



**ECU**

**HUMAN  
RESOURCES**

*Welcome*




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**SHRA/CSS**

**Employee Handbook**

**February 2020**

**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.ecu.edu/hr](http://www.ecu.edu/hr)) 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](http://www.oshr.nc.gov)) and the ECU Human Resources website ([www.ecu.edu/hr](http://www.ecu.edu/hr)) will supersede anything outlined in this handbook.

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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 and Diversity**

As specifically stated in East Carolina University's Notice of Nondiscrimination and Affirmative Action Policy (<https://www.ecu.edu/pr/05/25/02>), East Carolina University is committed to equality of opportunity and prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status ("Protected Class"). This policy also prohibits retaliation against an individual for using applicable policies responsibly.

Additionally, consistent with our obligation under applicable federal law, the University will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin and to employ and advance in employment qualified employees and applicants who are protected veterans and individuals with disabilities at all levels of employment.

The University recruits, hires, trains, and promotes persons in all job titles and ensures that all other personnel matters and any term, condition, or privilege of employment continues to be administered without regard to the above mentioned Protected Classes. 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.

In addition to our legal obligations, ECU is deeply committed to diversifying our workforce as part of our commitment to maximizing student success. A more diverse workforce has been linked, among other things, to higher levels performance and productivity, job satisfaction, retention.

## **Unlawful Workplace Harassment and Discrimination**

The University is committed to providing and promoting an atmosphere where employees may realize their maximum potential in the workplace and students may fully engage in the learning process.

Harassment is a form of discrimination and is unwelcome conduct based on a Protected Class, which creates either quid pro quo harassment or a hostile environment. It also includes sexual harassment and gender-based harassment as those terms are defined in University Regulations (specifically, the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence).

Discriminatory and harassing behaviors that violate the law and/or University policies and regulations are prohibited. Such behaviors endanger the environment of tolerance, civility, and mutual respect that must prevail in order to fulfill the University's missions and goals.

Federal and state laws as well as university policies protect individuals from unlawful harassment or discrimination based on race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status. East Carolina University has systems in place to receive and investigate discrimination and harassment complaints, as well as allegations of retaliation for filing or participating in these complaint processes. If you feel that you have been harassed or discriminated against based on one of the university's protected classes or allege retaliation related to these complaints, contact the Office for Equity and Diversity at [oed@ecu.edu](mailto:oed@ecu.edu) or (252) 328-6804 or visit us on the web at <https://oed.ecu.edu/>.

# WORKING AT ECU

## Safety

The university is committed to safety, health, and environmental compliance. To help ensure regulatory compliance, the Office of Environmental Health and Safety (EH&S) collaborates with the Office of Prospective Health and several university safety committees and the campus community to provide policies, educational opportunities, program management, and consultative services. The Office of Prospective Health manages radiation safety, biological safety, infection control, and employee health. EH&S manages fire and life safety, occupational safety, industrial hygiene, laboratory safety, workers' compensation, emergency management, University insurance 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 the ECU community and the public while 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 to your supervisor. Questions concerning medical treatment of these injuries/ illnesses should be addressed with EH&S.
- 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 strictly 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 and to report hazardous conditions, hazardous material spills/releases and injuries/incidents., please refer to the ECU Environmental Health & Safety Website at <https://oehs.ecu.edu>.

# GETTING STARTED

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## **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 business 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 E-Verify 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 business 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.



# GETTING STARTED *(continued)*

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## **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.parking.ecu.edu](http://www.parking.ecu.edu).

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) 328-6131 or go to <https://www.ecu.edu/cs-studentaffairs/transit/>.

# WORKPLACE POLICIES

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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**

ECU employees must meet the performance standards for their positions. Management has the inherent right to set expectations for the employees in their supervisory area. Many of these expectations are communicated in the job description or the reasonable directives provided by the supervisor. Employees are encouraged to seek assistance and clarification from the supervisor if they do not understand the supervisor's expectations. The supervisor may also coach the employee in meeting performance expectations. Failure to meet the standards of performance may lead to disciplinary action, which are designed to improve performance and are normally progressive in nature.

## **Standards of Conduct**

Behaviors exhibited while working at ECU are important. As a representative of the University, employees are expected to conduct themselves in an ethical, professional, respectful, and collaborative manner at all times. Failure to meet the standards of conduct may lead to disciplinary action up to and including dismissal.

## **Employee Responsibilities**

All employees are expected to conduct themselves in an ethical, professional, respectful and collaborative manner at all times, comply with departmental and University expectations, policies and procedures, and follow management's reasonable directives.

## **Management Responsibilities**

ECU management/administration retains authority to manage and direct the work force size, work environment, work assignments, employment hours, promotions, demotions, transfers, dismissals and all other personnel actions.

## **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. Personnel files can also be reviewed by a hiring manager if the employee is a final candidate for a position as a reference check.

## **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 secondary job with a private employer or self-employment. Employees should understand that their position at ECU is extremely important and needs to be their primary job. Employees should complete a Secondary Employment Form and have secondary employment approved by their supervisor prior to beginning any outside job to ensure it will not affect their employment at ECU.

# WORKPLACE POLICIES *(continued)*

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## **Dress Code**

Employees are expected to wear appropriate clothing to the job. Some departments provide guidelines or have adopted informal dress codes. In any case, if management considers clothing to be inappropriate, the employee may be advised so, and it could be considered a failure to meet the reasonable expectations of the supervisor or the employee may be sent home to change. Such absences are charged to the employee's leave account.

## **Use of State Property and Resources**

Employees are expected to use all ECU property and resources carefully and properly. Using ECU property and/or resources for personal gain, or beyond what is considered incidental use, 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, vehicles, etc. for personal use.

## **Confidentiality**

Most ECU information is public; however, times may arise when employees will need to access confidential information or deal with confidential matters. Employees should have signed a confidentiality statement. Failure to maintain appropriate confidentiality could lead to disciplinary action up to and including dismissal.

If you are asked about releasing information, and you are not sure about doing so, ask your supervisor or call Human Resources.

## **Drug-Free Workplace**

ECU is committed to maintaining a workplace free from the unlawful manufacture, use, dispensing, possession or distribution of controlled substances. An employee who reports to work under the influence of alcohol or illegal drugs, or who manufactures, uses, dispenses, possesses, or distributes alcohol or illegal drugs in the workplace may be dismissed without prior warning for Unacceptable Personal Conduct. Further, drug abuse by employees may result in criminal prosecution by government agencies in addition to disciplinary action by the University.

## **Tobacco and Vaping**

Tobacco and vaping use is defined as the use of any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Smoking is not permitted in university building or in any state-owned vehicles. Outdoor smoking on main campus is permitted at or beyond a 100-foot perimeter of University buildings. On health science campus, smoking is prohibited on campus by faculty, staff, students, patients, and visitors. Applies to parked cars on the grounds and to all property leased to, owned or occupied. Applies to off site facilities as well. Failure to follow this policy, could result in disciplinary actions from Human Resources and/or ECU Police.

## **Weapons on Campus**

North Carolina General Statute 14-269.2 makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. The University's definition of weapons includes: BB gun, air rifle, air pistol, paintball guns, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), sharp-pointed or edged instruments except instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintenance.

If someone has a concealed handgun permit the handgun must be in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle.

For additional information, please review the University Regulation Concerning Weapons on Campus PRR: <https://www.ecu.edu/prr/05/20/07>

# WORKPLACE POLICIES *(continued)*

## **Political Activity**

No East Carolina University employee shall use the authority of his/her position, implicate the name of the University, or utilize State resources to support or oppose any candidate, party, or issue in an election involving candidates for office or party nomination. This includes, but is not limited to, the following:

1. No employee may take an active part in managing a campaign, or campaign for political office or otherwise engage in political activity during working hours. N.C.G.S. §126-13; State Personnel Manual (Section 3, page 35); UNC Policy 300.5.1
2. No employee may use his or her position, State or University funds, services (including mail service), supplies (including letterhead), equipment (including telephone and computers), vehicles or other university property to support or oppose a candidate. N.C.G.S. §126-13; UNC Policy 300.5.1.
3. No employee may coerce an employee to support or contribute to a political candidate or party or to change voter registration. N.C.G.S. §126-14.

For more information about Political Activity as an employee, please visit: <https://www.northcarolina.edu/apps/policy/index.php?section=300.5.1>

## **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.





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## **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](mailto:HotLine@ncauditor.net).

## **Retaliation**

ECU does not condone retaliation, which is conduct that causes any interference, coercion, restraint, or reprisal against a person who has filed a grievance or complaint, reports in good faith violations or participates in the resolution of a grievance or complaint. Employees are encouraged to report any violation of retaliation to Employee Relations.

## **Whistleblower Protection**

As indicated in N.C. Gen. Stat. § 126-84, State employees are encouraged to report evidence of activity by a State agency or State employee constituting 1) a violation of State or federal law, rule or regulation, 2) fraud, 3) misappropriation of State resources, 4) substantial and specific danger to the public health and safety; or 5) gross mismanagement, a gross waste of monies, or gross abuse of authority.

N.C. Gen. Stat. § 126-85 provides protection from retaliation for employees who report any activity described in G.S. 126-84.

# WORKPLACE POLICIES *(continued)*

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## **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 complete your time record in Kronos . The primary purpose of the form is to document your hours worked daily as well as any overtime hours worked. Exempt employees must complete in Kronos 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.

# WORKPLACE POLICIES *(continued)*

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## **On-Call Time**

On-call time is when an employee must remain available to be called back to work on short notice if the need arises.

## **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.

## **Arrests and Warrants**

The ECU Police Department is the campus law enforcement agency. In some instances, the ECU PD is responsible for conducting arrests on campus. It is expected that supervisors and employees fully cooperate with law enforcement.

Supervisors, who have been notified that an employee will be or has been arrested and/or issued a warrant, should contact Employee Relations, 328-9848, for assistance. On occasion, it may be necessary to place an employee on Investigatory Placement with Pay status pending the results of an investigation. This must be coordinated through Employee Relations.

## **Convictions Obtained While Employed at ECU**

Employees are required to report any conviction to their immediate supervisor within five (5) days of the conviction. Employees who are convicted of a crime during employment with ECU may be subject to disciplinary actions up to and including dismissal.

Supervisors should contact Employee Relations at 328-9848 in the event an employee discloses they have been convicted of a crime during employment with ECU.

It may be necessary to place an employee on Investigatory Placement with Pay status pending the results of an investigation/review of the conviction. Employee Relations must be contacted prior placing an employee on Investigatory Placement with Pay.

## **Falsification**

Falsification of any ECU records, including but not limited to time records, employment applications, research and work related documents may lead to disciplinary action up to and including dismissal. Anyone who prepares, certifies or approves a falsified record is subject to disciplinary action up to and including dismissal.

## **Family Members in the Workplace**

It is inappropriate for employees to have their children or other family members present in the workplace for extended periods. Employees should make appropriate arrangements so that the presence of family members does not impose on the department/unit or on their work. Supervisors must provide prior approval for a family member to be present for any extended period during working hours

# PAY ADMINISTRATION

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## **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 [https://www.ecu.edu/cs-admin/HumanResources/upload/HR\\_Policy\\_FLSA\\_Exempt\\_Final.pdf](https://www.ecu.edu/cs-admin/HumanResources/upload/HR_Policy_FLSA_Exempt_Final.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.



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### **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.

# PAY ADMINISTRATION *(continued)*

## **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

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**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.

# PAY ADMINISTRATION *(continued)*

## **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.





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## 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 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

(Applies 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

# PAY ADMINISTRATION *(continued)*

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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 educate 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.



For detailed  
information

go to <http://www.osp.state.nc.us/ncflex/intro.html>

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## 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](http://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.



# BENEFIT OPPORTUNITIES *(continued)*

## **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 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/dsthome>.



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.

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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 awarded 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.

# BENEFIT OPPORTUNITIES *(continued)*

## **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.

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### **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

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## **Leaves**

Leave 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:

<b>Vacation / Annual Leave Schedule</b>	
<i>Years of Total Service</i>	<i>Time Earned Monthly</i>
<b>Less than 5 years</b>	<b>9 hrs. 20 min.</b>
5 years but less than 10 years	<b>11 hrs. 20 min.</b>
10 years but less than 15 years	<b>13 hrs. 20 min.</b>
15 years but less than 20 years	<b>15 hrs. 20 min.</b>
20 years or more	<b>17 hrs. 20 min.</b>

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.

# TAKING TIME OFF *(continued)*

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.

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## **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.



# TAKING TIME OFF *(continued)*

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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 provisions 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.

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## **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.

# TAKING TIME OFF *(continued)*

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## **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  
<https://www.ecu.edu/cs-admin/HumanResources/Holiday-Calendar.cfm>

# PROFESSIONAL DEVELOPMENT

## **Commitment to Providing Development Opportunities**

The Department of Human Resources sponsors several programs, certifications, institutes, leadership initiatives and workshops which are open to all 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/>. Cornerstone also has a catalog through LinkedIn Learning of free online courses on a variety of subjects.

## **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 <https://studentstores.ecu.edu/ecu-textbook-loan-program/>.

## **Faculty/Staff Tuition Waiver Program**

The State of North Carolina offers a tuition waiver program (G.S. 116-143 and Administrative Memorandum #92) for the educational assistance of ECU employees and employees of the U.N.C. System. An eligible employee is allowed to take three credit bearing courses in an academic year at no cost to the employee. Please refer to the Faculty/Staff Tuition Waiver Policy for specific employment eligibility criteria, exclusions and other related eligibility criteria.

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.

If you are planning to take courses at another UNC System University, please contact the University on how to apply and their process to use the tuition waiver program as each University differs.

For additional information: [http://www.ecu.edu/cs-admin/financial\\_serv/cashier/Tuition-Waiver.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/Tuition-Waiver.cfm).



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### **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.

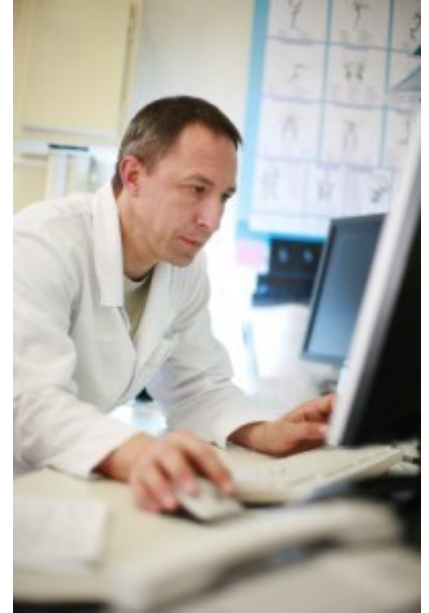
# CLINICAL SUPPORT SERVICES (CSS) PERSONNEL

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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: <https://www.ecu.edu/cs-admin/HumanResources/upload/CSS-Employee-Handbook.pdf>



# 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 program allows any employee at East Carolina University the opportunity to nominate a permanent employee who works at least 20 hours a week or more for a Treasured Pirate Award. Employees should be nominated for accomplishments that exceed expectations of an employee's job duties or even extend beyond their normal scope of duties. Honorees are recognized with a Treasured Pirate trophy, \$250 (post tax, added to the next paycheck), and recognition at the annual Treasured Pirate Awards Ceremony.



For more information on the program or to nominate an employee, please visit HR's Treasured Pirate website at <https://www.ecu.edu/cs-admin/HumanResources/Treasured-Pirate.cfm>

# EMPLOYEE RECOGNITION *(continued)*

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## **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.



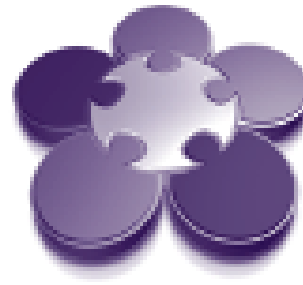
For more information, or to submit a suggestion, go to: [www.ncthinks.nc.gov](http://www.ncthinks.nc.gov)



# 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 you and your supervisor or co-workers. You may contact the Employee Relations Unit at (252) 328-9848.



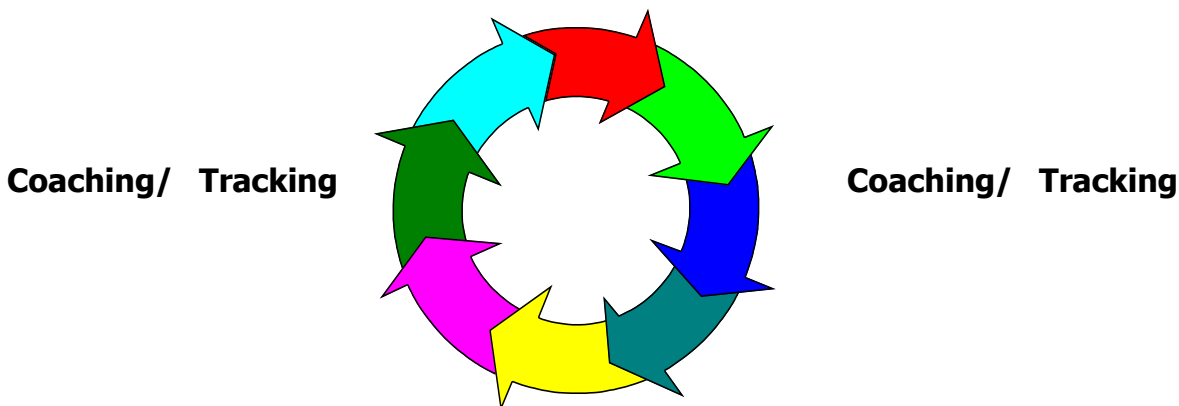
## Performance Management

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 your performance plan and/or review 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**



**Interim Review**

**Oct. 1 - Nov. 30**

# EMPLOYEE RELATIONS *(continued)*

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.

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## 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), 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 <https://library.ecu.edu/>

For Music Library hours or other information, call 328-6250 or see the Music Library home page at <https://library.ecu.edu/music/>.

For Laupus Library (health sciences) hours, call 744-2222 or refer to the library home page at <https://hsl.ecu.edu/>

## 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 <https://crw.ecu.edu/facilities-services/student-recreation-center/>.



## 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.



# STAFF SERVICES

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## **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](http://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 deduction for state employees. The North Carolina Department of Administration develops the campaign regulations. Visit its Web site at [www.ncsecc.org](http://www.ncsecc.org). Campaign literature, training, and other communications are distributed to employees each year, usually in early fall.

# LEAVING THE UNIVERSITY

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## **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. 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.

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## **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 approve your leave in Kronos, and complete an exit checklist. 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](http://author.ecu.edu/cs-admin/hr/upload/spaexitinterviewquestionnaire_spacss.doc), 

# LEAVING THE UNIVERSITY *(continued)*

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## **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.

# IMPORTANT CONTACT INFORMATION

## **ECU Department of Human Resources**

Web: [www.ecu.edu/hr](http://www.ecu.edu/hr)  
Phone: (252) 328-9847  
Office: 210 East 1st Street

## **ECU 1 Card Office**

Web: [www.1card.ecu.edu](http://www.1card.ecu.edu) Phone:  
Main Campus- (252) 328-2673 Health  
Sciences- (252)744-2261  
Office:  
Main Campus- G120 Old Cafeteria  
Complex  
Health Sciences- 224 Health Sciences  
Student Center

## **ECU Parking and Transportation** Web:

[www.parking.ecu.edu](http://www.parking.ecu.edu) Phone: (252)  
328-6294

Office:  
Main Campus-305 East 10th Street  
Health Sciences- Room 224 Health  
Sciences Student Center

## **ECU Payroll Office**

Web: [www.ecu.edu/cs-admin/  
financial\\_serv/payroll/index.cfm](http://www.ecu.edu/cs-admin/financial_serv/payroll/index.cfm)  
Phone: (252) 737-5440  
Office: 120 Reade Street

## **ECU Environmental Health & Safety**

Web: <https://oehs.ecu.edu/> Phone:  
(252) 328-6166  
Office: 210 East 4th Street

## **ECU Office of Equity and Diversity**

Web: <https://oed.ecu.edu/>  
Phone: (252) 328-6804  
Office: Old Cafeteria Complex Suite  
G-406

## **ECU University Mail Services**

Web: <https://mailservices.ecu.edu/>  
Phone: (252) 328-6091  
Office: Building 143

## **ECU Police Department**

Web: [https://www.ecu.edu/cs-admin/  
police/](https://www.ecu.edu/cs-admin/police/)  
Phone: (252) 328-6787  
Office: 609 East 10th Street

## **ECU Department for Disability Support Services**

Web: [https://accessibility.ecu.edu/  
students/](https://accessibility.ecu.edu/students/)  
Phone: (252) 737-1016  
Office: 138 Slay Building

## **ECU University Mail Services** Web:

<https://mailservices.ecu.edu/>  
Phone: (252) 328-6091  
Office: Building 143

## **ECU Information Technology & Computing Services**

Web: <https://itcs.ecu.edu/>  
Phone: (252) 328-9866  
Office: 209 Cotanche Street

## **ECU Student Transit Authority** Web:

[https://www.ecu.edu/cs-studentaffairs/  
transit/](https://www.ecu.edu/cs-studentaffairs/transit/)  
Phone: (252) 328-6131  
Office: 285 Easy Street

## **ECU Cashier's Office**

Web: [http://www.ecu.edu/  
financial\\_serv/cashier/](http://www.ecu.edu/financial_serv/cashier/)  
Phone: (252) 737-6886  
Office: G120 Old Cafeteria Complex

## **Dowdy Student Stores**

Web: <https://studentstores.ecu.edu/>  
Phone: (252) 328-6731  
Office:  
Main Campus- Main Campus Student  
Center  
Health Sciences Campus- Health  
Sciences Student Center



# IMPORTANT CONTACT INFORMATION

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## **ECU Undergraduate Admissions Web:**

<https://admissions.ecu.edu/>

Phone: (252) 328-6640

Office: 106 Whichard

## **Brody School of Medicine Office of Admissions**

Web: <https://medicine.ecu.edu/admissions/>

Phone: (252) 744-2202

Office: 600 Moye Blvd.

## **ECU Graduate School**

Web: <https://www.ecu.edu/cs-acad/gradschool/>

Phone: (252) 328-6012

Office: Ragsdale Hall

## **Office of Global Affairs**

Web: <https://www.ecu.edu/cs-acad/intlaffairs/index.cfm>

Phone: (252) 328-4829

Office: 306 E. Ninth Street