Welcome

SHRA/CSS
Employee Handbook
June 2014

DEPARTMENT OF HUMAN RESOURCES
This handbook contains brief summarized statements of policies, procedures, and programs that are applicable to those University staff members who are subject to the State Human Resources Act. Such staff members may be referred to as "classified" or "SHRA." Please understand that these statements are intended to serve as an overview and do not, in many cases, provide detailed information. For this reason, you are encouraged to visit the Human Resources Department website (www.hr.ecu.edu) for online access to all Human Resources, University and State policies applicable to SHRA employees. For employees without access to computers, please feel free to contact the Human Resources Department at 328-9847 to obtain a hard copy of the Employee Handbook.

The information included in this handbook supersedes any information put forth in any previous editions of the handbook.

Updates to the Office of State Human Resources (OSHR) website (www.oshr.nc.gov) and the ECU Human Resources website (www.hr.ecu.edu) will supersede anything outlined in this handbook.
Welcome to East Carolina University! You have become a member of a dynamic learning community and we are pleased to have your efforts join those of your many colleagues across campus. ECU is the fastest growing university within the UNC system, and is the third largest university in the State. Your contributions to our educational, research, and service mission will help ensure that the University continues to be a leader in the years ahead. Tomorrow starts here...with you...today!

East Carolina University is a public institution that is one of sixteen constituent units of the University of North Carolina System. ECU is committed to providing a rich and distinctive undergraduate and graduate education; to exemplary teaching, research, scholarship, and public service; and to human and intellectual diversity. We take seriously our responsibility to increase awareness and understanding of the differences that each of us brings to the University. ECU seeks to sustain its commitment to diversity and equal opportunity by encouraging a work culture that nurtures the development of talent and rewards effective performance.

The Department of Human Resources is pleased to provide this handbook to employees who work in positions designated as SHRA (Subject to the Human Resources Act), and CSS (Clinical Support Services). In addition, CSS staff should also refer to the CSS Human Resources Manual for specific policies within the Health Sciences Division. This handbook is intended to provide information on the University’s policies and procedures related to your employment and to answer new employee’s frequently asked questions. We hope that you will find it to be a useful guide. I encourage you to become familiar with its contents and to follow up with your supervisor, or member of the HR staff if you need clarification. Please note that this handbook is written in summary fashion. The specific statutes and regulations should be consulted when necessary to provide a more complete description.

As an employee of this vibrant academic community, you play a vital role in the delivery of the University’s mission. You have a unique opportunity to help shape our future and contribute to the development of tomorrow’s leaders. I challenge you to use your talents and abilities to make positive contributions to the overall good of this learning community of students, faculty, and staff. On behalf of your faculty and staff colleagues, I congratulate you on your decision to join the ECU Family and encourage you to make the most of your employment opportunities with us. Together, we can make a real difference in the lives of our students, fellow employees, and citizens of North Carolina.

With best wishes for career success,

Melissa Bard
Associate Vice Chancellor, Human Resources
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WORKING AT ECU

Diversity & Equity
The scope of the Office of Equity and Diversity encompasses institutional equity, diversity, and involves education, intervention, compliance, consulting, programming, outreach and assessment. Administrators in this office monitor institutional practices in support of the principles of diversity and equity so that these guiding principles are applied and assessed institutionally on administrative, academic, budgetary and strategic fronts. Programs and services of the office are available to faculty, staff, students and community partners and support a sustained diverse and inclusive learning, living and working environment.

Equal Employment Opportunity/Affirmative Action
East Carolina University is committed to equal opportunity for all its people and to nondiscrimination in all areas in which it provides services to the community. The University recruits, hires, trains, and promotes to all job levels the most qualified persons without regard to the race, color, religion, sex, national origin, age, sexual orientation, or any non-relevant disability of the individuals involved. Neither these nor any other factors that are not relevant to an employment, training, compensation, benefits, or education decision are used by the University in any of its activities.

The University is committed to the effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas and at all levels of employment. This standard is based on the premise that effective education depends on the quality of the faculty and staff and that faculty and staff members can render the best service when they work under employment conditions that are conducive to maintaining high-quality performance. The continued high quality of the University depends, in part, on the successful recruitment and retention of ethnic minority group members and women for positions in which they have been underrepresented in the past.

Unlawful Workplace Harassment and Discrimination
The University is committed to ensuring an environment for faculty, staff, and students that is fair, humane, and respectful - an environment that supports and rewards performance and learning on the basis of relevant considerations, such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to performance are damaging to this environment.

Federal and state laws as well as university policies protect individuals in the protected classes from harassment or discrimination based on race, color, creed, national origin, religion, gender, age, sexual orientation, disability, political affiliation or veterans’ status.

East Carolina University has systems in place to receive and investigate harassment or discrimination complaints. If you feel that you have been harassed or discriminated against, contact the Office of Equity and Diversity at www.ecu.edu/edc/ or (252) 328-6804.
Safety

The university is committed to safety, health, and environmental compliance. To help ensure regulatory compliance, the Offices of Prospective Health and Environmental Health and Safety (EH&S) collaborate with several university safety committees and the campus community to provide policies, educational opportunities, program management, and consultative services. The Office of Prospective Health at the School of Medicine manages radiation safety, biological safety, infection control, and employee health. EH&S manages fire and life safety, occupational safety, industrial hygiene, workers’ compensation, emergency management and environmental affairs. These offices should be consulted with specific safety questions or concerns. EH&S can be contacted by calling 328-6166. Prospective Health can be contacted by calling 744-2070.

The protection of our fellow ECU employees and the public on ECU property is a responsibility we all share. If you know of any unsafe working conditions or improperly operating equipment that could result in an accident, injury, illness, or property loss, contact your supervisor or the Office of Environmental Health and Safety immediately.

Employee Responsibilities

- As an employee, you are to place safety and health requirements as first priority in the performance of your work duties for East Carolina University. The protection of fellow employees, students and the public on ECU property is a shared responsibility of every employee.

- You are responsible for notifying your immediate supervisor of health and safety deficiencies and for recommending possible corrective measures. Additionally, your supervisor is to be notified of every injury, accident or near miss regardless of how trivial such accident or incident may appear at that time. All injuries, including minor first aid treatment, occurring on the job and any illness associated with the job shall be reported promptly and in writing to your supervisor using required forms. Questions concerning medical treatment of these injuries/illnesses should also be addressed with your supervisor.

- You must consult with your supervisor regarding specific health and safety requirements (policies, work practices, personal protective equipment, etc.) required to perform your job.

- You must obey safety instructions, rules, policies and procedures and use provided and installed safety devices and safety equipment.

- All fires, hazardous material spills and other emergency occurrences, no matter how slight, must be reported. Employees must be familiar with departmental emergency action plans and implement plan requirements in the event of an actual emergency.

- Working while impaired by alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, must be reported to your supervisor prior to beginning work.
• You must consult with your supervisor regarding mandatory Environmental Health and Safety training. The extent of training required is based on the hazards that you will encounter while performing your job duties.

• Failure to comply with or enforce Safety and Health Rules and Regulations may result in disciplinary action up to and including dismissal. Violation of work rules is a job performance issue and shall be dealt with through the job performance disciplinary process.

Complaint Procedure

You have a basic right to make a complaint regarding unsafe or unhealthy workplace conditions. You should first address complaints with your immediate supervisor, then with the Office of Environmental Health and Safety if the issue is not resolved by your supervisor. If issues are not resolved internally, then you may contact the North Carolina Department of Labor hotline at 1-800-NC-LABOR to file a complaint. The university cannot retaliate against you for making a complaint. Inspectors and other regulatory compliance officers should be directed to EH&S when they arrive on campus.

For more detailed information, please refer to the ECU Environmental Health & Safety Website at www.ecu.edu/oehs
GETTING STARTED

New Employee Orientation
Once hired, you will be scheduled to attend an orientation session to obtain information regarding employment, University policies, benefits, and occupational safety. During this orientation session, you will be able to enroll in the various benefit options available to State employees. Orientation is generally held every Monday throughout the year.

Credentials Verification
Educational credentials and certifications are verified shortly after the start of employment. If a falsification of the employment application is discovered, disciplinary action (including written warning, demotion, or dismissal), may be considered.

Establishing Identity and Employment Eligibility
Federal law requires employers to verify the work authorization of all employees. Therefore, your employment is contingent upon your ability to provide acceptable documentation of identity and employment authorization within three days of your official date of employment. The University requires all newly hired staff to complete and sign U.S. Citizenship and Immigration Services (USCIS) Form I-9 verifying employment eligibility in the United States during initial employment processing.

Additionally, your employment is contingent upon confirmation of an acceptable work status by the Basic Pilot program as administered by the U.S. Department of Homeland Security. Employees must remain legally eligible to live and work in the United States consistent with U.S. immigration and other laws. Failure to meet any of these requirements may result in the termination of employment.

A valid driver’s license and an original social security card are typically submitted as documentation to support identity and employment eligibility. Other forms of documentation, such as a United States passport, unexpired foreign passport, or certified birth certificate are also acceptable.

Individuals unable to provide acceptable documentation within three days of beginning employment should not be allowed to return to work until the documentation is recorded.

Probationary Period
Once hired, you are required to serve a probationary period as defined by the OSHR.

You are not eligible to apply for other positions within the university until after your initial three months of employment. An exception to this policy may be granted in certain circumstances by the Director for Employment.
**East Carolina University 1 Card**

The ECU 1 Card is the official picture ID card for East Carolina University. You will need this card whenever you are asked to show your identification. You will also be able to add monetary value to your ECU 1 Card at several locations on campus for use in vending and copier machines, campus dining locations, and for athletic and event ticket purchases. The card can also be used at the campus libraries, the Student Recreation Center, the Student Health Center, the ECU-Dowdy Student Stores, and for door access to some buildings. For more information, visit the 1 Card Offices in the Old Cafeteria Complex, (328-2673) or Lakeside Annex 1, (744-2261).

**Direct Deposit**

All employees of East Carolina University are paid by direct deposit. Direct deposit provides the convenience of having a paycheck electronically deposited into a checking or savings account on payday. In addition to being convenient and saving time, direct deposit is also a more reliable way of receiving pay. To enroll in direct deposit, you will complete the Direct Deposit Authorization Agreement on your first day of work or at New Employee Orientation. After completing and signing the form, you will need to attach a voided check from your financial institution.

**Parking and Transportation**

Parking on campus is by permit only. Upon beginning employment, you will be given a temporary parking permit for two weeks. You must obtain a permanent parking permit during this two week period from Parking and Transportation Services. For information on parking permits and payment options, please contact the ECU Department of Parking and Transportation at (252) 328-6294 or go to www.ecu.edu/parking/.

Inter-campus bus shuttle service is also provided by the ECU Student Transit Authority. For information on routes and schedules please contact the ECU Student Transit Authority at (252) 328-2871 or go to www.ecu.edu/transit/.
As an ECU employee, you are a member of a diverse campus community of more than 5,000 faculty and staff. In order for an organization of this size to function properly, a commitment to building cooperative and positive work relationships from all employees is imperative. The role you play in developing a positive work environment is critical to the overall success of your work unit.

Standards of Performance

You must meet the performance standards for your position. Management has the inherent right to set expectations for the employees in their supervisory area. Many of these expectations are communicated in your position description or as reasonable directives provided to you by your supervisor. You are encouraged to seek assistance and clarification from your supervisor if you do not understand any of your supervisor’s expectations. Your supervisor can also coach you in meeting performance expectations. Failure to meet the standards of performance for your position may lead to corrective disciplinary action. Corrective disciplinary actions to improve performance are normally progressive in nature and are designed to bring performance deficiencies up to acceptable standards.

Standards of Conduct

As a representative of the University, you are expected to conduct yourself in a professional manner. Unacceptable personal conduct include the following behaviors:

- Conduct that would offend or injure a reasonable person.
- On-the-job conduct that would constitute a violation of State or Federal law.
- On-the-job or off-the-job behaviors resulting in the conviction of a felony or an offense involving moral turpitude deemed detrimental to or affecting the employee’s service to the State.
- Behavior involving the willful violation of known or written work rules.
- Job-related conduct that constitutes a violation of state or federal law.
- Conduct unbecoming of a state employee and detrimental to State service.
- The abuse of an animal(s) owned by the state, a client(s), a patient(s), a student(s), or a person(s) over whom an employee has charge or to whom the employee has a responsibility.
- Absences from work after all authorized leave has been exhausted.
- Falsification of a state application or other employment documentation.

Failure to meet the standards of conduct outlined above may lead to corrective disciplinary action without prior written warning.

Core Work Values

ECU has incorporated Core Work Values into the SHRA/CSS performance management process. All employees will be evaluated on these Values, and supervisors will be evaluated on additional values applicable to supervision/management. Core Work Values encompass those values/attributes that each ECU employee should possess, and are written as minimal requirements.
WORKPLACE POLICIES (continued)

Personnel File
You may examine any information in your personnel files except pre-employment letters of reference and information about a mental or physical medical disability a prudent doctor would not give you. Personnel files include any information relating to your application, performance evaluations, disciplinary actions, salary, and promotions or demotions. These files are not necessarily in one place and may be in several different forms.

Dual Employment
Dual employment occurs when one State agency or University desires the services of an employee of another State agency on a part-time, consulting, or contractual basis. If you are contracted for such work, you must discuss it with your supervisor and get prior approval.

Secondary Employment
Secondary employment is defined as a second job with a private employer or self-employment. Your job as an ECU employee is extremely important and, therefore, is considered to be your primary job. Your department head must approve any outside job before you begin to make sure it will not affect your current position.

A copy of your approved secondary employment form will be attached to your annual performance evaluation via ECU’s on-line performance evaluation system. A second job cannot create a conflict of interest with your job at ECU, or impair your ability to do your current job, to make decisions, or to be objective. Your manager of your second job in regard to its impact on your position with ECU will be reviewed periodically, and approval may be withdrawn at any time.

Dress Code
You are expected to wear appropriate clothing to your job. Some departments provide guidelines or have adopted informal dress codes. If management considers your clothing to be inappropriate or unprofessional, you may be sent home to change clothing. Any absence associated with dress code non-compliance will be charged to your leave account.

Computer Use
As an ECU employee, you must use computing and data processing equipment in an ethical and professional manner. Professional behavior within the computer environment consists of the following:

- Users should respect the privacy of all other users. An attempt to obtain information from another individual’s protected files is an invasion of privacy. The right of privacy still applies to unprotected files.

- Persons in need of program or data information must make a formal request for that information from its owner. Unauthorized use of another individual’s user code is not only an ethical violation, it is illegal. The violator can be prosecuted.

- User conservation of computer resources is a necessity. Playing games excessively, sending e-mail chain letters, running inefficient programs, or using unnecessarily large amounts of permanent disk space encroaches upon the privileges of other users.
• Any attempt to modify or crash the system is a violation of the ethical code.

• Information Technology and Computing Services (ITCS) user codes and methods of access are to be used only for approved projects. Codes and access methods are nontransferable, and the users are responsible for any changes or violations committed under the authorized use of their code.

• Under no circumstances are users permitted to sell services derived from academic computing resources.

• Users of the physical facilities will be held responsible for any damage to equipment occurring during the individual’s use of these facilities.

• While using electronic communications, users are expected to conduct themselves with proper decorum.

Under no circumstances will the use of profanity, abusive language, racial or sexual innuendos, or similar conduct be tolerated.

Confidentiality
Most of the information that you will have access to is public information; however, times may arise when you deal with confidential matters. Some laws even specify criminal charges for releasing confidential material. If you have any questions about releasing information, ask your supervisor for advice or contact the Department of Human Resources.

Drug-Free Workplace
As an employee of East Carolina University and as a citizen, you are responsible for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as controlled substances in Article 5 of Chapter 90 of the North Carolina General Statues. Any member of the university community who violates that law is subject both to prosecution and punishment by civil authorities and to disciplinary proceedings by the university.

It is considered unacceptable personal conduct to report to work under the influence of alcohol or a non-prescribed substance. It is expected that East Carolina University employees who use or possess alcoholic beverages will do so as prescribed by the laws of North Carolina, within the regulations of East Carolina University, and in a manner which does not disrupt the lives of others. A person whose conduct is outside these parameters will be subject to disciplinary procedures as outlined in the SHRA Employee Disciplinary Policy and Procedures.
Political Activity

Your ECU job does not take away or reduce your constitutional rights, such as voting. However, if you choose to become involved in politics, you may not:

- Take an active part in managing a campaign, or campaign for public office or otherwise engage in political activity during working hours.

- Use your position, State or University funds, services (including mail service), supplies (including letterhead), equipment (including telephone and computers), vehicle or other university property to support or oppose a candidate.

For the ECU Policy Statement regarding Political Activity by University Employees, please visit the following website:

http://www.ecu.edu/business_manual/Political_Activity_Policy1.htm

Solicitation

Employees may not sell or promote the sale of any goods or services for personal gain or gain for an organization on ECU property.

Telephone Usage, Use of Personal Communication Devices & Email

While personal telephone calls are occasionally necessary, at no time may long-distance calls or toll calls of a personal nature be made at ECU’s expense.

Use of personal communication devices (cell phones, pagers, text messaging devices, etc.) during working hours should be limited. You are expected to be respectful of others in the workplace and ensure such devices do not create a disturbance, interfere with meeting performance expectations, or intrude on the privacy of others in the university community.

You will be assigned an email account for the purpose of conducting university business. The account belongs to the university and emails sent and received are stored on university servers. Personal use of email accounts should be limited and should not interfere with your normal work duties. Use of email to send or receive material that is inappropriate or may be offensive to other members of the university community is subject to disciplinary action.

Travel

If you are in a state vehicle or on state business, you are expected to observe all motor vehicle and civil laws including the speed limit and the use of seat belts. Conviction of a moving violation, negligence resulting in damage to state property while operating a state vehicle, or unauthorized use of a state vehicle may result in disciplinary action.

If you are required to use your personal car to conduct state business, you will be reimbursed on a per-mile basis. When you are required to travel out of town overnight, you will receive reimbursement for meals and lodging. Budget guidelines spell out mileage, meal, and overnight reimbursement amounts for all state agencies.
Use of State Property and Resources

Use all ECU property and resources carefully and properly. Using ECU property or funds for personal gain is a violation of criminal law and may result in dismissal. These violations include, but are not limited to, misuse of time, funds, telephones, equipment, copiers, computers, and vehicles for personal use.

Workplace Violence

East Carolina University is dedicated to providing a safe environment for its employees and the public. Workplace violence of any type will not be tolerated. Workplace violence includes intimidation, threats, physical attacks, or property damage.

Under the state policy, employees cannot use or possess unauthorized weapons while at a place related to their jobs. State employees may possess weapons if and when:

- It is in compliance with North Carolina law
- Authorized by the agency head or a designee
- Required as part of the employee’s job duties
- Connected with training for the employee’s job
- The employee is a certified law-enforcement officer

If you need to report a potentially violent situation in your workplace, please see your supervisor and contact the ECU PD. For non-violent situations, contact your supervisor or your Employee Relations Specialist in Human Resources.

Reporting Improper Activities

You have a duty as a state employee to report any improper activities to your supervisor or department head within three days. You cannot be retaliated against if you make a verbal or written report, unless you knowingly report something that is not true. Employees can report all alleged abuses of state property to the internal auditor of the university. The North Carolina auditor also runs a telephone hotline for reports of alleged abuses. These abuses may include the following:

- Violations of state or federal laws, rules, or regulations
- Fraud
- Misappropriation of state resources
- Substantial and specific danger to public health and safety

Callers to the hotline may remain anonymous. If you suspect any of the above problems, call the ECU Office Internal Audit and Management Advisory Services at 328-9025 or the NC Office of the State Auditor at 1-800-730-8477 or 919-807-7500 or email HotLine@ncauditor.net.
Protection from Retaliation

In accordance with N.C. Gen. Stat. §126-84, and §126-85, it is the policy of East Carolina University that State employees be free of intimidation or harassment when reporting to public bodies about matters of public concern, including reporting evidence of activity by a State agency or State employee constituting a violation of State or federal law, rule or regulation, fraud, misappropriation of State resources, substantial and specific danger to the public health and safety, or gross mismanagement, a gross waste of monies, or gross abuse of authority, and offering testimony to or testifying before legislative panels. This is otherwise known as “Whistleblower Protection.” The specific statutes can be found on the HR Main Web Page, under policies, at http://www.ecu.edu/cs-admin/HumanResources/Policies_and_Procedures.cfm.

Recording Your Work Time

If you occupy a permanent, temporary, or part-time position, you are either non-exempt or exempt according to the provisions of the Fair Labor Standards Act. This designation is based on the duties and responsibilities of your position.

A workweek is seven consecutive twenty-four-hour periods beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight on the following Saturday. A workday is the period of twenty-four hours that begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

The standard work schedule for full-time employees is a forty-hour, five day per week schedule with a normal daily work schedule of eight hours per day plus a meal period. Other schedules apply to part-time employees and some shift employees.

Department heads are responsible for determining appropriate schedules for each employee. Supervisors, with approval of the department head, may allow you to utilize a flexible work schedule. Such schedules allow you to choose a daily work schedule and meal period that, subject to departmental need, is most compatible with your personal needs. Flexible scheduling is subject to supervisory approval and may be discontinued at any time based on departmental need.

Work time (or hours worked) includes all the time the university requires or permits you to be on duty, whether on campus, other university premises, or at any other place.

Time spent in meetings arranged by the university related to employee grievances (as provided under the university mediation and grievance procedure) during regular hours of work is considered work time.

Required attendance at training sessions or other meetings whether during, before, or after the employee’s regular work schedule, is work time. Also, attendance at any University-sponsored training session, with supervisor approval, is considered work time.

If you are a non-exempt employee, you must complete a non-exempt time sheet. The primary purpose of the form is to record your hours worked daily as well as any overtime hours worked. Exempt employees must complete a leave record which outlines any type of leave that an exempt employee takes during the month.

If you work more than eight hours on a workday, your schedule may be adjusted, if possible, so that you do not work more than forty hours in that work week.
Overtime
Overtime is defined as time worked in excess of forty hours in a workweek. Overtime should be approved in advance by your supervisor.

Breaks
During each four-hour shift you are permitted a fifteen-minute rest period when your work load allows. The rest or break time may not be accumulated for later use (i.e., to extend your lunch period, arrive late, or leave early). You also may not combine breaks to allow a half-hour break.

Meal Periods
While a meal period is not required by Federal or NC State law, supervisors should determine an employee’s meal period when he/she works six hours or more per day. The meal period should occur near the mid part of the workday and may not be used to shorten the workday. When a non-exempt employee takes a lunch break, it must be for a minimum of 30 consecutive minutes during which the employee is completely relieved of duty. A lunch break of less than 30 consecutive minutes must be considered as hours worked for non-exempt employees as defined by the Fair Labor Standards Act. Please check with your supervisor regarding your scheduled meal break.

On-Call Time
On-call time is any time you are required to remain at or so near your place of work that you cannot use the time effectively for your own personal purposes.

Travel Time
The travel time you spend as part of your normal activities, such as traveling from job site to job site during your regular working hours, is considered work time and must be recorded as such. When you must travel out of town during normal working hours on work assignments, regardless of the day of the week, your travel time is considered work time. Once you arrive at your destination for your overnight stay, your official travel status ends.

Debts Owed to the State
NC General Statute 143-533(a) requires employees of the State of North Carolina who owe money to the State to repay that money owed as a condition of continuing employment. NC General Statute 143-553(b) requires that state agencies are required to terminate the employment of any such employee who fails to repay the debt owed or to make arrangements for doing so.
**PAY ADMINISTRATION**

**Pay Day**
You will be paid twice a month, on the fifteenth and the last workday of the month. If these days fall on a holiday or weekend, you will be paid on the closest workday preceding these dates. You must maintain a direct deposit banking relationship for your paycheck.

**Hourly Rate**
Your hourly rate can be determined by dividing your annual salary by 2,080 hours, (for full-time employees).

**Payroll Deductions**
Certain federal and state deductions are mandatory and deducted automatically from your paycheck. These deductions include federal, state, and Social Security taxes and the contributions to the Teachers’ and State Employees’ Retirement System, if applicable. To change your status for federal and state tax deductions, you should contact the payroll department. All other payroll deductions are changed through the Benefits section in the Department of Human Resources, or through the appropriate Department or Institution. (i.e., State Employees Credit Union, Parking & Transportation, Student Recreation Center, etc.) All deductions for insurance premiums are split equally in each paycheck.

**Overtime and Compensatory Pay**
Overtime applies to employees who are nonexempt (subject to the FLSA) and work in excess of 40 hours during the scheduled workweek. This can take the form of monetary compensation for hours worked or compensatory time off, as determined by the department. If you are a non-exempt employee, overtime pay is calculated as one and one-half times your regular rate of pay. Overtime must be approved in advance by your supervisor.

It is the state’s policy, whenever possible, to give non-exempt employees compensatory time off instead of monetary compensation for hours worked in excess of forty hours per workweek. Such time off must be taken within twelve months from the date the overtime is performed. If compensatory time off is not taken within twelve months, the overtime must be paid. Compensatory time must be used prior to using vacation/annual leave. If you leave your job, you will be paid for any compensatory time, but it may not be transferred to another state agency. Prior approval from your supervisor is required for both earning and using compensatory leave.

Employees who are not covered by the overtime provisions of the FLSA are exempt employees. Exempt employees do not receive overtime or compensatory time; except as defined in the Compensatory-Time Policy for Exempt Employees (EHRA & SHRA). This policy can be found at http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Compensatory-Time_Policy_Exempt_Employees.pdf.

**Legislative Salary Increase**
The North Carolina General Assembly may consider and grant a legislative salary increase for state employees usually effective on July 1; however, the amount, type, and effective date of any increase may vary from year to year.
Reinstatement Following Break in Service

Reinstatement is defined as the reemployment of a former employee into a banded position after a break in service or return from leave without pay (LWOP). A break in service occurs when an employee is in non-pay status for more than thirty-one calendar days (LWOP is not a break in service).

Salary shall be set based on application of all Pay Factors. Reinstatement from LWOP into previous position shall be previous rate unless a higher rate is justified with across-the-board increases or as a career progression adjustment.

Longevity Pay

All permanent SHRA employees working at least twenty hours per a week, who have served at least ten years with the state of North Carolina, will receive longevity pay each year on their longevity anniversary date. Longevity pay is determined by the total years of permanent state service.

Longevity pay is equal to a percentage of the employee’s annual salary based upon the length of total state service as follows:

1.50% 10 but less than 15 years of service
2.25% 15 but less than 20 years of service
3.25% 20 but less than 25 years of service
4.50% 25 or more years of service

Holiday Premium Pay

SHRA employees who are required by the university to work on a state holiday shall be given, in addition to regular salary, premium pay equal to one-half of their regular straight time hourly rate for such hours worked. In addition, holiday compensatory time off shall be given, not to exceed 8 hours. Holiday compensatory time shall be taken within 12 months, or it will be paid out to the employee at straight time.

Shift Premium Pay

Certain employees who are assigned to night or shift work on a regular basis receive shift premium pay. If more than half of your hours worked are scheduled between 4:00 p.m. and 8:00 a.m., you will receive an additional 10 percent of your regular hourly salary rate.

The university shall provide additional compensation for employees who are regularly scheduled to work on either an evening or night shift, or on a weekend shift for certain classes when determined to be necessary to be competitive with the labor market. Shifts will be defined within the university based on operating requirements and work environment.

This policy covers all full-time and part-time (half-time or more) permanent, probationary, trainee or time-limited appointments.

The Office of State Human Resources and the University shall determine the classes eligible and rates of shift premium pay based on documented survey data of prevailing practices in the applicable labor market.
Emergency Call-Back Pay

If you are subject to the provisions of the Fair Labor Standards Act and are called in for an emergency before or after your scheduled work hours or on non-workdays, then you are guaranteed a minimum of two hours compensation. If the emergency condition requires more than two hours of work, the employee will be paid for the actual time worked.

When called back to work, your work time begins when you are notified to leave your place of residence for travel to the work site and will end when the emergency work is completed. If you do not depart immediately to report for the emergency call-back, your department head will determine a reasonable amount of time for travel that should be considered as compensable.

Garnishment of Wages

Personal debts to the state may be taken from your paycheck. If you have not paid federal, state, city, and county tax liens and receive a notice for garnishing your wages, they may also be deducted directly from your pay.

Career Banding

The career banding program is structured to ensure SHRA employees receive fair and equitable treatment in regard to compensation levels and career development opportunities. The Career Banding Salary Administration policy and guidelines will be applied consistently for all eligible employees.

Management will apply pay factors (see “pay factors”) appropriately and equitably in determining employee salaries. Your salary is determined in compliance with the State Human Resources Career Banding Salary Administration Policy and administered by ECU Department of Human Resources. Pay factor evaluation will occur with each action as defined in policy.

Career Banding Pay Factors

**Financial Resources** — The amount of funding that a manager has available when making pay decisions.

- Agency business need (budget)

**Appropriate Market Rate** — The market rate applicable to the functional competencies demonstrated by the employee.

- Market dynamics
- Journey market rate guidelines/market reference rate guidelines and related market information.

**Internal Pay Alignment** — The consistent alignment of salaries among employees who demonstrate similar required competencies in the same banded class within a work unit or organization.

- Internal pay alignment (equity)
- Current salary and total compensation
**Required Competencies** — The functional competencies and associated levels that are required based on organizational business need and subsequently demonstrated on the job by the employee.

- Minimum qualifications for class
- Duties and responsibilities
- Knowledge, skills, and competencies
- Related education and experience
- Training, certification and licenses

**Promotion**

Your movement to a position of the same banded classification with a higher competency level or your movement to a different banded classification with a higher journey market rate. This occurs as a result of applying for a higher level position, participating in the interview process, and being selected for the position.

Pay level is determined by applying all of the Pay Factors (financial resources appropriate market rate, internal pay alignment, and required competencies). Promotions do not always warrant a pay increase. Salary may remain the same, be increased, or be decreased as warranted by applying all of the Pay Factors.

The Department of Human Resources will have final approval authority on all salary recommendations.

**Reassignment**

Applies when you move from one position to another with the same banded classification with a lower competency level or when you transfer from a banded class to another banded class with a lower journey market rate. Reassignments may occur due to organizational change, mutual agreement between you and your manager, or recruitment.

Pay level is determined by applying all of the Pay Factors (financial resources, appropriate market rate, internal pay alignment, and required competencies). If your current salary exceeds the rate indicated by the Pay Factors and the reassignment is not by your choice, the current salary may be maintained unless it exceeds the maximum of the class pay range. If the reassignment is by your choice, the option to maintain salary above the appropriate pay factors is not applicable.

**Reclassification (Reallocation)**

Occurs when you and your position are assigned to a different banded classification due to documented change in the duties and responsibilities. Salary is determined through application of the Pay Factors.

When duties and responsibilities of a position have changed significantly enough to warrant a new classification, a request for a reclassification study may be made by the supervisor, and routed to the Classification and Compensation Unit of the Department of Human Resources through the appropriate approval channels.
Demotion

Disciplinary action, resulting in your movement to a position of the same banded classification with a lower competency level; or your movement to a different banded classification with a lower journey market rate; or a reduction in salary within the same banded class.

When demotion results in movement to another banded class, salary shall be reduced if it exceeds the maximum of the salary range. When a demotion results in salary reduction in same banded class, salary may not be less than the minimum of the salary range. A salary reduced by disciplinary action may be less than the rate based on Pay Factors.

Career Progressions

Career Progression Adjustment (in same position) is defined as a salary adjustment within the salary range of the banded class to which you are assigned. A career progression adjustment may be granted in conjunction with demonstrated competencies or as justified through labor market comparisons.

Pay Levels shall be based on application of all the Pay Factors (Financial Resources; Market Rate; Internal Pay Alignment; Required Competencies). If you have any active warnings/disciplinary actions, or any overall below good or unsatisfactory ratings, then you are not eligible for a career progression adjustment. Probationary employees are not eligible for career progression adjustments.

All Career Progression Adjustment increases must be awarded for the current competency level and on a current basis (not retroactive).

Pay factor evaluation will also occur with the following situations to determine if a Career Progression Adjustment may be warranted:

- Attainment and demonstrated use of competencies or skills within the same class.
- Acquisition of additional or different duties within the same class.
- Retention of employee who has an outside job offer (not with any State Agency or the University System).
- Recognition of low employee salaries in relation to average market rate or market reference rate.

Management will provide documentation for each salary decision, describing the relevance of pay factors for the decision. All salary adjustments will be reviewed and approved by ECU Department of Human Resources, Classification and Compensation.
The following are the different types of Career Progression Adjustment Actions:

**Competencies/Skills Change** - applies when a salary increase is granted with application of the Pay Factors following a competency assessment that indicates demonstration of some higher level competencies. Your overall competency level may or may not remain the same; however, at least some of the job-specific competencies should be at a higher level. A salary increase may not be granted due to funding issues or because salary already exceeds appropriate rate. East Carolina University must submit written justification to the Office of State Human Resources for review and approval prior to implementing a salary increase of 20% or more.

**Competency Level Change** - applies when a competency assessment indicates demonstration of greater competencies and subsequently a higher overall competency level, however due to funding issues or because employee’s salary already exceeds the appropriate rate, salary is not adjusted. If funding later becomes available and the Pay Factors justify it, the salary increase may be granted on a current basis. East Carolina University must submit written justification to the Office of State Human Resources for review and approval prior to implementing a salary increase of 20% or more.

**Labor Market** - applies when employees in a banded class are granted salary increases: 1) following a labor market study which adjusts contributing, journey, and advanced rates for the banded class; 2) following establishment of a Market Reference Rate for the university; or 3) if funds were not available at initial implementation to pay the employee at the appropriate rate. East Carolina University must submit written justification to the Office of State Human Resources for review and approval prior to implementing a salary increase of 20% or more.

**Retention** - applies when criteria is met to grant a salary increase that is not covered by other pay administration policies that is necessary to retain a key employee where there is evidence of a job offer from an employer outside the government structure and there is no current employee with substantially equal competencies to assume those duties.

A retention adjustment may result in your salary being above the appropriate rate based on the pay factors. The salary shall not exceed the maximum of the pay range. East Carolina University must submit written justification to the Office of State Human Resources for review and approval prior to implementing a salary increase of 20% or more.

**In-Range Salary Adjustments**

(Appplies to Broad Banded Classifications within clinical support areas)

An in-range salary adjustment may be provided for employees in permanent positions to recognize job change, to offset inequity, or to respond to labor market conditions. In-range pay increases subject to this policy are not covered by policies for promotion, reallocation, salary range revisions, and authorized hiring rates. In-range adjustments are subject to the availability of funds and approval by appropriate Division authority and the ECU Human Resources Department.

**In-Range Salary Adjustments Definitions:**

A. **Job Change:**

A job change is a significant change in duties and responsibilities, which adds value or is critical to the work unit’s operations and is documented within the position description. The changes in duties may be at a higher level, but do not justify a reclassification of the position. If the
additional duties are at approximately the same or lower salary grade level, the job change must significantly increase the variety and scope of duties and/or accountability of the employee. The amount of the increase will be based on the extent of the job change as determined by the classification analyst and consideration of the relationship to reclassification increases. Salary increases for significant job change may not exceed a 10% salary increase.

B. Equity:

Inequities are situations where employees’ salaries are not distributed properly based on employees’ education, related work experience, skills, and performance levels. An inequity exists when an employee’s salary is below employees in the same or similar classification and other equity factors such as years of relevant education and experience, skill level, and performance level are equal. An inequity also exists when employees have approximately equal salaries, but when an employee should have a salary higher based on years of relevant education and experience.

When considering a salary equity situation, salaries are compared among employees in a specified relevant work unit. A relevant work unit is one in which the salaries of employees are closely related to one another. Typically, consideration is given to the salaries of employees in the same classification; however, salary relationships among employees in different classifications, but in the same class series may be considered. Also, salary relationships of employees in an employee/supervisor relationship may be considered.

Priority should be given to inequities with the largest salary differentials. An in-range salary adjustment to address an inequity may not exceed 10% within a 12 month period, unless a greater than 10% increase is necessary as part of a class study or overall equity plan. The Director of Classification & Compensation must approve such an exception.

C. Labor Market:

A labor market condition which justifies an in-range salary adjustment is warranted when a pattern of separations due to employees’ acceptance of higher salaries or better employment occurs; a pattern of recruitment difficulties as identified by the length of recruitment, salary expectations of applicants, or quality of the applicant pool; or labor market data which indicates the salary range is competitive, but actual salaries within the range trail the market average or midpoint and are inconsistent with employees’ levels of experience creating inequities with newly hired employees or creating retention problems.

The maximum in-range adjustment to address labor market concerns may exceed 10% if supported by the labor market, recruitment, and retention data as determined by and documented by the personnel analyst. The application of this component of the policy is reserved to address recruitment and retention issues which are not addressed by a special entry rate or range revision. The salary range maximum may be exceeded in those situations where labor market data clearly demonstrates that the range maximum is no longer competitive and a retention concern exists.
BENEFIT OPPORTUNITIES

Health Insurance Coverage

If you are a permanent employee working at least three-fourths time, you may enroll in the state health plan. Pursuant to the legislature, the state pays for all or a portion of the employees’ coverage under the state health plan for the PPO Basic or Standard plans. You may enroll your dependents under your health plan; however, you must pay the entire cost of this additional coverage. Coverage will begin the first of the month following the date of employment.

To enroll, you must apply within thirty days from the date you begin work in order to receive benefits for any pre-existing health conditions. If you apply after the thirty-day period, or thirty days after a family-status change, a twelve-month waiting period for pre-existing health conditions may apply. Laws have been passed regarding the portability of health insurance coverage. These laws could exempt you from any preexisting health conditions. The state health plan holds an open enrollment period once a year to give employees the opportunity to change plans.

Health insurance premiums are deducted from your paycheck on a before-tax basis. Upon separation from the university, you may continue your health insurance coverage under the federal COBRA law. Should you need additional information regarding this coverage, please visit: http://www.shpnc.org/health-plan-options.html. If you have any insurance-related questions, please speak to your benefits representative.

N.C. Flex Benefits

N.C. Flex, the statewide flexible benefits program, offers you the advantage of paying for certain benefits before taxes, saving you money and allowing you to stretch your paycheck. Participation is offered in reimbursement accounts for health and dependent care expenses, accidental death and dismemberment, life insurance, dental insurance, vision care insurance, cancer insurance, and critical illness insurance. Limits regarding all tax-sheltered deductions according to IRS regulations must be considered. Changes or additions to the N.C. Flex benefits can occur. For example:

- You marry, divorce, or become legally separated.
- Your spouse and/or child/children dies.
- You give birth or adopt child/children.
- Your spouse has an illness or injury that results in total disability.
- Your spouse becomes employed or terminates employment.
- Your employment is terminated.
- You transfer to a non-eligible employment classification.
- Your child/children become eligible or ineligible for coverage due to a change in age, marriage, and/or education status.
Flexible Spending Accounts

When you enroll in a flexible spending account, you choose to contribute a set amount to your account each month through payroll deduction. This money is taken out of your pay before taxes and is reimbursed as claims are submitted via direct deposit to the same account in which your ECU paycheck is deposited. You may also elect the NC Flex Convenience Card, which allows you to pay for certain eligible services or items by directly charging expenses on your card. You should be conservative with the amount set aside, as the money not used by the end of the designated plan period will not be reimbursed to you. New employees must enroll within thirty days of employment. Continuing participation in the flexible spending accounts requires re-enrollment annually. The minimum amount to participate in the plan is $120 a year. The two flexible spending accounts are:

- **Health Care** - Used for various out-of-pocket health care expenses ranging from copayments, prescription drugs, braces, contact lenses, some over-the-counter items, etc.

- **Dependent Care** - Used for care of a dependent child under age thirteen or an incapacitated spouse or dependent adult.

N.C. Flex Dental Plan

The N.C. Flex Dental Plan offers high-option and low-option comprehensive dental coverage for employees and dependents. You select the dentist of your choice, and claims are processed for reimbursement to the dentist. This plan includes deductibles, copayments, and maximums. New employees must enroll within thirty days of the initial date of employment. An annual enrollment is held for all employees, but a twelve-month waiting period for some services applies.

Vision Care Plan

Three vision care plans are available: an enhanced plan that offers high level coverage for exams and materials, a full service plan that covers examinations and eye wear, and a basic plan that covers eye wear only. Coverage also is available for family members. Please consult the benefits section at the Department of Human Resources or visit www.superiorvision.com for a list of approved providers in your area.

Accidental Death and Dismemberment Insurance

This plan provides inexpensive insurance that pays a benefit to your survivor(s) if you should die or suffer certain disabling injuries from an accident. Coverage also is available for family members.

Voluntary Group Term Life Insurance

This plan offers coverage that will pay a benefit to your beneficiary if you die while covered under the policy. If you enroll in this plan when you are first eligible, you may elect up to $100,000 of coverage without providing evidence of insurability. Part or the entire premium may be post-tax based on IRS-imputed income regulations.

Cancer Insurance

You may select between three plan options depending on your cancer insurance needs. In addition to cancer coverage, this insurance pays benefits for 29 other specified diseases. All plan options offer the same type of benefits/services; however, in most cases the coverage level differs.
Critical Illness Insurance

Critical illness insurance is meant to complement your existing medical coverage by paying a lump sum payment when a covered person experiences a covered condition. The plan has 3 categories to include coverage for cancer, heart attack and stroke, major organ transplant and several other conditions.

Long-Term Care Insurance

Long-Term Care Insurance offers a comprehensive, federally tax-qualified long-term care plan that provides coverage for nursing-home care, home health care, and care received in assisted living facilities. Various plan choices exist to meet your individual needs and budget.

Group Home/Auto Insurance

ECU and Liberty Mutual Insurance Company now offer an easier way to purchase auto and home insurance at special group rates. These rates are lower than retail rates, and premiums are payroll deducted for your convenience. You, your spouse, and any children under age twenty-five who live in your household are eligible to apply for coverage. In the event you leave ECU, you may continue your coverage on a direct-billing or electronic-funds-transfer basis. For more information on this insurance plan, please call your ECU Benefits Counselor.

Death of Employee or Dependent

In the event of the death of an employee or dependent, the benefits section at the Department of Human Resources should be notified as soon as possible. The benefits staff will provide information to the family regarding any benefits that may be available due to the death of the employee. If there is a death of a dependent, the benefits staff will check to see if there are any policies against which claims should be filed.

Retirement Programs

Teachers’ and State Employees’ Retirement System (TSERS)

If you are a permanent employee working at least thirty hours per week for nine months of the year, you become a member of the retirement system. If you are employed as a sworn law enforcement officer, you will be participating on the plan for state law enforcement officers. Your contribution of 6 percent of your salary is automatically deducted from your paycheck before taxes (state and federal). ECU contributes an additional amount to the system based on calculation of an actuary. The state provides benefits for you and/or your families in case of disability, retirement, or death after you have completed certain service requirements. Please consult the handbook Your Retirement Benefits or Your Retirement Benefits for State Law Enforcement Officers for full details. The contents of the handbook can also be accessed online at http://www.nctreasurer.com/dsstheme.

A brief description of these benefits follows:

Employees who are members of TSERS are eligible for retirement with unreduced benefits

- At age sixty-five if you have five years credit in the retirement system.
- With thirty years of credit in the system regardless of their age.
- At age sixty with at least twenty-five years of credit.
Employees who are members of TSERS are eligible for retirement with reduced benefits:

- At age fifty with twenty or more years of credit.
- At age sixty with five years of credit.

State law enforcement officers are eligible for retirement with unreduced benefits:

- At age fifty-five with five or more years of service.
- With thirty years of credit in the department regardless of age.

If you leave the system before retiring, you may withdraw all of your contributions, roll contributions into another accepting plan, or leave contributions in the system in the event of returning to state employment in the future. An application for refund of retirement contributions must be completed for a refund to be made. If vested upon leaving the system, a retirement benefit may be available in the future upon meeting the qualifying conditions. There may be penalties for early withdrawal.

If you decide to retire, you must notify the Department of Human Resources. All retirement dates are effective the first of the month. Application can be made no earlier than 120 calendar days before the planned date of retirement.

After you work for the state for one year, you qualify for a death benefit. If an employee should die while still in active service or within 180 days of their last paid day, their beneficiary will receive a single, lump-sum payment equal to the highest twelve consecutive months’ salary during the twenty months before the employee died. This amount is at least $25,000 but no more than $50,000.

**N.C. Disability Income Plan (DIP)**

If you are a permanent employee who has participated in the Teacher’s and State Employees’ Retirement System (TSERS) for at least one year, you are also covered by the Disability Income Plan (DIP) of North Carolina.

Eligible employees who are temporarily or permanently disabled and unable to perform their regular work duties will receive partial replacement of income through DIP. There is a sixty-day waiting period before benefits are paid by DIP. During this period, you may use your sick or vacation/annual leave. If you receive any wages from working while receiving benefits under DIP, your normal benefits may be affected.

**Short-Term Disability**

(Requires One Year of TSERS Membership) Qualified employees may receive a monthly short-term benefit equal to 50 percent of their monthly salary and longevity pay, up to $3,000. This amount is reduced by any payments you receive from Workers’ Compensation. Employees may receive this benefit for up to one year. Additional time under short-term benefits may be prorated on a case-by-case basis.

**Long-Term Disability**

(Requires Five Years of TSERS Membership) Long-term benefits may begin after the short-term disability benefits end or after all vacation or sick leave, has been exhausted. Your benefit is 65% of your monthly salary and longevity, up to $3,900. This salary may be reduced by any amount you may be getting from Worker’s Compensation, Social Security benefits, or any primary Social Security benefit you may be eligible for, regardless of whether you elect to receive these benefits.

A handbook published by the Department of the Treasury, Your Retirement Benefits, details DIPS. This book should be consulted for full details of the plan. Contact your ECU benefits counselor if you have any questions or would like additional information.
Supplemental Retirement Programs

These programs are set up as private individual retirement plans. The money is deducted from your paycheck before taxes (state and federal) unless you elect to participate in the ROTH options. This reduces your reportable salary for taxes at the end of the year. There are strict limitations on the withdrawal of these funds and on the amount that can be contributed according to Internal Revenue Service (IRS) regulations. All tax-sheltered monies have to be considered in determining the allowable contribution amount. You should contact the benefits office or the company with which you are interested in placing your investment in order to verify how much you can contribute within the IRS guidelines. The following investment options are available and offer fixed and variable options.

401(k)

The maximum annual limit may vary from year to year. Loans are available against your investment.

403(b)

There are two companies available for enrollment. The maximum annual limit may vary from year to year. Loans are available against your investment.

457 Deferred Compensation Plan

The North Carolina Public Employee Deferred Compensation Plan has a maximum annual limit which may vary from year to year. Regardless of your age, your savings may be withdrawn when you leave state service. Loans are available against your investment.

529 Plan-North Carolina’s National College Savings Program

North Carolina’s National College Savings Program can help you make real gains in saving for a college education for your child, yourself, or someone else you care about. Your earnings are free from federal and North Carolina income taxes when the money is used to pay for qualified higher education expenses. The money can be used at virtually any college, anywhere in the country, to pay for expenses such as tuition, fees, room, board, and books.

Law Enforcement Benefits

Law Enforcement Officers’ Separate Insurance Benefit Plan

The Law Enforcement Officers’ Separate Insurance Benefit Plan is available to sworn law officers who are members of the Teachers’ and State Employees’ Retirement System. This plan provides a $5,000 death benefit, accidental and sickness insurance, and accidental line-of-duty death benefit of $2,100.

Supplemental Retirement Income Plan for Law Enforcement Officers

The Supplemental Retirement Income Plan for Law Enforcement Officers is available to sworn law officers who are members of the Teachers’ and State Employees’ Retirement System. East Carolina University contributes 5 percent of your salary into an account with a 401(k) as a supplemental retirement income plan.
Law Enforcement Officers' Special Separation Allowance

The Law Enforcement Officers' Separation Allowance is available to sworn law enforcement officers who retire on service retirement. The monthly separation allowance is payable until age sixty-two or until return to employment with state government.

For additional information regarding your benefits please contact the ECU Benefits Office at (252) 328-9887
TAKING TIME OFF

Leaves
Leaves of any kind generally must be earned before it is taken. Whenever possible, leave requests should be approved in advance by your supervisor. In all cases, however, leave is granted only with the supervisor’s approval. If approval for a leave is not granted, any absence from work is not authorized and will be considered unexcused (non-pay status). Staff members who do not have accrued leave should discuss the matter with their supervisor and benefits counselor if leave without pay becomes necessary.

Vacation/Annual Leave
The primary purpose of paid vacation/annual leave is to allow and encourage employees to renew their physical and mental capabilities in order to remain fully productive employees. You are encouraged to request leave during each year to achieve this purpose. This leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions, and in lieu of sick leave for personal illness or illnesses in the immediate family. Vacation/annual leave shall be taken only upon prior authorization of your supervisor.

When compensatory time has been earned, it must be taken prior to the use of accumulated vacation/annual leave and must be used within twelve months of the date earned.

In unusual circumstances, to cover emergency or special circumstances, the unit administrator may advance you leave on an individual basis. The total amount of leave to cover emergency or special circumstances that can be advanced will not exceed the amount you would earn during the remainder of the calendar year.

Vacation/annual leave credits shall be provided for permanent employees in pay status for one-half or more of the regularly scheduled workdays and holidays in a month. Vacation/annual leave may be accumulated without any applicable maximum until December 31 of each calendar year. On December 31, any employee with more than 240 hours of accumulated annual leave shall have the excess accumulation converted to sick leave so that only 240 hours are carried forward to January 1 of the next calendar year. Accumulation for part-time employees will be prorated based on the amount of time worked.

If you have previously worked for the state, you are responsible for reporting any prior state service to the Department of Human Resources staff so that you can be granted additional leave credits.

If you are working at least twenty hours per week in a permanent, probationary, or trainee position, then you are granted vacation/annual leave according to your aggregate employment with the state of North Carolina. The following schedule is based on an individual working full-time and would be prorated for part-time employees:
Vacation / Annual Leave Schedule

<table>
<thead>
<tr>
<th>Years of Total Service</th>
<th>Time Earned Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9 hrs. 20 min.</td>
</tr>
<tr>
<td>5 years but less than 10 years</td>
<td>11 hrs. 20 min.</td>
</tr>
<tr>
<td>10 years but less than 15 years</td>
<td>13 hrs. 20 min.</td>
</tr>
<tr>
<td>15 years but less than 20 years</td>
<td>15 hrs. 20 min.</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17 hrs. 20 min.</td>
</tr>
</tbody>
</table>

If you are transferring to another state agency, your leave balances may be transferred to the new agency as long as the agency is willing to accept the time. If you leave state employment, payment will be made for any unused vacation/annual leave up to a maximum of 240 hours (prorated for part-time employees).

Sick Leave

If you are a full-time permanent employee, you will earn eight hours of sick leave per month, as long as you are in a pay status for one-half or more of the regularly scheduled workdays and holidays in a month. If you are a part-time employee, accumulation will be prorated based on the amount of time worked.

Sick leave may be used for the following:

a. Illness, injury, or disability preventing the performance of usual duties.

b. The illness of a member of your immediate family, including step relationships and any other dependents (Note: it is not required that the members defined be living in the household).

c. Medical appointments for you or the employee’s immediate family (including dependents).

d. The actual time away from work connected with or recovery from childbearing as defined below:

1. The natural mother may use accumulated sick leave for the actual time away from work caused or contributed to by pregnancy and childbirth.

2. A member of your immediate family may request sick leave to care for the mother and newborn infant during the natural mother’s time away from work.

e. Adoption of a child up to thirty days counting from the day the parent(s) takes custody.
f. The death of a member of your immediate family, including step, half, and in-law relationships.

g. Donation to a state employee (other than public school system or community college) who qualifies for Voluntary Shared Leave.

Since there is no certainty as to when actual time away from work will begin and end, a doctor’s certification shall be required verifying your time away from work. Immediate family is defined as a

- spouse;
- parent (biological, adoptive, an individual who stood in place of a parent to an employee when the employee was a child, stepparent, and in-law relationships);
- child (biological, adoptive, foster, step, a legal ward, child of an employee standing in loco parentis, and in-law relationships);
- sister or brother (biological, adoptive, step, half, or in-law relationships);
- grandparent, great grandparent, grandchild, great grandchild (including step relationships); or
- other dependent living in the employee’s household.

Your job is important. If for any reason you will be late or cannot report to work because of illness, let your supervisor know before the beginning of your work schedule. Please consult your supervisor regarding the procedure for reporting absences for your department. Failure to properly report absences could result in disciplinary measures. Your supervisor has the right to ask that requests for sick leave be reasonably documented.

If you separate from state employment, you are not paid for accumulated sick leave. If you are a vested member of the Teachers’ and State Employees Retirement System and are retiring, your sick leave balance will be credited to your retirement service. One month of credit is allowed for each twenty days of accrued sick leave or any portion thereof.

If you are separating for any reason other than a transfer to another state agency, the sick leave balance can be reinstated should you return to work with the state of North Carolina within five years of the date of separation. When transferring to another state agency, the time can be transferred as long as the agency is willing to accept the time. If the agency is not willing to accept the time, it will be held in escrow for five years.

**Leave of Absence Without Pay**

Leave without pay may be granted for education purposes, vacation, or for any other reasons deemed justified by your supervisor. Except for extended illnesses, extended leave without pay normally shall not exceed six months. The employee must apply in writing to the supervisor for leave without pay.

In certain situations, you may choose to retain all or part of your accumulated leave until you return to state service. The retention of accumulated leave during a leave of absence without pay is subject to certain restrictions. Please contact your ECU benefits counselor for more information.
Community Service Leave

The purpose of community service leave is to promote employee involvement in the education of youth and to promote employee assistance to community service organizations. If you are the legal guardian of a child, you may take leave under this policy to meet with a teacher or administrator in a school or child care program authorized by the state of North Carolina to conduct business. You can use leave to attend any nonathletic function sponsored by the school or child care program.

As a state employee, you are encouraged to do volunteer work; however, you must continue to meet the requirements of your job.

If you are a full-time employee, you may take up to twenty-four hours of paid community service leave each calendar year. The twenty-four hours of leave will be credited to you on January 1 of each year and to all new employees at a prorated amount of two hours per month at the time of employment. If you are a part-time employee, the amount of leave will be prorated based on the amount of time worked.

You must receive prior approval from your supervisor to use this leave. Also, your supervisor may require proof that the leave is being used for the purpose of this policy.

In lieu of the twenty-four-hour award as noted above, you may choose to tutor/mentor in a school. Leave under this option shall be used exclusively for tutoring/mentoring a student in accordance with established standards, rules, and guidelines for such arrangements as determined and documented by joint agreement with your agency and the school. The amount of community service leave for tutoring or mentoring is one hour of community service leave for each week, up to a maximum of thirty-six hours, which schools are in session as documented by the elected board of the local education agency or the governing authority of any nonpublic school.

Leave not taken in a calendar year will be forfeited; it will not be carried over into the next calendar year. If you transfer to another state agency, any balance of the twenty-four hours not used shall be transferred to the new agency. You will not be entitled to payment for this leave upon separation from employment.

Military Leave

Military leave shall be granted to employees of the state for certain periods of service in the uniformed services in accordance with G.S. 127A-116 and the Uniformed Services Employment and Reemployment Act of 1994. Military leave shall also be given for state military duty to members of the State Defense Militia and the Civil Air Patrol.

Military leave with pay for training shall be granted to members of the Uniformed Services who are full-time or part-time employees with a permanent, trainee, time-limited or probationary appointment for up to 120 working hours (prorated for part-time employees) during the federal fiscal year beginning October 1 and ending on September 30, for any type of active military duty for members not on extended active duty. An employee shall be granted necessary time off when the employee must undergo a required physical examination relating to membership in a reserve component without charge to leave.

You may choose to have accumulated vacation/annual leave paid in a lump sum, may exhaust this leave, or may retain part of all of accumulation of 240 hours applies to lump sum payment. You shall retain all accumulated sick leave and continue to earn time toward salary increases and total state service. Entitlement is given to full retirement membership service credit in accordance with the provisions of the Teachers' and State Employees' Retirement System.
You must clear leave with your supervisor and provide a copy of the orders or other documentation certifying performance of required military duty, such as the unit’s training schedule.

Family and Medical Leave Act

In 1993 Congress passed the Family and Medical Leave Act (FMLA) to help employees balance the demands of their workplace and the needs of their families. If you were absent from work for a qualifying event as indicated below, a determination would have to be made as to whether it should be counted as FMLA leave. You must furnish a physician’s certification and information regarding the absence so a determination can be made. FMLA previsions are posted in the Human Resources offices and in most buildings on campus giving specifics of this policy.

All full-time permanent, probationary, trainee, and time-limited employees who work 2080 hours or more per year are eligible for FMLA provided the employee has worked, either for ECU or another state agency at least twelve months during the year preceding the start of the leave. The same applies for half-time employees who work at least 1040 hours or more per year. You are allowed twelve weeks of FMLA leave within a twelve-month period. The twelve week period begins on the first day absent from an approved event. East Carolina University measures the twelve month period from the date any employee’s first FMLA leave begins.

Reasons for taking FMLA leave include the following:

a. Birth and care of your child, provided the leave is taken within a twelve-month period following the birth of the child.

b. Placement of a child for adoption or foster care, provided the leave is taken within twelve months of such placement.

c. Care for your spouse, child, or parent, if such spouse, child, or parent has a serious health condition (A child shall be less than eighteen years of age or, if older than eighteen, incapable of self-care because of a mental or physical disability. The term “child” shall include biological, adopted, foster, stepchild, legal ward, or child for whom employee is standing in place of a parent).

d. A serious health condition that renders you unable to work (as defined by the Family and Medical Leave Act of 1993).

e. Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave also known as Covered Service member Leave).

FMLA leave is unpaid leave; however, you may use paid sick and vacation/annual leave during this absence. Health insurance benefits continue during this leave period. When you return to work, it will be to your same position or to a position with the same pay grade, benefits, and other conditions of employment. For more specific information regarding FMLA, contact your benefits counselor.

Parental Leave

If you do not qualify for the Family and Medical Leave Act, you may take leave without pay to have or adopt a child. The natural parents of a newborn infant and the parents of a newly adopted child under five years of age may request leave without pay under provisions of this policy. The natural mother may use accumulated sick leave or vacation/annual leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth. Leave without pay for the parent of an adopted child can begin no earlier than one week prior to the date the parent receives custody of the child.
Voluntary Shared Leave

Prolonged medical conditions often require state employees to use all of their leave. A medical condition can force employees into leave without-pay situations when they can least afford it. The voluntary shared leave program lets you donate vacation/sick leave (with limitations) to any ECU employee.

If you will be absent for medical reasons or to care for your spouse, parents, children, or other dependents for twenty working days or more and you have exhausted all available vacation/annual leave and sick leave; you can apply for voluntary shared leave.

Adverse Weather

Adverse weather conditions may sometimes make it difficult for employees to report to work or make it advisable that they leave work early. The chancellor, or his designated representative, will determine to what extent operations will be suspended or curtailed. You may use vacation/annual leave or adjust your work schedule with the approval of your supervisor to make up the time. In adjusting your work schedule, the time cannot be made up in a workweek in which you have worked a total of forty hours because it would create overtime.

Educational Leave

Leave may be granted to a permanent employee working at least twenty hours per week for educational purposes that will better train or prepare the employee for the performance of his or her duties and responsibilities. This leave cannot exceed twelve months, and it will be granted only when recommended by the department head. As is the case with other types of leave without pay, any duration beyond six months must be approved by the Department of Human Resources.

Civil Leave

You are entitled to leave with pay when serving on a jury or when subpoenaed as a witness in a court of law. It is your responsibility to inform your supervisor when scheduled for jury duty and the expected duration of such service.

As a jury member, you receive civil leave with pay and any fees received for jury duty. You should report back to work at the end of the duty. If you work a second or third shift, talk with your supervisor about the work schedule. (It may be adjusted if possible.) Additional time off is not given when jury duty occurs on a scheduled day off.

When subpoenaed or directed by proper authority to appear as a witness in court, you may use civil leave with pay. Any fees received shall be returned to ECU. Rather than use civil leave with pay, you may use vacation/annual leave and keep any fees. If you are the plaintiff or defendant in the court procedure, you must use vacation/annual leave or leave without pay.

If your official job duties require you to attend court for a job-related proceeding, the time is considered as work time and included in your total hours worked for the week. Fees received shall be returned to ECU. If you are a second or third shift employee, your supervisor will determine the necessary amount of time off from your regular duties.
Special Leave Awards
You may be granted up to twenty-four hours of leave as part of an award for a suggestion that is adopted under the Employee Suggestion System or through the Awards for Excellence program.

Holidays
The State Human Resources Commission has set aside these holidays:

- New Year’s Day
- Martin Luther King Jr. Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (two days)
- Christmas (two or three days)

Each state agency is allowed to change the designated holidays to suit its working environment. Therefore East Carolina University has three holiday schedules, one for the east campus, one for the Brody School of Medicine staff, and one for Clinical Support Staff.

If you observe religious holidays other than those set aside by ECU, your supervisor may be able to work with you to exchange another holiday for the religious holiday, adjust your schedule, or allow you to use your vacation/annual leave. It is essential for some employees to work on holidays.

The ECU Holiday calendar can be found at http://www.ecu.edu/cs-ecu/holiday.cfm.
Commitment to Providing Development Opportunities

The Department of Human Resources sponsors several programs, certifications, institutes, leadership initiatives and workshops which are open to all permanent University employees. These development initiatives are free to our workforce. You do not have to use any type of employee leave time to participate in these sessions; however, you must obtain your supervisor’s approval prior to participating.

By aggressively investing in the pro-active education and training of its personnel, East Carolina University seeks to advance the overall quality of work-life, improve critical employee skills, enrich the University work environment with highly skilled employees and develop leaders.

The Faculty/Staff Training site, a detailed training resource and collaborative website that includes the many training and professional development offerings available to our employees, can be found at https://www.ecu.edu/cs-admin/HumanResources/Staff-Development-and-Training-Home.cfm. The ECU Employee Training website can be found at http://www.ecu.edu/itcs/cornerstone/.

Business Services Textbook Loan Program

The Business Services Textbook Loan Program allows eligible ECU employees to borrow required textbooks from ECU-Dowdy Student Stores for classes taken at ECU. The program is available to all full-time, permanent ECU staff and faculty and their dependent children who are enrolled in an undergraduate degree program at ECU. For more information about this program, contact Dowdy Student Stores at 328-6731, or visit http://www.ecu.edu/studentstores/TextbookLoan/.

Faculty/Staff Tuition Waiver Program

The state of North Carolina offers a waiver program (G.S. 116-143 and administrative memorandum #92) for the educational assistance of its employees and the employees of the sister institutions of higher learning within the UNC system. This program encourages faculty and staff to use the academic resources of the university system for self-development.

You may be eligible for this waiver if you are in a non-temporary position and work thirty or more hours a week, including military personnel assigned to ROTC programs while under orders as a permanent duty station. In order to receive a tuition waiver, you must be academically eligible for the course. Tuition waivers will only be granted if space is available in the course.

If you are eligible, you can use the tuition waiver at any of the sixteen institutions within the UNC system. The program is limited to two classes per academic year. Classes can be taken during the fall or spring semester, or during summer sessions. You are responsible for any additional cost incurred for additional classes. Lectures and labs are considered two distinct courses unless the lecture and lab cannot be taken separately.

Courses taken under a faculty/staff waiver must be on your own time. As an SHRA or CSS employee, you may take courses during lunch periods, defined to be one hour between the hours of 11:00 a.m. and 2:00 p.m. If you take a course during regular business/working hours, you will be required to use annual leave, or, with supervisor approval, adjust your work schedule. In either case, you must gain the prior approval of your department head and the divisional vice chancellor. You can obtain additional information and the Faculty/Staff Tuition Waiver Form (P-50A) at the following website: http://www.ecu.edu/cs-admin/financial_serv/cashier/Tuition-Waiver.cfm.
Office of State Human Resources (OSHR) Training

The Office of State Human Resources develops and offers training that can be used by all state agencies. Most of these programs are in the areas of management, supervision, computer skills, or required training courses for specific positions. These courses are taught at the Personnel Development Center in Raleigh, as in-house training at agencies, and at regional sites across the state. Lists of course offerings are available on the website of the Office of State Human Resources at: http://www.oshr.nc.gov.

Extended Educational Leave

You may be extended educational leave for job or career-related work study, scholarship, or fellowship programs. The work must meet certain conditions, including labor market and organizational needs requiring the education. Other extended educational leave without pay will be approved on a case-by-case basis.
Effective November 1, 1998, the North Carolina General Statute 116-37 accepted employees of the Medical Faculty Practice Plan at East Carolina University, formerly designated as employees subject to the Human Resources act (SHRA).

Various policy changes have been and will continue to be developed to enhance the recruitment and retention efforts of the Clinical Support Services system.

The CSS Employee Handbook may be accessed at the following website:

EMPLOYEE RECOGNITION

Governor’s Awards for Excellence
The Governor’s Awards for Excellence Program was created in 1982. It is cosponsored by the Office of State Human Resources and the Governor’s Committee for the Recognition of State Employees to honor state employees for outstanding achievements.

For more information on the Governor’s Awards for Excellence, go to http://www.oshr.nc.gov/Reward/recognize/govaward.htm

Service Awards
ECU thanks employees for their dedicated service through the Service Awards Program. Each year, State employees within our workforce who achieve a milestone anniversary date are recognized for their service to both the University and State. Milestone dates are identified in five year increments based upon the employee’s total combined State Service regardless of agency or institution and afforded until retirement.

For more information on the State Service Awards, go to http://www.oshr.nc.gov/Reward/recognize/service.htm

The Treasured Pirate Program
The Treasured Pirate is an “on the spot” award designed to recognize the special or unique contributions of ECU employees to their college/unit or to the University. This program recognizes any permanent SHRA, CSS, or EHRA employee at their respective college/unit level. The criteria for nominations, selection of recipients and delivery of awards will be handled by each college/unit. A specified number of awards are made available to each area according to the number of employees within the division. Each award is given to an individual employee, not a group or team. For all members of a group to receive an award, each should be nominated individually. The program provides recipients an award certificate and a gift of the recipient’s choice from the Treasured Pirate Reward Gift Catalog. If you would like to nominate an employee, please take the time to fill out the Nomination Form via OneStop. The Treasured Pirate Award Program is coordinated by the Staff Development Coordinator within the Employee Relations Unit of Human Resources.
**NC Thinks**

NCThinks is North Carolina’s strategic suggestion system. The mission is to save tax dollars by engaging employees in workplace improvements related to organizational objectives.

As an incentive to participate, employees whose ideas are adopted are handsomely recognized and rewarded for their creative ideas that support organizational objectives. In addition to pride and job satisfaction, participants may receive cash awards up to $20,000 per individual and $100,000 per team, up to three days leave with pay, and a certificate from the Governor’s Office.

For more information, or to submit a suggestion, go to: www.ncthinks.nc.gov
EMPLOYEE RELATIONS

Employee Relations Unit

Honest and direct communication between you and your supervisor is encouraged. However, there are times when you may not feel comfortable talking with your supervisor or need some help and guidance in dealing with a work related issue or personal problem affecting your work. The staff in the Employee Relations Unit of Human Resources is available to assist you with concerns regarding your work performance, work environment, policy interpretation, problems with co-workers, disciplinary actions, and other such matters. The Employee Relations staff can also help mediate issues between your and your supervisor or co-workers. You may contact the Employee Relations Unit at (252) 328-9848.

Performance Management

ECU employees participate in a performance management program by which all state employees are evaluated. This program ensures that you know what your supervisor expects of you and that you receive timely feedback about your performance. It also allows you the opportunity for education, training, and development.

Within thirty days of starting your job, you should review your job description which outlines the performance expectations for your job. At the start of each annual evaluation cycle, you and your supervisor will review/revise your job description and performance expectations. Together, you will decide how to track your progress throughout the year. Sometimes things happen that require your duties to change, at which time your supervisor may revise your job description.

Evaluation/Review of Job Description

April 1 - May 15

Coaching/ Tracking

Interim Review

Oct. 1 - Nov. 30
At the end of each annual evaluation cycle, you will have a formal evaluation with your supervisor. This meeting is very important. You will want to provide your supervisor with all of the information you collected while tracking your accomplishments for the year. Your overall performance, including successes and difficulties, will determine your performance rating. This appraisal is a good time to discuss opportunities for professional growth and developmental needs. This formal performance review and competency assessment meeting will set the stage for additional work planning and the start of your next annual appraisal cycle.

Employee Discipline

ECU’s SHRA and CSS Disciplinary Procedures outline the steps a supervisor can take to help correct and improve performance concerns and for dealing with unacceptable personal conduct. That policy details the steps supervisors must take to discipline or dismiss an employee.

The three reasons for the discipline of employees are:

- unsatisfactory job performance,
- unacceptable personal conduct, and
- grossly inefficient job performance.

Unsatisfactory job performance is work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, or as directed by management of the work unit or agency. This also includes excessive absenteeism and/or tardiness.

Unacceptable personal conduct is conduct for which no reasonable person should expect to receive prior warning. This also includes having a negative leave balance.

Grossly inefficient job performance is when poor performance causes death or serious injury to another person, serious loss or damage to state property or funds, or failure to obtain legally required certificates, licenses, bonds or other credentials.

The disciplinary actions a supervisor may take are written warnings, disciplinary suspension without pay, demotion, or dismissal.

For more specifics on ECU’s SHRA Employee Disciplinary Procedures, talk with your supervisor, contact your ECU employee relations specialist, or visit the ECU Human Resources Policy & Procedure website at http://www.ecu.edu/cs-admin/HumanResources/

Employee Grievances

A good relationship between management and employees is based on mutual trust, open communication, and respect. If you have any problem or grievance concerning your working conditions, you should discuss it with your supervisor. In most cases, a simple misunderstanding can be cleared up immediately.

If your problem or concern cannot be resolved through discussions with your supervisor, the staff of the Department of Human Resources is available to assist you. ECU’s Mediation and Appeal Policy for Employees Subject to the State Human Resources Act (SHRA) also provides a way to get problems or complaints considered rapidly, fairly, and without fear of reprisal.
Grievances Alleging Discrimination

If you are alleging discrimination because of age, sex, race, color, national origin, religion, creed, handicapping condition (disability), political affiliation, veteran’s status or sexual orientation, you have the right to file a complaint through the University grievance procedure established by the Office of Equity and Diversity (Equity Office) within the time frame established. Also, you may appeal directly to the State Human Resources Commission within thirty (30) calendar days of the action giving rise to the grievance.
STAFF SERVICES

ECU Library

All faculty and staff of East Carolina University are welcome to use the services and resources of the three campus libraries—Joyner Library (on east campus next to Mendenhall Student center), Music Library (Fletcher Building), and Laupus Health Sciences Library (Allied Health Building on the medical school campus).

In addition to journals and books that support curriculum and research, the libraries also offer Internet and on-line resources; CD-ROM products; videos and tapes of musical performances; North Carolina information; legal, business, and medical Information; materials for teachers; tours; class instruction; faculty carrels; and quiet reading and study space. Library staff will assist you in finding the information you need. Brochures and maps are available. Most books can be checked out for a semester. Your faculty/staff ECU I Card serves as a library card. Take it to the circulation desk at each library to check out materials.

For Joyner Library hours, call 328-4285 or access the library home page at http://www.ecu.edu/cs-lib/.

For Music Library hours or other information, call 328-6250 or see the Music Library home page at http://www.ecu.edu/lib/music.cfm.

For Laupus Library (health sciences) hours, call 744-2222 or refer to the library home page at http://www.ecu.edu/cs-dhs/laupuslibrary/.

Student Recreation Center

The Student Recreation Center is available to all employees and their spouses who have a valid membership. Memberships, guest passes, and dependent passes can be obtained at the Student Recreation Center for a reasonable fee. In addition, employees may elect to pay their membership fee through payroll deduction. For more information, contact the SRC at 328-6387 or www.recserv.ecu.edu.

Legal Defense

If a civil or criminal suit is brought against you for something you did concerning your assigned duties, you may qualify for legal defense by the state. It is up to the attorney general to decide when the state will provide defense for an employee. For more information, contact the university counsel at 328-6940.
State Employees’ Credit Union

As a permanent state employee, you are eligible for membership in the State Employee Credit Union, a financial cooperative owned by its members who share a common bond of employment. As a credit union member, you are afforded opportunities that very few financial organizations provide their customers. Because the members are the owners and there is no separate group of stockholders to whom profits must be paid, a lower cost on financial services can be maintained.

For more information, contact SECU at 1-888-732-8562 or visit their website www.ncsecu.org.

State Employees Combined Campaign

The State Employees Combined Campaign (SECC) gives state employees the opportunity to contribute to charitable organizations through annual campaign. It enables donations to more than one thousand charitable organizations that provide valuable services internationally, nationally, and throughout North Carolina. “Combined campaign” means that the campaign includes several federations and independent agencies, including the United Way, the National Health Agencies, Earth Share, and Environmental Federation of North Carolina.

SECC is the only charitable giving program authorized for payroll dedication for state employees. The North Carolina Department of Administration develops the campaign regulations. Visit its Web site at www.ncsecc.org. Campaign literature, training, and other communications are distributed to employees each year, usually in early fall.
LEAVING THE UNIVERSITY

Resignation

It is the policy of East Carolina University that you give at least two weeks notice before leaving your job so your department can begin recruitment for your replacement. If you terminate employment, a lump sum payment will be made for any unused vacation/annual leave you have earned, not to exceed 240 hours (part-time employees will be prorated based on the amount of time worked). If you have more than ten years of service, a prorated payment for longevity will be paid. You may have rights to continue certain benefits and insurance plans after the termination date. If you accept a position at another state agency, all unused sick, vacation/annual, and community service leave may be transferred to the new agency if the new agency is willing to accept these balances. Longevity is not paid out when transferring to another state agency.

Voluntary Resignation without Notice

Not reporting to work three or more days in a row without approved leave may be considered voluntary resignation without notice. Every effort will be made to locate you, either by phone or certified mail. If the university is unable to locate you, or if you can provide no reasonable justification for your absences, the university will consider your absences as a voluntary resignation. In this case, no right of grievance or appeal under the State Human Resources Act is applicable.

Eligibility for Rehire

If you were dismissed/terminated from the university (or allowed to resign in lieu of dismissal/termination) for unacceptable conduct, you will be considered ineligible for rehire. There may be certain circumstances under which you may be ineligible for rehire based on unacceptable job performance. You will be advised of this determination upon your leaving the university.

Retirement

Once eligible, you may apply for immediate retirement benefits from the Teachers’ and State Employees’ Retirement System or the Law Enforcement Officers’ Benefit and Retirement fund. You will be paid a lump sum for vacation/annual leave you have earned up to 240 hours (part-time employees will be prorated based on the amount of time worked). Sick leave can be used as credit for service in determining your retirement. A significant amount of sick leave may allow you to retire early or increase the calculations for your retirement payments. For more information, contact your ECU benefits counselor, the Retirement Systems Division (919-733-4191), or the North Carolina Governmental Employees’ Association (1-800-356-1190).

Separation Due to Unavailability

Once all your leave is used, if you do not return to work and have not been approved for leave without pay, you may be separated from your position. The reasons considered in this decision include budget constraints, lack of temporary assistance to fill in for you, or the critical nature of your position to your department. This unavailability is considered involuntary separation and not a disciplinary dismissal. This dismissal may be grieved or appealed.

Death of Employee or Dependent

In the event of the death of an employee or dependent, the benefits section at the Department of Human Resources should be notified as soon as possible. The benefits staff will provide information to the family regarding any benefits that may be available due to the death of the employee. If there is a death of a dependent, the benefits staff will check to see if there are any policies against which claims should be filed. This policy may require a change in coverage.
Reduction in Force (RIF)

While job security is important to everyone, it is sometimes necessary for the state to lay off employees for lack of work, loss of funds, reorganization, or other similar reasons. If this occurs to you, every effort will be made to find you another job within the University.

Under the East Carolina University RIF policy, you are given at least thirty calendar days notice in writing before a RIF can take place. In that letter, you will learn about your priority for re-employment rights, the amount of your severance salary continuation, and your appeal rights. The Department of Human Resources will provide you with one-on-one counseling and assistance during the RIF period.

Priority for Re-employment (RIF)

For the twelve months after a written notification of reduction in force, you, as a permanent employee have priority re-employment consideration. If you are minimally qualified for a position or can do the job in a reasonable amount of time after basic training, you will be considered for the job over outside applicants and other state employees with equal qualifications.

Temporary or probationary employees or those with time-limited appointments may be laid off without following these procedures and are not eligible for priority for re-employment rights or severance salary continuation pay.

Severance Salary Continuation (RIF)

If you are a permanent employee and do not get another state job before a RIF takes place, you may receive severance salary continuation pay based on how long you have been with the state, your current salary, your age, and available funds. The amount will be outlined in the written notification of the RIF.

Health Insurance Continuation (RIF)

The state will continue to pay the state’s contribution to your health insurance premiums for up to twelve months. You may continue to pay for spouse and dependent children coverage at full cost. At the end of twelve months, you can continue coverage indefinitely for yourself and for your spouse and dependent children at full cost. If you accept a position outside of ECU within the first twelve months and are eligible for health insurance with your new employer, you must notify the Department of Human Resources immediately.

Exit Interview Process

When you separate from employment with ECU, transfer within ECU, or transfer to another state agency, your supervisor will begin the exit process to assist you with the transition out of your position. This process will provide an opportunity for both you and your supervisor to tie up any loose ends prior to your separation. You will be given the opportunity to sign your final time sheet/leave record, and complete an exit checklist including a final evaluation. You will also return any university property during this meeting and complete the property assignment form. You should also make arrangements to meet with your benefits counselor to obtain information regarding your benefits.

In addition, separating employees should fill out an Exit Interview Questionnaire and schedule a time to meet with their Employee Relations Specialist. The questionnaire can be found online at: http://author.ecu.edu/cs-admin/hr/upload/spaexitinterviewquestionnaire_spacss.doc.
Unemployment Insurance
Since 1978, the North Carolina General Assembly has provided unemployment insurance (UI) coverage for state employees, except for those exempted by law. Those employees not covered by UI include elected officials, legislators, judiciary, state and National Guard members, emergency temporary employees, students, and chaplains. The Employment Security Commission decides which UI claims are paid. If you become unemployed, you must register to work, and file an initial claim with your local Employment Security Commission office before qualifying for UI benefits. For more information, contact the Employment Security Commission.
ECU Department of Human Resources
Web: www.hr.ecu.edu
Phone: (252) 328-9847
Office: 210 East 1st Street

ECU 1 Card Office
Web: www.ecu.edu/1 card
Phone: (252) 328-2673
Office: Old Cafeteria Complex G-521 EAST CAMPUS
Lakeside Annex 1, Room 6 WEST CAMPUS

ECU Parking and Transportation
Web: www.ecu.edu/parking
Phone: (252) 328-6294
Office: 305 East 10th Street

ECU Payroll Office
Web: www.ecu.edu/cs-admin/financial_serv/payroll/index.cfm
Phone: (252) 328-6955
Office: 208 East 3rd Street

ECU Environmental Health & Safety
Web: www.ecu.edu/oehs
Phone: (252) 328-6166
Office: 210 East 4th Street

ECU Office of Equity, Diversity & Community Relations
Web: www.ecu.edu/edc
Phone: (252) 328-6804
Office: Old Cafeteria Complex G-406

ECU Police Department
Web: www.ecu.edu/studentlife/police
Phone: (252) 328-6787
Office: 609 East 10th Street

ECU Department for Disability Support Services
Web: www.ecu.edu/disabilityservices/
Phone: (252) 737-1016
Office: 138 Slay Building

ECU University Mail Services
Web: www.ecu.edu/cs-admin/mail/index.cfm
Phone: (252) 328-6091 EAST CAMPUS
(252) 744-2306 WEST CAMPUS
Office: Founders Drive
Warehouse EAST CAMPUS
Brody GE-90 WEST CAMPUS

ECU Information Technology & Computing Services
Web: www.ecu.edu/cs-itcs/index.cfm
Phone: (252) 328-9000
Office: 209 Cotanche Street

ECU Student Transit Authority
Web: http://www.ecu.edu/cs-studentlife/transit/
Phone: (252) 328-2871
Office: 1501 N. Memorial Drive
IMPORTANT CONTACT INFORMATION

ECU Undergraduate Admissions
Web: http://www.ecu.edu/admissions/
Phone: (252) 328-6272
Office: 106 Whichard

Brody School of Medicine Office of Admissions
Web: http://www.ecu.edu/bsomadmissions/
Phone: (252) 744-2202
Office: 600 Moye Blvd.

ECU Cashier’s Office
Web: http://www.ecu.edu/financial_serv/cashier/
Phone: (252) 737-6886
Office: G120 Old Cafeteria Complex

ECU Graduate School
Web: http://www.ecu.edu/gradschool/
Phone: (252) 328-6012
Office: 131 Ragsdale

Office of International Affairs
Web: http://www.ecu.edu/intlaffairs/degree-seekingUndergraduate.cfm
Phone: (252) 328-4829
Office: 306 E. Ninth Street

Dowdy Student Stores
Web: http://www.ecu.edu/studentstores/
Phone: (252) 328-6731
Office: Wright Building
Welcome