include others living in the same household or so closely identified as to suggest the potential for difficulty in the employment relationship.

### ***POLITICAL ACTIVITY***

As a University employee, you retain all rights and obligations of citizenship provided in the U. S. Constitution and laws of the State of North Carolina and the United States of America. As a State employee, however, you may not take an active part in managing a campaign for political office, or otherwise engage in political activity while on duty. You may not 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. You may not 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.

Employees are encouraged to exercise their privilege by going to the polls to vote. For employees who cannot vote before or after working hours, supervisors will grant a reasonable opportunity for time off to vote.

### ***TRAINING OPPORTUNITIES***

The Department Human Resources provides training for personal and professional development. Periodically staff is surveyed to determine training needs and workshops are designed to meet those needs. Retirement training is provided through PREPARE FOR TOMORROW and PREPARING MAKES \$ENSE workshops. Customer Service training is provided through the CONNECTIONS program. Policy and Procedures training is provided using existing written policies.

The University Computing and Information Services department provides computer related training through its Support and Training for Electronic Performance (STEP) Center. Workshops are evaluated by participants to measure training effectiveness.

## ***SECONDARY EMPLOYMENT***

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee should have approval from the supervisor before engaging in any secondary employment. The purpose of this 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. These provisions for secondary employment apply only to non-State sources of income and do not include a second job or assignment paid from State funds.

## ***WORKPLACE VIOLENCE***

The University is dedicated to providing a safe environment for its employees and the public. Workplace violence of any type will not be tolerated. Workplace violence includes intimidation, threats, physical attacks, or property damage. Under the state policy, employees cannot use or possess unauthorized weapons while at a place related to their jobs, unless a weapon is part of the job such as certified law enforcement officer. If you need to report a potentially violent situation in your workplace, please see your supervisor or contact the Department of Human Resources immediately.

## ***LEAVING THE UNIVERSITY***

### ***EXIT INTERVIEW SESSION***

Employees are expected to notify their supervisors in writing at least two weeks (10 workdays) prior to the last day of work. Before leaving the University, each employee should schedule an exit interview through the Department of Human Resources. The purpose of the exit interview is to give the employee the opportunity to discuss continuation of insurance coverage (COBRA), conversion and transfer of benefits, final pay information, share information on ways to improve job performance and to provide forwarding information. The exit interview checklist should be obtained from the Department of Human Resources and completed prior to the interview, refer to policy # HR 03 94.

### ***UNEMPLOYMENT INSURANCE***

Unemployment compensation is a Federally-mandated program. It is designed to provide temporary income to replace a portion of the wages lost by those who are unemployed through no fault of their own and who are able and available to work. In North Carolina, the program is administered by the Employment Security Commission and UNCP's claims file management is administered by a third party administrator. Specific information about the program, including the types of employment covered, benefits payable, eligibility requirements, and claims processing is available from the local Employment Security office.

## ***REDUCTION-IN-FORCE (RIF)***

Although the University realizes that job security is important to all employees, it is sometimes necessary to “*rif*” (lay off) employees due to loss of funds, lack of work, or other similar circumstances. Employees are entitled to priority re-employment consideration for other staff openings if a “*rif*” occurs. This consideration is up to 12 months from the date of the notification. In addition, you may be eligible for severance pay based on your salary, length of service and age at separation.

Probationary employees, employees with time-limited appointments, and temporary employees are not eligible for severance pay and are not eligible for priority re-employment consideration. For further details, refer to policy # HR 08 95.

## ***DEATH***

In the event of the death of an employee or dependent, the Department of Human Resources should be notified as soon as possible. The benefits manager will provide information to the family regarding any benefits due to the beneficiaries of the deceased. If there is a death of a dependent, the manager will check to see if there are any policies against which claims should be filed. The manager will advise the employee of necessary changes and/or updates to the policies for the removal of dependents.

**NOTES**