



UNIVERSITY OF NORTH CAROLINA  
**CHARLOTTE**

# **EHRA STAFF HANDBOOK**



*Revised December, 2022*

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# History and Governance

## History and Governance of the University of North Carolina

### *History of the University of North Carolina*

In North Carolina, all the public educational institutions that grant baccalaureate degrees are part of the University of North Carolina. The multi-campus state university encompasses 16 such institutions, as well as the NC School of Science and Mathematics, the nation's first public residential high school for gifted students. Chartered by the North Carolina General Assembly in 1789, the University of North Carolina was the first public university in the United States to open its doors and the only one to graduate students in the eighteenth century. The first class was admitted to Chapel Hill in 1795. For the next 136 years, the only campus of the University of North Carolina was at Chapel Hill.

Additional institutions of higher education, diverse in origin and purpose, began to win sponsorship from the General Assembly beginning as early as 1877. Five were historically black institutions, and another was founded to educate American Indians. Some began as high schools. Several were created to prepare teachers for the public schools. Others had a technological emphasis. One is a training school for performing artists.

The 1931 session of the General Assembly redefined the University of North Carolina to include three state-supported institutions: the campus at Chapel Hill (now the University of North Carolina at Chapel Hill), North Carolina State College (now North Carolina State University at Raleigh), and Woman's College (now the University of North Carolina at Greensboro). The new multi-campus University operated with one board of trustees and one president. By 1969, three additional campuses had joined the University through legislative action: the University of North Carolina at Charlotte, the University of North Carolina at Asheville, and the University of North Carolina at Wilmington.

In 1971, legislation was passed bringing into the University of North Carolina the state's ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, the North Carolina School of the Arts (now the University of North Carolina School of the Arts), Pembroke State University (now the University of North Carolina at Pembroke), Western Carolina University, and Winston-Salem State University. In 1985, the NC School of Science and Mathematics was declared an affiliated school of the University; in July 2007, NCSSM by legislative action became a constituent institution of the University of North Carolina. All the schools and universities welcome students of both sexes and all races.

### ***Board of Governors***

The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." The 32 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Former board chairmen and board members who are former governors of North Carolina may continue to serve for limited periods as non-voting members emeriti. The president of the UNC Association of Student Governments or that student's designee is also a non-voting member. Information about the authority granted to the Board of Governors can be found in Section 101 of The Code.

## ***President and General Administration of The University of North Carolina***

The chief executive officer of the University is the president. The president is elected by and reports to the Board of Governors. The president's office is the operations level between the constituent institutions and the Board of Governors. The president has complete authority to manage the affairs and execute the policies of the University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors. Information on the authority granted the president can be found in Section 501 of The Code.

## ***Faculty Assembly of The University of North Carolina***

The Faculty Assembly of the University of North Carolina is composed of representatives from each of the constituent institutions. The Faculty Assembly gathers and exchanges information on behalf of the faculties represented, and advises and communicates with the Board of Governors, the General Assembly, the President of the University and other governmental agencies concerning the interests of the faculties. The University of North Carolina at Charlotte has five representatives on the faculty assembly.

# **History and Governance of the University of North Carolina at Charlotte**

## ***History of the University of North Carolina at Charlotte***

UNC Charlotte is one of a generation of universities founded in metropolitan areas of the United States immediately after World War II in response to rising education demands stimulated by the war and its technology. To serve returning veterans, North Carolina opened 14 evening college centers in communities across the state. The Charlotte Center opened on September 23, 1946, offering evening classes to 278 freshmen and sophomore students in the facilities of Charlotte's Central High School. After three years the state closed the centers, declaring that on-campus facilities were sufficient to meet the needs of returning veterans and recent high school graduates.

Charlotte's education and community leaders, long aware of the area's unmet needs for higher education, moved to have the Charlotte Center taken over by the city school district and operated as Charlotte College, offering the first two years of college courses. Later, the same leaders asked Charlotte voters to approve a two-cent tax to support the College.

Charlotte College drew students from the city, Mecklenburg County, and from a dozen surrounding counties. The two-cent tax was later extended to all of Mecklenburg County. Ultimately financial support for the college became a responsibility of the State of North Carolina. As soon as Charlotte College was firmly established, efforts were launched to give it a campus of its own.

With the backing of Charlotte business leaders and legislators from Mecklenburg and surrounding counties, land was acquired on the northern fringe of the city and bonds were passed to finance new facilities. In 1961 Charlotte College moved into two new buildings on what was to become a 1,000-acre campus 10 miles from uptown Charlotte.

Three years later, the North Carolina legislature approved bills making Charlotte College a four-year, state-supported college. A year later, the legislature approved bills making Charlotte College a branch of the University of North Carolina.

In the years since, UNC Charlotte has grown at a rate of about 4 percent per year. With an enrollment of over 25,000 students, it is the fourth largest of the 17 institutions that make up the University of North Carolina system.

UNC Charlotte is a comprehensive university offering almost 90 baccalaureate programs, over 60 programs leading to a master's degree, and 18 programs leading to doctoral degrees. Please see the [UNC Charlotte website](#) for a complete, updated listing of degree programs.

In 1995-96, during the celebration of its 50<sup>th</sup> anniversary as an institution, UNC Charlotte awarded its 50,000<sup>th</sup> degree. In 2012, it awarded its 100,000<sup>th</sup> degree. It now boasts more than 120,000 living alumni and adds 4,000 to 4,500 new alumni each year. Students attend UNC Charlotte from nearly every county in North Carolina, nearly every state in the U.S., and over 100 foreign countries. Additional information regarding student demographics including enrollment data, racial and ethnic composition, scholastic information, and the origins of new first-year and transfer students is available from the Office of Institutional Research and their Fact Books.

### ***Institutional Planning***

The purpose of institutional planning at UNC Charlotte is to (1) meet the needs for internal planning and decisions at department, college, academic affairs, and University levels; (2) support long-range plans and biennial budget requests submitted to the UNC President's office; and, (3) evaluate, assess, and enhance institutional achievements. The two-year and five-year cycles in the process correspond to the budget system of the North Carolina General Assembly and the procedures of the UNC Board of Governors, which provides for a five-year plan to be updated every two years. The Institutional Plan for UNC Charlotte includes:

**Institutional Vision Statement** provides the common framework for what is to be accomplished and who is to be served at the University of North Carolina at Charlotte.

**Institutional Mission Statement** is the general statement of educational mission established for the institution by the Board of Governors of the University of North Carolina. UNC Charlotte's Mission Statement is as follows:

UNC Charlotte is North Carolina's urban research university. It leverages its location in the state's largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

In fulfilling this mission, we value:

- Accessible and affordable quality education that equips students with intellectual and professional skills, ethical principles, and an international perspective.
- A strong foundation in liberal arts and opportunities for experiential education to enhance students' personal and professional growth.
- A robust intellectual environment that values social and cultural diversity, free expression, collegiality, integrity, and mutual respect.
- A safe, diverse, team-oriented, ethically responsible, and respectful workplace environment that develops the professional capacities of our faculty and staff.

To achieve a leadership position in higher education, we will:

- Implement our Academic Plan and related administrative plans.
- Rigorously assess our progress using benchmarks appropriate to the goals articulated by our programs and in our plans.
- Serve as faithful stewards of the public and private resources entrusted to us and provide effective and efficient administrative services that exceed the expectations of our diverse constituencies.
- Create meaningful collaborations among university, business, and community leaders to address issues and opportunities of the region.
- Develop an infrastructure that makes learning accessible to those on campus and in our community and supports the scholarly activities of the faculty.
- Pursue opportunities to enhance personal wellness through artistic, athletic, or recreational activities.
- Operate an attractive, environmentally responsible and sustainable campus integrated with the retail and residential neighborhoods that surround us.

**Institutional Purpose Statement** presents the purpose of UNC Charlotte as established by the Board of Trustees after receiving advice and consultation of the faculty and administration. It provides an elaboration of the mission statement and represents the official posture and practice of the institution. The planning process identifies suggestions for revisions or additions to the purpose statement and the components of the academic plan described are intended to implement.

**General Academic Plan** summarizes the academic priorities, goals, and objectives for the campus, the action steps and resources to address them, and the measures to ascertain their achievement and effectiveness. This plan includes campus support unit plans and may include subsidiary plans to address specific campus issues such as enrollment plan, staffing plan, facilities plan, outreach plan, and diversity plan.

**Institutional Effectiveness Report** is the basis for the annual report to the Board of Governors and the General Assembly on the institution's effectiveness in the areas of student learning and development, faculty development and quality, and progress toward the institutional mission. It draws upon the results of annual assessments of the achievement of institutional goals and objectives, comprehensive self studies and program evaluations, as well as periodic evaluations of functions and services and occasional specialized studies. For more information contact the Institutional Effectiveness Oversight Committee.

**College Plans.** Each college develops a plan, informed by the plans of its departments, which articulates the college mission, purpose, priorities, goals, and objectives; describes the action steps and resources needed to address them; and specifies the measures to ascertain their achievement and effectiveness. These plans may include subsidiary plans to address campus and/or college issues.

**Department Plans.** Each department develops a plan that articulates its mission, purpose, priorities, goals, and objectives; describes the action steps and resources needed to address them; and specifies the measures to ascertain their achievement and effectiveness.

### ***Board of Trustees at UNC Charlotte***

The Board of Trustees is responsible for ensuring the institution's compliance with the educational, research and public service roles assigned to it by the Board of Governors. Other responsibilities include advising the Chancellor on the budget, planning, policies governing the operation and development of the University and other matters it deems appropriate. A comprehensive description of the duty and authority of the Board of Trustees can be found at UNC General Administration.



## ***Chancellor of UNC Charlotte***

The administrative and executive head of the University of North Carolina at Charlotte is the Chancellor, who exercises complete executive authority, subject to the direction of the President, and is responsible for carrying out policies of the Board of Governors and of the Board of Trustees.

The Chancellor is the leader of and the official spokesperson for the institution; promotes the educational excellence and general development and welfare of the institution; and defines the scope of authority of faculties, councils, committees and officers of the institution. All projects, programs and institutional reports undertaken on behalf of the institution are subject to the Chancellor's authorization and approval.

The Chancellor is the official medium of communication between the President and all deans, heads or chairs of departments, directors and all other administrative officers, faculty members, students and employees. The duties and responsibilities of the Chancellor can be found in Section 502 of The Code.

# **Administrative Organization of UNC Charlotte**

## ***Campus Judicial System***

The UNC Charlotte student judicial system is responsible for dealing with cases of alleged violations of [University Policy 406](#), the UNC Charlotte Code of Student Responsibility, and for the interpretation of the Student Body Constitution. The UNC Charlotte Code of Student Responsibility is a comprehensive document that details the student disciplinary process including policies, procedures, and due process rights and responsibilities.

## ***Convocation***

The annual State of the University Convocation at which the Chancellor outlines long-term goals and immediate plans and issues is held before the fall semester begins. Additionally, the University Convocation is a chance to recognize new members of the faculty, as well as honoring those entering their 25th year at UNC Charlotte, new and newly-tenured faculty members, and those who have been promoted to full professor this year. The newest Bonnie E. Cone Early-Career Professorship in Teaching is also introduced. All faculty members, staff, and students are invited to attend.

## ***Other Organizations***

### **Alumni Association**

The Office of Alumni Affairs serves as the liaison between the University and its alumni. Some of the most rewarding experiences of University life begin at graduation when former students enter the Alumni Association. Alumni are an essential part of our University and are among the University's most valued supporters. Responsibility for strengthening and maintaining the relationship between the University and its alumni is vested in Alumni Affairs. Programs of the Alumni Association include the regional, local, special interest and collegiate chapters, homecoming activities, networking socials, athletic support, and sponsorship of the Student Alumni Ambassadors.

**Athletic Foundation**

The Athletic Foundation is a private non-profit foundation established to raise money for athletic scholarships.

**State Employees Association of North Carolina, Inc. (SEANC)**

SEANC is a voluntary organization of state employees, including faculty members, that works to improve benefits for all state employees. The organization communicates with legislators and other governmental officials on behalf of state employees.

**UNC Charlotte Foundation**

The Foundation of The University of North Carolina at Charlotte, Inc. is the 501(c)(3) public charity, incorporated in 1965 to benefit UNC Charlotte through asset management and fundraising. The Foundation advances UNC Charlotte as North Carolina's urban research university through active engagement, advocacy, fund raising, and stewardship.

# Employment at UNC Charlotte

## Getting Started

### ***Administrative Assistance***

Administrative assistance for EHRA staff members is limited, and demands for administrative time come from all members of the department. Requests for administrative support must be realistic and reasonable. The use of administrative time for private business or social correspondence is prohibited. Professional correspondence, the production of professional papers, and the use of administrative support for affairs of professional societies are acceptable provided University business is given priority. For more information, refer to [University Policy 601.3](#), Administrative Support for Professional Obligations.

### ***Bookstore***

Located in the Popp Martin Student Union, Barnes & Noble at UNC Charlotte offers: new and used textbooks and textbook rental (with online ordering and pre-pack services); general interest, “best sellers” and children’s books; school supplies; computer software; greeting cards and gifts; and a large selection of UNC Charlotte apparel, gear and merchandise available.

### ***Disability-Related Resources***

The University provides reasonable accommodation to employees who are disabled or become disabled and need assistance to perform the essential functions of their positions.

Employees with disabilities who are in need of disability accommodations should notify their employing department or contact Human Resources. Once an employee identifies themselves as an individual with a disability, Human Resources will work with the employing department/office to provide consultation and assistance on accommodations specific to the employee's disability. For more information, visit the [University’s Accessibility website](#).

### ***Email Accounts***

All full- and part-time EHRA staff are issued a campus email account. Email is the official form of communication at the University, and individuals are expected to check their email account regularly. For questions about email, please contact the [Office of OneIT](#).

### ***Benefit Package***

UNC Charlotte offers a comprehensive and flexible package of benefits (i.e. insurance, retirement, leave plans) to help employees best meet their individual and family needs, retirement savings and income protection. Reference the UNC Charlotte [New Employee Benefits Information](#) webpage for detailed information about the benefits and services provided to employees, resources, and the process for enrollment. Eligibility rules apply.

## ***Employee Assistance Program***

The University recognizes that employees experiencing personal problems, including emotional problems, alcohol and drug abuse, and marital problems, should be encouraged to seek professional assistance. To meet this need, the University has a contract with CompPsych. For more information visit the [Employee Assistance Program | Human Resources | UNC Charlotte](#) or contact the Employee Relations in Human Resources.

## ***Employee Recognition Programs***

The UNC Charlotte staff award & recognition programs exist to foster and support a culture of recognition on campus. These programs include both those at the University and State levels and are additional to any conducted by divisions and departments.

### **UNC Charlotte Employee(s) of the Year**

The Employee(s) of the Year program is administered annually by the Human Resources Department. This program exists to honor UNC Charlotte staff members who have contributed exemplary service beyond the normal parameters of their job. Staff members can be nominated in one of five categories: Devotion to Duty, Innovation, Human Relations, Community/Public Service, or Safety/Heroism. This program is governed by University Policy 101.11 (UP 101.11) and Personnel Information Memorandum 44 (PIM 44).

### **The Governor's Awards for Excellence**

The Governor's Awards for Excellence is a State level award program which exists to acknowledge and express appreciation for the outstanding accomplishments of State Employees. Employees are nominated by other state employees in one of seven categories: Customer Service, Efficiency & Innovation, Human Relations, Outstanding State Government Service, Public Service, Heroism, and Spirit of North Carolina. The program is administered annually by the Office of State Human Resources. On-campus nomination processes are coordinated by the UNC Charlotte Staff Award & Recognition Coordinator.

### **Service Awards**

The University Service Awards Program is administered by the Human Resources Department on a quarterly basis and exists to recognize staff members for reaching milestone anniversaries of State service. Milestones begin at the 5-year anniversary and continue occurring in increments of 5 years.

### **Additional programs include:**

**The Larkins Award** – Recognizes a state employee for their commitment to equality and justice in the workplace and community.

**The Richard Caswell Award** – Honors State employees with 45 or more years of service.

**NC Thinks** – Suggestion program for sharing ideas about improving State government.

**Recognition Events** - Dessert Shoppe Reception and the Chancellor's Staff Appreciation Luncheon.

Further information [regarding staff awards and recognition](#) is available online at or by contacting Learning and Organizational Development at [staff-recognition@uncc.edu](mailto:staff-recognition@uncc.edu).

## ***Identification Cards***

Identification cards are required for members of the campus community to check out books from the library, secure use of gymnasium facilities, obtain a parking permit, cash checks and provide identification. The card itself (including a photograph) is prepared in the I.D. Card Office located in the Popp Martin Student Union. You will need to have your 800# or 801# and a government issued I.D. card to get your University I.D. Cards are issued for a stated period of time or on an indefinite basis depending upon the period of employment.

## ***Learning and Organizational Development Programs***

As a provider of higher education, UNC Charlotte values continuous life-long learning for our faculty and staff. The variety of topics, opportunities, and resources for professional and personal development are outlined in the table below.

<b>Topics</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>● Leadership, Teamwork and Interpersonal Skills</li> <li>● Policies, Processes, and Procedures</li> <li>● Business, Financial, Communication, and Technology</li> <li>● Wellness and Personal Development</li> </ul>
<b>Opportunities</b>	<ul style="list-style-type: none"> <li>● <b>Classroom Workshops</b> – For a complete listing please visit our <a href="#">online catalog of offerings</a>.</li> <li>● <b>On-Line</b> – There are over 3000 online training courses, books, and skill practice modules available to all faculty and staff via <a href="#">Percipio</a>, our online learning library. Percipio gives you the opportunity to improve your knowledge in an area that is not directly related to your position but that may improve your opportunities for advancement.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>● Consultation for customized training for in-tact teams and functional units.</li> <li>● The Learning and Organizational Development Department also maintains a library of books and professional development resources on a wide range of topics. These materials are available for check out in the Human Resources Department on the second floor of the King building.</li> </ul>

Employees working outside of the core operating hours (second and third shift) are encouraged to speak with their supervisors to arrange flexible working hours to enable them to attend workshops.

## ***Office Keys***

Office keys are provided through departmental offices. Individuals are encouraged to keep their office accommodations locked when not in use to discourage theft and unwanted entry.

## ***Office Supplies***

Supplies are distributed through departmental offices. Procedures for purchasing supplies and equipment can be found in [University Policy 601.11](#), Purchasing Policy.

## ***Parking***

Parking on campus requires a permit (virtual or physical). You can purchase a permit at the Parking and Transportation Services Office, or online. Based on the type of permit you buy, parking privileges are assigned to you by your UNCC MyPark account, and verified through license plate information. For questions, contact Parking and Transportation Services.

## ***Social Security Number***

Disclosure of social security numbers is required of all employees for purposes of crediting social security accounts with FICA payments and for federal tax purposes. Disclosure is voluntary for other purposes and is requested by UNC Charlotte to perform efficiently its obligations as an institution of higher education. Social security numbers disclosed may be used only for the following purposes:

- a) financial management
- b) maintenance of employee and student records
- c) credit management, including debt collection
- d) preparation of identification cards
- e) benefits administration
- f) traffic and parking enforcement

# Employee Regulations and Procedures

## ***Alcohol Abuse, Illegal Drugs, and Firearms***

The University considers the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment. To remind students, faculty and staff of their responsibilities for maintaining a drug free environment, [University Policy 711](#), Program to Prevent Use of Illegal Drugs and Alcohol Abuse, is distributed throughout the University community each year. Further, the University considers a sound awareness, education, and training program indispensable in combating illegal use of drugs and alcohol abuse, both as a preventive measure and as a remedy.

The University will cooperate fully with law enforcement agencies and will apply appropriate disciplinary procedures should a student, faculty member, or staff member violate criminal statutes with regard to illegal drugs. Violations may subject a student, faculty member or staff member to prosecution and punishment by civil authorities **and** to disciplinary action by the University. It does not constitute "double jeopardy" for the University to initiate its own disciplinary proceedings for the same offense when the alleged conduct is deemed to affect the interests of the University.

State criminal law generally prohibits the open or concealed possession of firearms and other weapons on the property of any public or private educational institution. For additional information, refer to [University Policy 702](#), Weapons on Campus.

## ***Animals on Campus***

The University recognizes that owners of Domestic Animals and Therapy Animals may desire to bring those animals to the campus, users of Service Animals or Service Animals in Training may find it necessary to bring those animals on campus, and feral or wild animals may select the campus landscape as their habitat. However, in consideration of the personal safety and well-being of the UNC Charlotte campus community [University Policy 704](#), Animals on Campus, establishes requirements for accessibility, behavior, and treatment of animals on campus.

## ***Communications***

### **Mail and Package Services**

Mail and Package Services is a fully operational Postal Contract Station located in the lower level of the Prospector Building, capable of services equivalent to that of a U.S. Post Office. Non-USPS packages (i.e., FedEx, UPS) are processed through Receiving and Stores.

### **State Courier Service**

A courier mail delivery service links most state government agencies including all campuses of the University of North Carolina system. The cost of mailing through the courier is about half the cost of U.S. mail. Individuals are encouraged to use this service for University business whenever possible.

## University Publications

*Niner Insider* is a University newsletter published online containing information for faculty and staff. The online newsletter publishes announcements of faculty publications and other professional accomplishments, free want ads, news events on campus, and items of personal interest.

Items submitted should be of professional accomplishments or public service activities worthy of campus-wide notification. Examples of items that should be submitted include: publication of a book or an article in a professional journal, participating in (not just attending) a professional meeting, research activities, public service activities such as speaking engagements to important groups, and humanitarian or human interest activities. Staff are encouraged to submit items about their accomplishments, and many departments designate a person to collect and channel such announcements.

The student publication, *Niner Times*, is a weekly newspaper; faculty and staff contributions are welcome.

## Confidentiality of EHRA Staff Personnel Records

State statutes establish legal requirements concerning the use of EHRA staff personnel records. The staff member has a right to review the contents of his or her personnel files including evaluation files except for pre-employment confidential letters of recommendation and certain medical records. Except in special circumstances provided by law, the University is required to keep confidential all information concerning a faculty member **except** the following, which is subject to public access:

- Name;
- Age;
- Date of original State employment or appointment to State service;
- The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the agency has the written contract or a record of the oral contract in its possession;
- Current position;
- Title;
- Current salary;
- Date and amount of each increase or decrease in salary with that department, agency, institution, commission, or bureau;
- Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification within that department, agency, institution, commission, or bureau;
- Date and general description of the reasons for each promotion with that department, agency, institution, commission, or bureau;
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the department, agency, institution, commission, or bureau. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the head of the department setting forth the specific acts or omissions that are the basis of the dismissal; and
- The office or department to which the employee is currently assigned.

For more information, refer to [University Policy 101.8](#), Personnel Records.



## ***Conflicts of Interest and Commitment***

EHRA staff are encouraged to engage in appropriate outside research or non-research activities if these activities are consonant with the objectives of the University. EHRA staff are required to avoid conflicts of interest and conflicts of commitment in their relationships with outside organizations. Outside activities and financial interests must be arranged so as not to interfere with the primacy of University commitments. For more information, refer to [University Policy 102.2](#), Conflicts of Interest and Commitment.

## ***Duty to Report***

The University is obligated to investigate actions undertaken by employees in the performance of their official duties that may be unlawful, improper, or dangerous to the well-being of students, faculty and staff, and to protect those who disclose such actions. University Policy 803, Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection, establishes a mechanism for (A) reporting suspected Improper Activities, (B) initiating investigations of suspected Improper Activities, and (C) protecting members of the University community who report suspected Improper Activities from retaliation.

Members of the University community who have reason to suspect the occurrence of Improper Activities should report those Improper Activities to the appropriate authority following the procedures described in Section V of [University Policy 803](#), Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection. Retaliation against anyone reporting Improper Activities in good faith is prohibited.

“Improper Activities” is defined as actions or failures to act by University employees in the course of their duties that result in:

- 1) A violation of State or Federal law, rule, or regulation;
- 2) A serious or substantial violation of University policy or procedure;
- 3) Fraud;
- 4) Misappropriation of State resources, including embezzlement;
- 5) Substantial and specific danger to the public health and safety; or
- 6) Gross mismanagement, a gross waste of monies, or gross abuse of authority.

Whistleblowers have protection from retaliation under NCGS § 126-85 and [University Policy 803](#), Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection. This Policy establishes a mechanism for (A) reporting suspected Improper Activities, (B) initiating investigations of suspected Improper Activities, and (C) protecting members of the University community who report suspected Improper Activities from retaliation.

## ***Employment of Relatives***

Related persons may be concurrently employed by the University, even as members of the same department, except in the case where one related person has responsibility for the direct supervision of the other. In no case can one related person participate in the evaluation of the other. For more information, refer to [University Policy 101.4](#), Concurrent Employment of Related Persons.

In addition, the University is prohibited from soliciting or culminating a contractual procurement relationship with the immediate family member of any employee of the University, although the family member could serve as a subcontractor or supplier to the successful bidder. For more information, refer to [University Policy 603.2](#), Contracting with Relatives of Employees.

## ***Employment Status***

EHRA Staff members are University employees who are “exempt” from the State Human Resources Act. This means issues such as longevity pay do not apply as they would for most SHRA employees, who are “subject” to the State Personnel Act.

EHRA Staff positions are administrative, professional, managerial, instructional support, development, information technology, police officers, and research positions. Most of these positions are “at will” employment. This means the employee serves at the will of the Chancellor and can be terminated without justification. Notice of termination is given according to the policy applicable to the particular category of EHRA Staff position. Some EHRA Staff are hired on term appointments, where a definite ending date is given, and the employee is terminated on that date without further notice. EHRA Staff positions are also normally subject to merit pay increases, as determined by legislation.

[University Policy 102.7](#), Personnel Policies for Designated Employment Exempt from the State Human Resources Act, including Attachment A, explains EHRA Staff appointment in detail. The recruitment procedures for EHRA Staff are available on the Human Resources website.

EHRA Staff employees fall into four different categories: Instructional Support, Research Support, Information Technology, and Senior Academic and Administrative Officers (referred to as SAAO). [University Policy 102.9](#), Senior Academic and Administrative Officers, refers to SAAO Tier 1 and Tier 2 positions, and [University Policy 102.7](#) applies to all other EHRA Staff positions.

EHRA non-faculty ***Instructional, Research, and Information Technology (IRIT)*** positions deliver the core-mission activities of the University: creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to, and uniquely supportive of, that work. Such positions must be substantially engaged in the regular academic, educational, research, or public-service/extension activities of the University. Such positions require the exercise of professional expertise and discretion in determining the nature and content of the instructional-, educational-, research-, or public-service-related activities, and in evaluating the effectiveness of such activities, and/or involve significant and independent interaction with participants in the University's instructional, educational, research, or public-service programs.

SAAO Tier 1 Positions are our highest ranked positions at the University and include such positions as the Chancellor, Provost, Vice Chancellors, Deans, University Attorney, etc. A complete list of these positions is available in [University Policy 102.9](#). Appointment to these positions require Board of Trustees’ and/or Board of Governors’ approval.

SAAO Tier 2 Positions are administrative and development positions that usually have campus-wide authority or responsibility. Examples include Associate and Assistant Vice Chancellors/Provost, Associate and Assistant Deans, Registrar, Controller, various directors such as: Director of Human Resources, Director of Financial

Services, Director of Purchasing, Director of Alumni Affairs, Director of Financial Aid, Athletic Director, etc. Although the Board of Governors must approve adding a new SAAO Tier 2 position, the Chancellor has the authority to hire and delegate this responsibility to the Vice Chancellors.

There are a few differences in the benefits for each of these categories.

### ***Environmental Health and Safety***

UNC Charlotte strives to ensure that its faculty and staff work in a safe and healthy environment. The University voluntarily engages in a compliance program with the Occupational Safety and Health Act of North Carolina. This program is designed to provide a safe and healthy working, teaching and learning environment, as well as an atmosphere of safety and health awareness. For details, see [University Policy 703](#), Environmental Health and Safety. This policy delegates responsibilities for compliance, implementation, and planning and financing.

### ***Evaluations***

The procedures approved by the University of North Carolina System's Office can be found in the UNC Policy Manual - [300.2.18\[R\] Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act \(EHRA Non-Faculty\)](#).

### ***Grievance Procedures***

#### **Disability-Related Grievances**

Faculty, staff, and students who have grievances related to discrimination on the basis of disability should process such grievances in accordance with [University Policy 501](#), Nondiscrimination. Anyone may [report](#) alleged violations of this Policy to the University's [Office of Civil Rights and Title IX](#).

#### **Sexual Harassment Grievances**

Faculty members, staff, and students who have grievances related to sexual harassment by University employees or students should pursue such grievances under [University Policy 502](#), Sexual Misconduct and Interpersonal Violence. The [procedures](#) applicable to specific complaints of violations of this Policy, including but not limited to retaliation, are available on the [Office of Civil Rights and Title IX website](#).

#### **Other Dispute Resolution Procedures**

EHRA staff employees may utilize the UNC Charlotte grievance procedures for EHRA staff employees, set forth in Section III.5 of [University Policy 102.7](#), Personnel Policies for Designated Employment Exempt from the State Personnel Act.

### ***Information and Technology Services (OneIT)***

The Office of OneIT manages the campus network, mainframe, desktop, network, and mainframe operating systems, standard applications software, and installation and repair services for University-owned personal computers. Computing Services also maintains and performs application development for the University's

administrative systems. The training department in Computing Services provides instructional services and consulting. The student computing department staffs and manages the general-use student computer labs. Online downloads for software can be found online from OneIT.

### **Administrative Systems**

Administrative Systems is responsible for the development and maintenance of the University of North Carolina at Charlotte administrative systems. This includes all business-related systems not specifically the responsibility of another administrative unit. The staff is also available for consultation on uses of technology to enhance University effectiveness.

### **Center for Teaching and Learning**

The Center for Teaching and Learning is open to all members of the UNC Charlotte teaching community. They provide a variety of services and resources for instruction and e-learning. The Center offers a variety of software, multimedia equipment, books and many other teaching resources as well as providing customized professional development offerings for individuals, departments or groups.

### **Client Services**

Client Services within Information and Technology Services works to ensure that students have access to computer equipment, software, and information needed to support their general academic efforts at the University of North Carolina at Charlotte.

### **Database Administration**

The Database Administration unit manages database technologies for the University, in accordance with all privacy regulations and University security policies.

### **Desktop Support**

Desktop Support provides service for customers' University-owned personal computer hardware and software needs including installation, connectivity, upgrade and maintenance of desktops, laptops, workstations, mice, keyboards, printers, thin clients, and scanners. In addition, handheld mobile devices are supported.

### **Electronic Communication Systems**

University electronic communication accounts are provided and supported by the State of North Carolina to support the missions of the University.

The purpose of [University Policy 304](#), Electronic Communication Systems, is to ensure the appropriate use of the University's electronic communication systems (ECS) by its students, faculty, and staff. ECS are tools provided by the University to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use these resources in an efficient, effective, ethical, and lawful manner. Use of the University's electronic communication systems evidences the user's agreement to be bound by this Policy. Violations of this Policy may result in restriction of access to the University email system and/or other appropriate disciplinary action.

While personal use of University ECS accounts is not prohibited by law, and while the University does not routinely monitor any user's ECS content, privacy of personal ECS content residing on or transmitted through University equipment is not assured. Because the University is a State entity, all data transmitted or stored using ECS capabilities are subject to the requirements of North Carolina's Public Records law, which generally requires that any person may have access to State records. Courts may order the production of University

records, including ECS records, in connection with litigation. Appropriate law enforcement and other officials may, consistent with law, have access to documents for purposes of investigating allegations of violations of law or of University policy. Given such considerations, but subject to the requirements of the North Carolina Public Records Act, no University faculty member, staff member, or student should use a University ECS account with the expectation that any particular ECS content, whether personal or business-related, will be private.

### **Enterprise Information Management**

The Enterprise Information Management (EIM) unit coordinates the standardization and integration of UNC Charlotte data resources. It also enhances the quality and integrity of this data and develops the infrastructure necessary to enhance access to this information across campus. These are collaborative efforts between EIM, data custodians, and end users. EIM consists of strategies, standards, policies, procedures, models, and a centralized data repository that recognizes institutional data as a valuable asset, which serves cross-departmental campus functions.

### **Help Center**

The Help Center's role is to handle technology help requests submitted by UNC Charlotte faculty and staff via telephone or online. The help center staff's goal is to assist faculty and staff with timely resolution of any problem that may impact use of core tools used to conduct business at the University.

### **Network Services**

Network Services provides advanced technology planning, development, and infrastructure support for the UNC Charlotte data network, and distributed computing community. Its goals are to successfully maintain a high quality of service, integrate critical technologies, and provide reliable data communications to support the goals and objectives of the University through teamwork, effective communication, and technical leadership.

### **Office of the Chief Information Officer**

OneIT aims to set new standards of service and to introduce new information systems in support of our clients: faculty, staff, students, alumni and the Charlotte community. Our systems and organization are designed to support the University's goals. A common OneIT architecture serves as an enabler for excellent and cost effective services.

### **Research Computing**

The primary purpose of Research Computing is to support the unique computing needs of UNC Charlotte's diverse community of research faculty by developing shared computing facilities and offering specialized services that would be difficult for individual research groups or departments to provide internally.

### **Security**

The mission of the OneIT Information Security Office is to deliver and maintain an information security program that safeguards information assets against unauthorized use, disclosure, modification, damage or loss. This is done by educating the campus community about security related issues, assessing current policies and developing new policies, assisting in strengthening technical measures to protect campus resources, and developing mechanisms to react to incidents and events that endanger the institution's information assets. The administrative responsibilities include establishing and maintaining a secure organization, and developing an integrated security program that supports the accomplishment of the University's strategic goals and priorities.

### **Server Administration**

Server Administration is responsible for the deployment and support of server hardware and associated operating systems that support centralized services throughout the University. The Server Administration technical support staff provides server configuration, installation, and ongoing maintenance for centralized OneIT and departmental servers housed in the main server room.

### **Services Management Center (SMC)**

The Service Management Center has a wide range of responsibilities and duties. The goal of the SMC is to provide the best quality of experience for all persons accessing UNC Charlotte computing resources, by monitoring network resources and ensuring maximum availability. This includes monitoring network equipment, servers, websites, and applications. The SMC also staffs the OPSCAN Center which provides test scoring, faculty evaluations, as well as general survey data file creation for the University.

### **Technology Training**

OneIT Technology Training provides training for the core business and office applications used at the University. Classroom training is available to faculty and staff. On-line training is offered to all University constituents and is available from on or off campus via the web.

### **Telecommunications**

Telecommunications has maintained the University telephone system since 1982. We provide telephones, long distance and data, voice and video cabling. Telephone service to the UNC Charlotte faculty and staff community are provided by a digital switching system, using the latest digital and fiber optic technology and are tailored to meet the needs of the campus community.

### **Web Services**

The primary purpose of Web Services is to oversee UNC Charlotte's entire web presence; including develop and maintain web policies/standards, provide technical guidance for integration of other university technologies into the web, research and development to maintain an effective and efficient web and portal presence, provide guidance in the use of templates and standards for content management, strategic planning, project management, and coordination with server administration to maintain web servers and related web systems.

### ***Motor Pool***

When the use of a University vehicle is required, contact the Motor Fleet Pool in advance to reserve the vehicle. Department or college approval must be obtained beforehand, and the account number of the department to be charged for the use of the vehicle must be provided. For more information, refer to [University Policy 604.2](#), State-Owned Vehicles.

### ***Non-Discrimination***

#### **Discriminatory Personal Conduct**

The University seeks to promote a fair, humane, and respectful environment for its faculty, staff, and students. To that end, University policy explicitly prohibits sexual harassment, racial harassment, and all other personal conduct which inappropriately asserts that sex, race, color, ethnicity, sexual orientation, religion, veteran status, disability, age, or ancestry are relevant to consideration of individual worth or individual performance. The same policies provide procedures for the informal or formal resolution of instances where such behavior is

suspected or alleged. The policies have received wide distribution and are available for inspection in all administrative offices on campus, as well as online at [Chapter 500: Nondiscrimination | Office of Legal Affairs](#).

### **Equal Employment Opportunity and Affirmative Action Plan**

[University Policy 101.5](#), Equal Employment Opportunity and Affirmative Action Plan, provides that UNC Charlotte recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race, color, religion, sex (except when sex is a bona fide occupational qualification), sexual orientation, gender identity/expression, age, national origin, physical or mental disability (except when making accommodations for physical or mental disabilities would impose undue hardship on the conduct of University business), political affiliation, or veteran status.

This policy is a fundamental necessity for the continued growth and development of this University. Nondiscriminatory consideration shall be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence, and termination. All personnel actions pertaining to either academic or nonacademic positions to include such matters as compensation, benefits, transfers, layoffs, return from layoffs, University-sponsored training, education, tuition assistance, and social and recreational programs shall be administered according to the same principles of equal opportunity. Promotion and advancement decisions shall be made in accordance with the principles of equal opportunity, and the University shall, as a general policy, attempt to fill existing position vacancies from qualified persons already employed by the University. Outside applicants may be considered concurrently at the discretion of the selecting official. The University has established reporting and monitoring systems to ensure adherence to this policy of nondiscrimination.

### **Affirmative Action**

UNC Charlotte's philosophy concerning equal employment opportunity is affirmed and promoted in the University's Affirmative Action Plan. To facilitate UNC Charlotte's affirmative action efforts on behalf of individuals with a disability, veterans (including veterans of the Vietnam Era), individuals who qualify and wish to benefit from the Affirmative Action Plan are invited and encouraged to identify themselves. This information is provided voluntarily, and refusal of employees to identify themselves as veterans or as persons with a disability will not subject them to discharge or disciplinary action. Unless otherwise required by law, the information obtained will be kept confidential in the manner required by law, except that supervisors and managers may be informed about restrictions on the work or duties of persons with a disability and about necessary accommodations.

For more information about equal employment opportunity and affirmative action, refer to [University Policy 101.5](#), Equal Employment Opportunity.

U.S. Equal Employment Opportunity Commission "[Know Your Rights: Workplace Discrimination is Illegal](#)" [Poster](#)

Office of Federal Contract Compliance Programs [Pay Transparency Nondiscrimination Poster](#)

## ***Outside Employment***

It is assumed that EHRA staff members are full-time employees of UNC Charlotte for the duration of their appointments. Therefore, University policy precludes an EHRA staff member having an additional full-time position elsewhere. For more information, refer to [University Policy 102.1](#), External Professional Activities of Faculty and Other Professional Staff or the University of North Carolina Board of Governors' Regulation [300.2.2.1\[R\]](#).

## ***Participation in Politics***

Although EHRA staff are private citizens are free to engage in political activities, the Board of Governors of The University of North Carolina has enacted regulations ([UNC Policy Manual, Chapter 300.5](#)) to avoid inappropriate conflict between the obligations of University employment and certain activities for University employees related to governmental and political activities. For more information, refer to [University Policy 102.3](#), Political Activities of Faculty and Staff Exempt from the State Personnel Act. Any faculty member or staff member exempt from the State Personnel Act contemplating serving in an elective or appointive public office, or becoming a candidate, should contact the Office of Legal Affairs well before filing as a candidate for or assuming such office.

Participation in partisan politics by members of the UNC Charlotte community is neither encouraged nor discouraged. Faculty members working on political campaigns or issues are not to use campus mail or other services (printing, computer use, etc.) in doing so. For more information, see UNC Board of Governors Guidelines Concerning Use of University of North Carolina Resources for Political Campaign Activities.

## ***Private Use of University Name or Resources***

The University name, seal, letterhead and all supplies and materials of the University must be used only in the exercise of official responsibilities on behalf of the University. For example, it is improper to use UNC Charlotte stationery for private purposes, or to use an automobile owned by the University for private business or pleasure. For more information, refer to [University Policy 601.1](#), University Supplies, Equipment, and Materials.

## ***Publications and Printing Services***

Auxiliary Services oversees the Reprographics Program that provides printing and copying services for the entire campus. All University printing must be done on campus at Copy and Print Services unless the shop is unable to do the required work or cannot meet the required deadline. Every exception must be approved for off-campus contracting by the Director of Publications and Printing, and processed through Materials Management. For more information, refer to [University Policy 605.6](#), Publications.

## ***Racial Harassment***

### **Office of Civil Rights and Title IX**

The Office of Civil Rights and Title IX is committed to supporting the University's mission of maintaining an environment conducive to learning for all students and a professional workplace for all employees. We take active measures to create or restore a respectful, safe, and inclusive environment for community members that is free from discrimination, discriminatory harassment, and sexual or interpersonal violence.

Report incidents of sexual and interpersonal misconduct and discrimination/harassment to the [Office of Civil Rights and Title IX](#).



## ***Relationships between Students and Employees***

All University employees are prohibited from participating in the evaluation or supervision of a student with whom there is an Amorous Relationship, and are strongly discouraged from engaging in Amorous Relationships with any student. Amorous Relationships implicated by this Policy must be timely disclosed to the Office of Civil Rights and Title IX.

Special rules apply to faculty members and Coaches under this Policy. Except as expressly permitted by this Policy, faculty members are prohibited from engaging in an Amorous Relationship with currently enrolled undergraduate students, and Coaches are prohibited from engaging in Amorous Relationships with currently enrolled student-athletes. Faculty members must also disclose any Amorous Relationship with a student enrolled as a graduate/professional student in the same department or affiliated with the same graduate or professional program.

For more information, refer to [University Policy 101.3](#), Amorous Relationships between Students and Faculty Members or Other University Employees.

## ***Retirement Procedures and Regulations***

For details and regulations regarding retirement, refer to [University Policy 101.6](#), Retirement Procedures and Regulations.

## ***Sexual Misconduct and Interpersonal Violence***

The University is committed to providing a respectful, safe, and inclusive environment for all University community members and guests of the University. Unlawful discrimination and discriminatory harassment, including any form of sexual misconduct or interpersonal violence, undermine the mission of the University and will not be tolerated. The University also strictly prohibits retaliation against individuals for reporting sexual misconduct or interpersonal violence or for cooperating in the University's investigation of sexual misconduct or interpersonal violence.

[University Policy 502](#), Sexual Misconduct and Interpersonal Violence, sets forth expectations for creating and maintaining an environment free of sexual misconduct and interpersonal violence. The procedures applicable to specific complaints of violations of this Policy, including but not limited to retaliation, are available on the [Office of Civil Rights and Title IX](#) website.

This Policy applies to all University community members, including faculty, SHRA and EHRA staff, and students, as well as certain non-University community members such as contractors/affiliates and visitors. The University will consider complaints by or against non-University community members on a case-by-case basis, when the reported concerns impact access to University programs or activities or affect the University work environment.

## ***Smoking***

The University has a vital interest in maintaining a healthy and safe environment while respecting individual choice about smoking. As such, smoking is prohibited within all University buildings and vehicles, and is prohibited within 100 feet of any University building. Smoking is permitted in [Designated Smoking Areas](#). For more information, refer to [University Policy 707](#), Smoking and Use of Tobacco Products on University Property.

## ***Space Reservations***

When planning events it is important to consider individuals with disabilities who may attend the events. Accessible planning should include the faculty, staff, students and campus visitors who may need accessible features in order to participate in events. A request for event accommodations should be addressed early to ensure that services can be set-up. If you have questions about how to make your event accessible or receive a request for an accommodation, contact the Office of Disability Services or visit the University's Accessibility website.

Responsibility for scheduling all exterior campus space, space in the Cone University Center, and all other indoor space on campus which is not Instructional Space, Assigned Space or Residential Space (as defined in [University Policy 601.6](#), Scheduling University Facilities) is delegated to the University Reservations and Event Services Office, located in Cone Center. Contact this office for a copy of the scheduling procedures. Responsibility for the scheduling and use of Residential Space is delegated to the Director of Housing and Residential Life.

Generally space is reserved on a first come, first served basis within the timelines and priorities established in [University Policy 601.6](#), Scheduling University Facilities, as well as those established by each area of usage.

The University Conference, Reservations, and Event Services Office is available to assist in securing the necessary facilities and services for hosting on-campus conferences, workshops, or meetings. This could include but is not limited to housing (summer months only), meeting and recreational space, parking, visitor information, food service arrangements and technical support.

## ***Travel***

The North Carolina State Budget Office regulates UNC Charlotte travel activity. Standard per diem and mileage rates are established by the State Budget Office.

UNC Charlotte's travel procedures are designed to ensure compliance with regulations, provide the traveler and the traveler's supervisor with a trip planning tool, guarantee the lowest cost to the institution and provide the department fund manager with financial management information.

Listed below are the procedures for arranging travel for members of the faculty and staff:

1. Complete a Travel Authorization form including appropriate approvals and forward to the Financial Services Travel Section two weeks prior to departure date. If the mode of transportation is air, lower fares and savings to the institution can be obtained if the authorization procedures are completed 30 or more days in advance of the departure date.
2. If an advance of funds is needed for the trip, the traveler should prepare a Check Request in the amount needed, but not to exceed the estimated cost of travel, and submit the request with the Travel Authorization. Travel advances are released to the traveler five days prior to departure. Travel advances are deducted from travel expense reimbursements when filed.
3. A Travel Reimbursement form must be completed and submitted to the Travel Section in Financial Affairs no later than 30 days after completion of travel. Timely filing of travel reimbursement forms will speed up reimbursements to the traveler as well as provide the department fund manager with actual costs associated with the trip.

Travel regulations and procedural changes are communicated to the campus at the beginning of each fall semester through travel seminars conducted by Financial Services. In addition, the Vice Chancellor for Business Affairs provides other information to the campus community through written memoranda and items on the [Inside UNC Charlotte website](#). See [University Policy 602.7](#), Travel Authorization and Reimbursement.

### ***Tuition Waiver***

Eligible faculty and staff members employed by UNC Charlotte shall have tuition and fees waived for up to three UNC Charlotte for-credit academic courses for any one-year period measured from the first day of classes for the fall semester. The three courses permitted each academic year may be taken during one semester or in different semesters. Applications for Faculty/Staff Tuition Waiver are available online through the Banner Self-Service Employee Tab. For more information, refer to [University Policy 101.1](#), Tuition Privileges for Certain Faculty and Staff.

### ***Unemployment Compensation***

All University employees except student workers are eligible for unemployment compensation benefits if loss of employment occurs through no fault of the employee. Voluntary terminations and discharges for cause are not normally covered by unemployment compensation. Eligibility is determined by the North Carolina Employment Security Commission (ESC), and specific filing information may be obtained from the local ESC office.

### ***Violation of University Policy***

Violations by staff of University policy are grounds for disciplinary action, which may range from a warning to dismissal from employment. For more information, refer to [University Policy 801](#), Violation of University Policy.

### ***Workers' Compensation & Incident Reporting***

Under the Workers' Compensation Act, you are fully covered at the University's expense for medical care and disability benefits associated with a work-related injury or occupational disease that resulted from an accident while in the course and scope of employment.

All incidents and injuries, no matter how slight, must be reported immediately to your supervisor. In the event of an accidental injury which occurred while performing a work process, please visit the Environmental Health and Safety office's [website](#); there you will find detailed instructions including incident reporting processes. Also you can refer to the [Personnel Information Memorandum 27](#) "Accident Reporting/Investigation Procedures". The employee injured on the job is required to submit a written report to their supervisor no later than 24 hours from the date of the accident for review and submission to the Environmental Health and Safety Office (EHS). The supervisor is required to complete an investigation and submit the report to EHS within 72 hours of the incident.

The Student Health Center (SHC) on campus is the first point of contact for all initial medical treatment of any employee with a nonlife-threatening injury which occurred while in the course and scope of employment.

Follow-up treatment may be provided either at Student Health Services or in an appropriate specialist's office as directed by Student Health Services. If SHC is closed, the injured employee can be taken to the FastMed Urgent Care center closest to the campus location.

In case of life-threatening injuries, an employee injured on the Main Campus should be taken to Atrium Health – University (formerly Carolinas Medical Center-University) Emergency Department/Room (ER). If an employee is injured at the Center City or Kannapolis campuses, the injured worker should be taken to the ER at the closest hospital. In the event of serious injury, if in doubt, or time is considered to be critical, the injured employee will be taken directly to the ER

**Please refer to the Risk Management and Insurance Office (RMI) [website](#) for a list of Authorized Medical Providers.**

As the Risk Management and Insurance Office (RMI) is responsible for filing all claims under Workers' Compensation Program through the State contracted Third Party Administrator, they must be notified immediately of any incident requiring medical treatment. If you are injured on the job and require or have had medical treatment as the result of the injury, please contact the RMI office and you will be provided information on claims for medical services, benefits and/or disability compensation that may be available to you. For more information, refer to [University Policy 101.7](#), "Workers' Compensation".

Employees and Supervisors must comply with the State of North Carolina's mandatory Return to Work Program. Specific guidelines are outlined in [Personnel Information Memorandum 49](#), "Return to Work Program".

### ***Workplace Violence***

UNC Charlotte is committed to provide a workplace that is safe, secure, and respectful - an environment that is free from violence. Behaviors and actions which inappropriately represent violence are potentially damaging to University employees, students and property. Violent behavior is a violation of University policy and will not be tolerated in the University community. It will be dealt with promptly by the University administration. For more information, refer to [University Policy 101.17](#), Workplace Violence.

# University Resources

## ***Banking***

Automatic teller machines (ATMs) for Tuist, Bank of America, Fifth Third Bank, State Employees' Credit Union, and Wells Fargo are [located throughout campus](#).

UNC Charlotte employees are eligible to become members of the State Employees Credit Union (SECU). A branch of the State Employees' Credit Union is located adjacent to the University on University City Boulevard.

## ***NinerCare***

[NinerCare](#) is a network designed to bring together information in order to identify students who have demonstrated behavior of concern to members of the UNC Charlotte community. This network also allows UNC Charlotte staff and faculty to investigate and then determine if an identified student poses a potential threat to self, others, or the UNC Charlotte community. NinerCare helps to develop an objective, coordinated action plan to collect information, assist the student and protect the University community.

## ***The NinerCare Team***

All [referrals](#) to NinerCare are reviewed by staff members in the Dean of Students Office. These staff members will determine an appropriate action plan and follow-up with the reporting person. Although staff members may not provide specific information regarding what actions are taken due to privacy considerations, depending on the magnitude of the referral, the case may be reviewed by members of the Campus Behavioral Intervention Team (CBIT) for further consultation and action.

## ***Campus Directory***

An online [directory](#) on the UNC Charlotte website is available. EHRA Staff are responsible for updating their own directory information online at [my.Charlotte.edu](#). This is also the contact information that Human Resources, the Benefits Office, and Payroll will use.

## ***Campus Mail***

[Campus mail](#) is any piece of mail that is to be delivered from one Campus Department/Representative to another Campus Department/Representative. These pieces can either be placed in an interdepartmental envelope or may be sent in an envelope of your choosing. If the mail piece is not sent in an interdepartmental envelope, the mail piece must be distinguished as campus mail by placing the words "CAMPUS MAIL" in the upper right hand corner where postage would be applied.

## ***Charlotte Research Institute***

[The Charlotte Research Institute \(CRI\)](#) is the portal for business-university partnerships at UNC Charlotte. Regionally, CRI works with the community and the campus to accelerate technology commercialization and the growth of entrepreneurial ventures. Globally, CRI develops intellectual capital through collaborations with industry, government and academia. New business and research ventures, university partnerships with regional and national enterprises, and CRI spin-off companies all draw research and businesses to the region and spur economic growth.

## ***Copy Facilities***

UNC Charlotte has a pay-for-print system in most computer labs and in the Atkins Library. A 49er Account is required to pay for print jobs in these areas. The 49er Account may also be used at the REPROS copy center for other copying services such as binding, wide-format printing and other copying and presentation services. [REPROS](#) offers full-service and self-service reprographics, and is located on the lower level of the Prospector building.

## ***Dining Services***

The Optional Dining Account is a dining plan for all students, faculty, and staff. It is an account set up on your 49er ID card for purchasing food/items at all campus restaurants and convenience stores. You do not have to carry cash, and you can make deposits anytime during the year. For more information about this and other dining services, visit the [Auxiliary Services website](#). UNC Charlotte offers a variety of meal locations on campus for all faculty, staff, and students. Additionally, the faculty/staff dining center is located in Prospector.

## ***School of Professional Studies (SPS)***

Recognizing that learning must be a lifelong activity, the University provides opportunities for adults to pursue their continuing education through degree-related studies and special non-credit programs. With staff dedicated to Workforce Development as well as Corporate Training, SPS responds to the current and emerging workforce needs of companies, organizations, and industries in the region.

Non-credit short courses, seminars, and workshops for adults are offered through Continuing Education. Specific programs are provided each year for the continuing professional education of accountants, managers and project managers in the public and private sectors, business analysts, engineers, human resource professionals, training and development specialists, paralegals, fire and rescue professionals, emergency medical specialists, and medical office and coding administrators. SPS offers a variety of courses to prepare individuals to sit for various exams, including the SAT, GRE, GMAT, and LSAT. SPS's Corporate Training staff design and deliver programs in-house to serve the employees of specific companies and organizations. SPS also offers academic enrichment camps for youth during the summer. Continuing Education staff are located at UNC Charlotte's Center City Building.

Through Distance Education/Extension, courses for academic credit are offered at off-campus sites and via the internet to serve citizens who live beyond an easy commuting distance of the campus. Options for delivery include sending a UNC Charlotte faculty member to an off-campus location to teach a course in person, using one of two state-wide interactive video networks to link a UNC Charlotte faculty member on the campus in Charlotte with students attending class at remote locations throughout the state, and delivering courses online via the internet. SPS also has responsibility for offering Summer School, which includes courses offered on the campus, at off-campus sites, and online.

## ***Handling of Injury or Accidents***

In the event of an accident or illness that occurs in a classroom, laboratory or other campus facility, the following instructions apply:

1. CALL CAMPUS POLICE AND SAFETY AT 704-687-2200. Campus Police will contact the Student Health Center, if appropriate.

2. BE CALM! Take the time to give as much information as possible, including:
  - a. Your name, location, extension number.
  - b. Location and number of persons in need of assistance.
  - c. Type of emergency (car wreck, lab accident, etc.).
  - d. Description of injury or condition, and its severity.
  - e. If the victim is conscious, information you have been able to obtain regarding medications they may have taken, allergies or any other information that may be helpful.
3. Assistance will be provided as indicated by the degree of severity of injury or illness.
  - a. Campus police will dispatch an officer to the scene.
  - b. Persons able to be moved will be transported to the Student Health Center.
  - c. For persons unable to be moved, emergency procedures, including calling an ambulance, shall be initiated by the Student Health Center, if open, and/or the Campus Police.
4. Qualified first aid attendants within the department are allowed to render first aid until medical help does arrive.
  - a. Monitor ABC's, perform breathing or CPR if necessary.
  - b. Do what is necessary to stop bleeding. Direct pressure on the wound or pressure points. DO NOT USE A TOURNIQUET.
  - c. Keep the victim calm, clear crowds away from the scene.
  - d. Make the victim as comfortable as possible: loosen clothes, cover with a blanket, but do not move the victim if there is any possibility of broken bones.
  - e. Watch for signs of shock.
  - f. Note the details of the accident or emergency, the change in condition of the victim, any medical information tags or bracelets that may be noticeable and any other relevant information to give to the rescue personnel when they arrive.

### ***Office of OneIT***

[The Office of OneIT](#) manages the campus voice and data networks, centralized servers, University-owned computers, operating systems, and software to support teaching, learning, research, and business processes. OneIT maintains and supports the University's core administrative systems, performs application development, and administers and supports all of the University's central server resources. OneIT provides development, consulting, and support services for the University web presence, its portal (My Charlotte), and the learning management system. OneIT also provides facilities and services in support of the University's research mission.

The University is a member of the North Carolina Research and Education Network, which provides access to the North Carolina Supercomputer Center and other state resources. UNC Charlotte has a policy governing the use of computer software for which it has procured licenses. For more information, refer to [University Policy 601.14](#), Proprietary Software.

### ***Lactation Room***

On July 1, 2010, the N.C. Office of State Personnel approved a Lactation Support Policy designed to assist working mothers' return to the workplace after the birth of a child. Under this policy, all state agencies and public universities are required to provide space, privacy and time for nursing mothers to express milk. See [University Policy 101.20](#), Lactation Policy.

“A Mother’s Place,” located in the College of Health and Human Services Room 305, is available for nursing mothers. Individuals interested in using or visiting “A Mother’s Place” should visit the School of Nursing webpage [“A Mother’s Place”](#) and complete the [reservation form](#).

[“A Mother’s Place Too”](#) is located in the Atkins Library. You may sign up for the time you plan to use “A Mother’s Place Too” by contacting [Human Resources](#), Employee Relations in King 113.

## ***Library***

[The J. Murrey Atkins Library](#), the largest academic research library in the Southern Piedmont region, is proud to serve UNC Charlotte’s significant scholarship endeavors. It is an accredited member of ASERL (the Association of Southeastern Research Libraries), with a fundamental goal of helping UNC Charlotte faculty and students do their research and academic work, better and faster. The library is a Federal and North Carolina Government Documents Depository and a registered patent and trademark resource center.

[Library hours](#) are posted on their website.

Web-based access to Library electronic research materials is also available from other locations on and off campus, if license agreements permit. For more information, refer to [University Policy 601.2](#), Library Privileges.

## ***Lost and Found***

[Lost and Found](#) is located on the first floor of the Facilities Management/Police and Public Safety Building. Contact the Policy and Public Safety Department if you have questions about items you have lost or need to report a lost item you found.

## ***Notary Public***

There are a number of volunteer notaries at UNC Charlotte and [a list](#) may be found on the Office of Legal Affairs’ website.

## ***Parking***

[Parking and Transportation Services \(PaTS\)](#) is charged with the responsibility of providing parking and transportation service for UNC Charlotte students, faculty, staff, and visitors.

### **Parking Permits**

The PaTS office is located in the Facilities Operations/Parking Services Building. All campus parking requires the purchase and display of a University parking permit or payment at meters or in the visitor decks. Parking permits may be [purchased online](#). Permits do not guarantee proximity parking, nor do they reserve a specific parking space in any lot or deck. Complete permit information including prices, permit types, and where each permit allows you to park; parking rules and regulations; and a [PDF of the Campus Parking Information Guide](#) are available through the [PaTS website](#).



## ***Police and Public Safety***

The [UNC Charlotte Police Department](#) proactively patrols and responds to calls from the University community 24 hours a day, 365 days a year. The Department is composed of over 40 sworn police officers who have successfully completed all of the training and certifications required to serve as law enforcement officers in North Carolina. Patrols are conducted in marked and unmarked cars, bicycles, off-road vehicles, and on foot. Non-sworn personnel known as “Rangers” serve as extra sets of eyes and ears by patrolling and/or securing buildings and parking lots. Security personnel from the Housing and Residence Life, Atkins Library, and Halton Arena/Student Activities Center provide additional layers of safety and often work in concert with the Department.

The Department’s Administrative Office is located in the Facilities Management/Police & Public Safety Building located at 9151 Cameron Boulevard across the street from the Student Health Center. This building contains the Department’s 911 Emergency Telecommunication Center which is staffed 24 hours a day that can be reached by dialing 911 from any landline on campus or 704-687-2200 from a cellular phone. Individuals in need of emergency assistance or who simply need police assistance for a non-emergency situation are strongly encouraged to call this number. Individuals who need to pick up a copy of a police report or who are searching for Lost & Found items may stop by the 1st floor lobby of this building or call the Administrative Assistant at 704-687-8300 during normal business hours.

The [Department’s website](#) contains a wide variety of information pertaining to what the Department is doing to provide for a safe and secure environment on campus and how the Department is increasing its responsiveness to the needs of the campus community. Some of the items on this website include the Department’s Annual Security Report, information on how individuals can reduce their chances of becoming the victim of a crime, Rape Aggression Defense (R.A.D) training class dates, and links to other community resources that assist the Department in protecting the campus community. The website also features information about the University’s nearly 300 emergency blue light phones and how individuals can sign up to receive emergency text messages. Finally, the website allows individuals to confidentially report a crime on campus or file a commendation/complaint about a particular member of the Department.

## ***Post Office***

[Mail and Package Services](#) is a fully operational Postal Contract Station located in Prospector, capable of services equivalent to that of a U.S. Post Office. Packages are shipped and received through the United States Postal Service. Non-USPS packages (i.e., FedEx, UPS) are processed through Central [Receiving and Stores](#).

## ***Public Relations***

The [Office of University Communications](#) is the University's agent for communicating with the campus community and with off-campus publics through the mass media. For more information, refer to [University Policy 605.1](#), Dissemination of News.

## ***Recreation***

### **Recreational Services**

In support of UNC Charlotte's wellness initiative, the University offers a variety of recreational opportunities to its employees. All permanent faculty and staff are invited to use the [Belk Gymnasium](#) recreational spaces including the swimming pool, locker rooms, and courts for racquetball, basketball, volleyball, squash, and badminton.

The [University Recreation Center \(UREC\)](#) features 4 multipurpose courts, outdoor basketball, pickleball and sand volleyball courts. Indoor and outdoor leisure pools featuring a vortex loop, 4 lanes for lap swimming and zero depth entry.

In addition, all permanent faculty or staff members are invited to purchase a membership to the [James H. Barnhardt Student Activity Center](#), which houses additional recreation courts, climbing wall, fitness center, and a group fitness room. A UNC Charlotte ID is required to enter the SAC and to use its facilities.

Visit the [University Recreation website](#) for additional information on fitness opportunities. [Membership information](#) for Recreational Services is also on their website.

### **Venture Program**

[The Venture Outdoor Leadership Program](#) offers a variety of outdoor adventure and experiential learning trips, programs and workshops. Activities include day trips as well as weekend trips in a variety of outdoor endeavors from backpacking to rock climbing to kayaking (to name only a few). Venture also hosts and facilitates many programs on its on-campus Team Challenge Course, High Team Challenge Course, and indoor climbing wall. Venture programs are modeled on the Outward Bound philosophy and are designed to facilitate individual growth through physical challenge, group interaction, and personal reflection - all while having fun. Venture also houses a resource library to help individuals plan their own adventure trips. Outdoor camping gear can be rented.

### **Campus Activities Board**

The [Campus Activities Board \(CAB\)](#) is the largest student programming organization on campus and is responsible for planning diverse, quality events for the University community. CAB offers multiple programs a week and works to enhance and unify the University community by planning social, cultural, educational, and recreational events that complement the University's academic mission.

## ***Tickets to University Events***

### **Athletic Events**

The ticket office is located in the [James H. Barnhardt Student Activity Center](#) or tickets can be purchased online through the [Charlotte 49ers Website](#).

### **Movies, Plays, and Concerts**

The Departments of [Dance](#), [Music](#), and [Theatre](#) present performances in dance, music, and theater. For many of these performances there is no charge. Staff members receive a discount on tickets to theater productions. Announcements of performances appear on the Inside UNC Charlotte, College of Arts + Architecture, or the Performances website.

The University Program Board sponsors films, concerts, and entertainment on campus, and faculty members are welcome at any and all such events.

## ***University Advancement***

The [Division of University Advancement](#) coordinates efforts to secure financial support from the private sector to meet needs not provided for through state appropriations. Through the UNC Charlotte Foundation, Friends of UNC Charlotte, the Alumni Association, Parents Association, the Athletic Foundation, and advisory boards, the various avenues of supporting the University are made known to individuals, corporations and foundations. All efforts to secure gifts from private sources must be brought to the attention of the Vice Chancellor of University Advancement. For more information, refer to [University Policy: 602.2, Solicitation and Acceptance of Gifts](#).

## ***UNC Charlotte Urban Institute***

The [UNC Charlotte Urban Institute](#) is the University's applied research and community outreach center for urban and regional affairs, connecting faculty and students with community organizations and public institutions working on significant public policy issues in the 14-county, two-state region surrounding Charlotte. Founded in 1969, the Institute has provided during its 40-year tenure a wide-range of services, including technical assistance and training related to operations and data management, public opinion surveys, land-use and natural resources consulting, economic development research, and community planning to meet the needs of the region and its citizens. The Institute's continuing focus has been a multidisciplinary social sciences approach to research, outreach, and training to support informed decision-making in the region.

# Appendices

## *Campus Offices and Phone Numbers*

The UNC Charlotte website ([www.charlotte.edu](http://www.charlotte.edu)) offers a comprehensive list of University resources.

- **Faculty, staff, and student directory:** [Find: Faculty/Staff | Campus Directory | UNC Charlotte](#)
- **Office and department directory:** <https://directory.uncc.edu/>

## *University Information Websites*

- **MyCharlotte:** [my.charlotte.edu](http://my.charlotte.edu)
- **Academic Personnel and Budget:** [provost.charlotte.edu/academic-budget-personnel/personnel-and-budget](http://provost.charlotte.edu/academic-budget-personnel/personnel-and-budget)
- **Academic Calendar:** [registrar.charlotte.edu/printable-calendar](http://registrar.charlotte.edu/printable-calendar)
- **Accessibility:** [accessibility.charlotte.edu](http://accessibility.charlotte.edu)
- **Benefits Office:** [hr.charlotte.edu/benefits](http://hr.charlotte.edu/benefits)
- **Campus Maps:** [facilities.charlotte.edu/our-services/maps](http://facilities.charlotte.edu/our-services/maps)
- **Catalogs, Undergraduate and Graduate:** [catalog.charlotte.edu](http://catalog.charlotte.edu)
- **Human Resources:** [hr.charlotte.edu](http://hr.charlotte.edu)
- **Library:** [library.charlotte.edu](http://library.charlotte.edu)
- **Office of Academic Affairs:** [provost.charlotte.edu](http://provost.charlotte.edu)

## *Institutional Policies & Procedures Websites*

- **Student Accountability & Conflict Resolution:** [accountability.charlotte.edu/academic-integrity](http://accountability.charlotte.edu/academic-integrity)
- **Academic Personnel Procedures Handbook:** [provost.charlotte.edu/epa/academic-budget-personnel/academic-personnel-procedures-handbook](http://provost.charlotte.edu/epa/academic-budget-personnel/academic-personnel-procedures-handbook)
- **Academic Policies and Procedures:** [provost.charlotte.edu/policies-procedures/academic-policies-and-procedures](http://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures)
- **The Code of the Board of Governors – The University of North Carolina:** [northcarolina.edu/leadership-and-governance/board-of-governors/](http://northcarolina.edu/leadership-and-governance/board-of-governors/)
- **University of North Carolina Policy Manual:** [northcarolina.edu/apps/policy/index.php#policy-tab](http://northcarolina.edu/apps/policy/index.php#policy-tab)
- **University Policies Executive Summaries:** [legal.charlotte.edu/policies/exec-summaries](http://legal.charlotte.edu/policies/exec-summaries)
- **University Policies:** [legal.charlotte.edu/policies/university-policies](http://legal.charlotte.edu/policies/university-policies)