

The University of North Carolina at Charlotte Charlotte, NC 28223

**AGREEMENT FOR PERMANENT EHRA STAFF APPOINTMENT**

AS

**INSERT TITLE**

The University of North Carolina at Charlotte (University) and INSERT EMPLOYEE NAME (Staff Member) hereby agree as follows:

1. University will employ Staff Member as provided herein. Staff Member will carry out duties and responsibilities of staff employment consistent with law and with all policies and regulations of or applicable to the University currently in effect, or as they may be revised from time to time. Said policies and regulations include, but are not limited to, *Personnel Policies for Designated Employment Exempt from the State Human Resources Act* (hereinafter, the *Personnel Policies*) ([https://legal.charlotte.edu/policies/up-102.7)](https://legal.charlotte.edu/policies/up-102.7) and *Political Activities of Faculty and Staff Exempt from the State Human Resources Act* ([https://legal.charlotte.edu/policies/up-102.3).](https://legal.charlotte.edu/policies/up-102.3) All applicable policies and regulations of University are incorporated into this agreement as if fully set forth herein. Specific responsibilities will be

determined by: INSERT SUPERVISOR TITLE

1. This agreement for EHRA Staff Appointment is made pursuant to the personnel policies described above.
2. Title: INSERT TITLE
3. Type of Appointment: (a) or (b)
   1. Employment at will, subject to continuation or discontinuation at the discretion of the Chancellor

Beginning date:

* 1. Term appointment

Beginning date: Ending date:

1. Permanent employment: Full-time Part-time

(*% of full-time for benefit purposes is* %) (Employment is “permanent employment” when the term is six months or more, regardless of whether it is at-will or term employment.)

1. Employee is to serve simultaneously in both the position covered by this agreement and a position of University employment not covered by the Personnel Policies. Notice of the other appointment is only by separate document.
2. Title and term of noncovered position:

Title (Department) Effective Date Termination date or “At Will” or “With Permanent Tenure”

1. Unit of base employment: Covered Position Other Position
2. The base position indicated determines the employment rights, duties, and responsibilities of the employee, except as follows (include relationship between positions, if any, compensation arrangements, and the effect of funding contingencies in either position):
3. Total initial salary (for positions in 3 and 6 above) INSERT SALARY *(Salary will be reviewed annually in accord with schedule provided by Board of Governors or action of the Legislature. Salaries are subject to compensation policies of Board of Governors and Board of Trustees.)*
4. Continuance of Staff Member's service in this appointment is contingent upon the continuing availability of funds other than continuing State budget funds or permanent trust funds as follows:

*If such funds become unavailable, employment may terminate without the notice required by Section III.A., III.B., and III.C. of the Personnel Policies.*

1. Annual leave entitlement: 24 days According to University Policy #102.7, Attachment A ([https://legal.charlotte.edu/policies/up-102.7).](https://legal.charlotte.edu/policies/up-102.7) Upon discontinuation of employment any accrued unused annual leave will be paid to the Staff member up to a maximum of 30 days. If employed an aggregate of 24 months or less the amount paid is equal to one day for each month worked less the number of days of annual leave taken during the employment period.
2. Permanent EHRA staff appointments are contingent upon the following conditions:
3. Continued employment under this contract is contingent upon University obtaining a criminal background report and determining that the nature and seriousness of any criminal offenses do not render employment with the University inappropriate.
4. Any contract of employment with a head athletic coach or an athletic director which is for a term longer than one year is not valid unless and until all terms and conditions of such contract has been approved by the Board of Trustees of The University of North Carolina at Charlotte and Office of the President. No appointment can be considered final until notice of that approval is received.
5. As required by federal law, **prior to or on the first date of employment,** Staff Member **must** complete Section 1 of the I-9. **Within three days of the first day of employment,** Staff member must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government’s regulations. Furthermore and notwithstanding the Staff Member’s compliance with the requirements of the preceding sentences, Staff Member’s employment is also contingent upon confirmation of an acceptable work status by the E-Verify program as administered by the U.S. Department of Homeland Security. Staff Member must remain legally eligible to live and work as a Staff Member in the United States consistent with U.S. immigration and other laws. Staff Member’s employment and the conferral of tenure are contingent upon meeting the requirements set forth in this section. UNC Charlotte has no obligation to sponsor Staff Member for purposes of immigration or authorization to work in the U.S.
6. Staff Member’s compliance with State law requiring proof either that he/she is registered with the U.S. Selective Service System or that registration is not required.
7. Staff Member acknowledges receipt of the “Authorization for Release of Information for Verification of Credentials” or accepts the conditions included in On-Line EHRA Staff Profile.
8. Staff Member’s filing a signed University of North Carolina at Charlotte Patent Agreement with the Office of Human Resources not later than fifteen days after the appointment begins.
9. Continued employment under this contract is contingent upon Staff Member’s enrollment in the University direct deposit program.
10. University's offer of appointment as described here is revoked if Staff Member's signed acceptance is not received at the University before:
11. Other terms and conditions, if any:

**The University of North Carolina at Charlotte**

Approved: Date: Signature of Vice Chancellor or Designee

Accepted: Date: