Leaving the University

The University of North Carolina at Chapel Hill

UNC-Chapel Hill Office of Human Resources • 104 Airport Drive • Chapel Hill, NC 27599
919-843-2300 • http://hr.unc.edu
# Leaving UNC-Chapel Hill: Employee Exit Checklist

*(To be completed by School/Division HR Office and employee)*

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<tr>
<th>Employee Name:</th>
<th>Reason for Departure:</th>
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<tr>
<td>PID:</td>
<td>Department Name:</td>
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<td>Date of Exit:</td>
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The following checklist is provided to assist all UNC-Chapel Hill employees with the exit process. Employees leaving the University should be aware of their benefits and rights. In addition, departing employees have an obligation to return all University property assigned to them and to settle any outstanding accounts. Please contact your School/Division HR Office if you have any questions during the exit process. (Items on the checklist may not apply to all employees.)

You should review the “Leaving the University” package before making any decisions.

### Employee’s Responsibilities

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<tr>
<td>Provide written notice of departure</td>
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<td>Return keys</td>
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<td>Return UNC OneCard</td>
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<td>Return any other University property (purchasing card, laptop, uniforms, lab equipment, etc.)</td>
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<tr>
<td>Update home address information in online directory if moving</td>
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<tr>
<td>Settle any miscellaneous debts or fines</td>
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<tr>
<td>Return parking permit to Transportation &amp; Parking</td>
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<tr>
<td>Decide what actions to take regarding benefits termination or continua-</td>
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<td>tion and initiate necessary requirements within stated deadlines.</td>
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<tr>
<td>Exit Interview Questionnaire completed and submitted to School/Division HR Office</td>
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### School/Division HR Offices

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<th>Task</th>
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<tr>
<td>Initiate termination workflow in ConnectCarolina</td>
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<tr>
<td>Remove employee’s name from authorized signature lists</td>
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<tr>
<td>Terminate access to University systems (ConnectCarolina)</td>
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<tr>
<td>Audit leave balances (vacation, sick, bonus, compensatory time)</td>
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<tr>
<td>Exit Interview Questionnaire given and completed by employee</td>
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</table>

Rev. 6/1/2016
Important Information About Pay and Benefits

Your final check will be directly deposited into your bank account. Contact your School/Division HR Office to change your direct deposit information. You can create a Guest ID to gain access to ConnectCarolina Self Service to access your paystubs, including your final check. Directions to create a Guest ID are available here: https://ccinfo.unc.edu/files/2016/01/Instructions-for-Guest-ID-creation-for-former-employees.pdf. (To find your department’s School/Division HR Office or to locate their contact information, go to http://hr.unc.edu/managers-and-hr-facilitators/schooldivision-hr-offices).

Tax Withholding (W-2)

The University will send your Tax Withholding Statement (Form W-2) to your home address by Feb. 1 of the year following your termination of employment. Alternatively, you can create a Guest ID and gain access to your W-2 online using ConnectCarolina Self Service. Directions to create a Guest ID are available here: https://ccinfo.unc.edu/files/2016/01/Instructions-for-Guest-ID-creation-for-former-employees.pdf. Contact Payroll Services at 962-0046 if you have any questions, or if you need to request a duplicate Form W-2.

Forwarding Address

You can update your home address if needed in ConnectCarolina by creating a Guest ID and using the Update Personal Information link in ConnectCarolina Self Service. Directions to create a Guest ID are available here: https://ccinfo.unc.edu/files/2016/01/Instructions-for-Guest-ID-creation-for-former-employees.pdf.

Vacation Leave Payout

The maximum vacation leave payout for SHRA employees is 240 hours (pro-rated for part-time employees).

For EHRA non-faculty employees, vacation leave is subject to a maximum payout limit of up to one day for each month worked, minus the total number of days taken during the employment period when the individual has been employed a total of 24 months or less; 240 hours if employed more than 24 months; or 240 hours if the employee is in an EHRA non-faculty Tier 1 appointment regardless of length of service. Payout limits are pro-rated for part-time employees.

SHRA employees who leave employment as a result of a reduction in force (i.e. layoff) will forfeit any vacation leave in excess of 240. However, if, you return to state employment in a SHRA permanent appointment (regularly scheduled for 20 or more hours per week) within one year of your layoff separation date, the vacation hours in excess of 240 will be reinstated.

For EHRA non-faculty employees who have been employed a total of 24 months or less by one or more State or local governmental agencies, vacation leave payout is equal to one day for each month worked, less the number
of days of vacation leave taken during the employment period. For EHRA non-faculty employees employed for more than 24 months by one or more State or local governmental agencies, the employee may elect to take all or part of unused annual leave prior to discontinuation of employment up to 30 days, or the employee may elect to be paid in a lump sum for any accrued annual leave that is unused as of the date of discontinuation up to the maximum of 30 days. Vacation and/or bonus leave hours may be deferred to a supplemental retirement savings plan (401k, 403b and/or 457). Contact Benefits Services at 919-962-3071 for assistance.

**Bonus Leave Payout**

EHRA Non-Faculty and SHRA employees who have a bonus leave balance and are leaving state service are paid in a lump sum for the unused bonus leave. Bonus leave pay is included in the final University paycheck. Contact your School/Division HR Office to determine your current leave status. EHRA Faculty do not receive a payout of bonus leave.

**Sick Leave**

Unused accumulated sick leave is not paid upon departure. Unused accumulated sick leave is reinstated if you return to state employment as a permanent employee regularly scheduled to work 20 hours or more per week within five years of the last date of eligibility to earn leave. Unused accumulated sick leave is reported to the Retirement System (TSERS plan participants only) for additional credit if your retirement effective date is within five years of the termination of your employment.

**Prorated Longevity Pay**

If you are an SHRA employee and are eligible for longevity pay, then you will receive a prorated amount based on the date of your departure from the University. This check is directly deposited to your bank account.

**Payment for Parking Permit**

If you have a payroll deduction for a University parking permit, you should return the permit to your Department Parking Coordinator or directly to the Department of Public Safety. Failure to return the permit will result in a lump-sum deduction for the remaining balance from your final paycheck.

**Email Account Forwarding**

If you have an Onyen and email account at the University your access to email will end effective the day after your last day of active employment at Carolina.

**UNC OneCard**

Upon departure from the University, return your card to either the UNC OneCard Office or your School/Division HR Office. Your card number will be deactivated.

**Gym and Pool Privileges**

After you leave the University, you are no longer eligible to participate in gym or pool activities.

**Unemployment Insurance**

To apply for unemployment insurance benefits, visit the Employment Security Commission web site at http://www.ncesc.com or call 877-841-9617.
Medical Plan

State Health Plan

You and your covered dependents can elect to continue your health insurance coverage through COBRA for up to 18 months immediately following the termination of your coverage. Spouses and dependent children can elect to continue their coverage even if the employee does not.

- You will be responsible for paying the full cost of the monthly premium, plus a two percent administrative fee. Premiums are due one month in advance of coverage and are paid directly to Blue Cross/Blue Shield (BCBS).
- Coverage for you or your dependents ends the last day of the month following the ineligibility event, not the current month.
  - For example, with a termination date of March 15, health plan coverage is effective until April 30.
  - To determine the date your coverage will end, please contact Benefits Services at (919) 962-3071.

How to continue your coverage:

You will receive information on your COBRA coverage options and costs directly from COBRAGuard on behalf of BCBS. The medical plan will mail COBRA plan continuation materials to your last address on record. It is important to respond to the COBRA option within the stated time frames if you wish to continue coverage. Direct questions to the COBRA administrator at 877-479-9651 or the State Health Plan at 888-234-2416.

Reduction in Force Special Continuation Rules

Health insurance coverage under the State Health Plan may be continued for up to one year following the date of separation for SHRA and certain EHRA Non-faculty employees, provided you had 12 or more months of consecutive state service and were covered under the plan at the time of your job’s elimination. The University will continue to pay the employer contribution towards the cost of healthcare during this one-year period. Any required employee premiums, including dependent coverage, would continue to be paid by you.

Continuation of coverage will terminate if you or your dependents obtain coverage under another group health plan during this one-year period. Please notify the Benefits Office (919-962-3071) if you obtain other group coverage.
At the expiration of this one year, you will receive notification from the State Health Plan on how to continue your coverage, and that of any dependents. If you elect to continue coverage, you will be required to pay the full cost. There is no time limit as to how long this coverage may be continued.

**Retiree Health Insurance Special Continuation Rules**

If you retire or terminate your employment and you have five years of State Membership Service in the Teachers’ and State Employees’ Retirement System (TSERS) or are vested in the Optional Retirement Program (ORP), you may be eligible to continue to receive retiree health insurance through the State Health Plan, as long as you are receiving a monthly retirement benefit from either TSERS or the ORP.

If you withdraw all of your retirement contributions in TSERS or your ORP account, you will not be eligible for retiree health coverage. Retiree Health insurance coverage will begin one month after the start of your monthly annuity benefit through TSERS or your ORP account.

If you were hired prior to October 1, 2006, the State may pay the employer contribution towards the cost of your health insurance premium. You will continue to pay required employee premiums, including dependent coverage. If you were hired on or after October 1, 2006, the State may pay the employer contribution of your health insurance premium depending on the plan you elect and based on the following schedule:

- 20 or more years of TSERS or ORP participation, the State may pay 100% of the employer contribution.
- If you have 10 but less than 20 years of TSERS or ORP participation, the State will pay 50 percent of the employer contribution.
- If you have less than 10 but at least five years of TSERS or ORP participation, you are eligible for coverage, but you must pay the full cost of coverage.

Any required employee premiums, including dependent coverage, would continue to be paid by you.
Other Health Insurance Plans

If you are enrolled in any of the following plans at the time of employment termination, each plan will mail information about how to continue coverage to your last address on record. You and/or dependents may continue coverage for up to the specified amount of time for each plan. Benefit continuation materials (COBRA, conversion, portability, etc) are time-sensitive and you must reply to the continuation materials within the allotted time frame if you wish to continue coverage. If you do not receive continuation materials within 14 days of the coverage end date, please contact the plan directly.

**NCFlex Dental Plan**

- You will be covered through the end of the month in which you leave the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
- You can elect to continue coverage for up to 18 months immediately following the end of your coverage.

**NCFlex Vision Insurance**

- You will be covered through the end of the month in which you leave from the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
- You can elect to continue coverage for up to 18 months immediately following the termination of your coverage.

**Cancer Insurance**

- You will be covered through the end of the month in which you will leave the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
- You or your covered dependents can convert cancer insurance coverage to an individual policy within 30 days of your termination date.

**Critical Illness (NCFlex)**

- Employees will be covered through the end of the month in which they terminate from the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
- When your employment ends, you may elect to continue your coverage for yourself and your dependents at the current group rates.
Health Care or Dependent Day Care Flexible Spending Accounts

If you are enrolled in either the Health Care or Dependent Day Care flexible spending accounts:

- You can file for claims for eligible services incurred prior to your departure from the University. Services incurred after your termination will not be covered.
- Your claims must be submitted by the same date as active employees, which is April 30 of the year after your expenses were incurred.
- Any unused money in your account is forfeited and remains with the State.
- An 18-month continuation plan through COBRA is offered for the health care spending account only. This continuation plan is an after-tax plan.
- Services received after your termination date cannot be claimed unless you elect continued coverage through COBRA.
Retirement

Teachers’ and State Employees’ Retirement System (TSERS)

Important facts for TSERS members:

• Contributing participation in the Teachers’ and State Employees’ Retirement System (TSERS) ceases upon your departure from state employment. You will, however, retain your account as long as you do not withdraw your contributions.

• If you have 60 or more months of creditable service in TSERS, you are “vested,” which means you become eligible for a retirement benefit when you reach the qualifying age if you do not withdraw your contributions.

• If you do not withdraw your accumulated contributions from TSERS and you return to state employment as a permanent employee, regularly scheduled to work 30 hours or more each week, your TSERS account will be reactivated and you will continue to add to the creditable service you had previously accumulated.

• If you withdraw or roll over your accumulated contributions from TSERS, you forfeit all rights to any benefits provided by TSERS.

• You are eligible to receive the full employer contribution for retiree health insurance through the State Health Plan if you were hired by the State prior to Oct. 1, 2006, and have completed 60 months of contributory service, or if you were hired by the State on or after Oct. 1, 2006, and have completed 20 years of contributory service. You must leave your contributions in your TSERS account to be eligible for retiree health insurance. Contact the Benefits Office at 919-962-3071 for additional information on your eligibility.

• You may wish to seek financial advice concerning the effects – including tax consequences – if you decide to withdraw your TSERS contributions. If you were vested in TSERS on or before Aug. 12, 1989, your TSERS retirement benefits, no matter what amount, are exempt from NC State income tax. If you withdraw your TSERS contributions, you will forfeit your right to this exemption.
**Teachers’ and State Employees’ Retirement Systems (TSERS)**

**Actions required:**
If you decide to maintain your TSERS account following your departure from the University, you do not need to take any action.

If you wish to receive a refund of your TSERS contributions or roll over your account, complete the Withdrawing Your Retirement Service Credit and Contributions Form (Form 5) available from the TSERS website at www.nctreasurer.com.

You should read carefully the important information on Form 5 regarding the taxability of the refund before deciding how to receive your contributions.

Complete Form 5 in black ink and have it notarized. In some situations, Employer Certification is required on Form 5. If your request meets the reason(s) listed for Employer Authorization, send the form to Benefits Services. Otherwise, the form can be sent directly to TSERS at the address on the bottom of the form. State law provides that your refund cannot be paid any earlier than 60 days after your final paycheck.

Effective Jan. 1, 2015, all TSERS members who leave employment and request a refund, regardless of the number of years of retirement service credit, will have interest paid on the lump sum withdrawal. Interest is currently paid at 4 percent and is compound annually.

Active Employees can call TSERS at (919) 807-3050. Retirees can contact TSERS at (919) 733-4191 for more information on account balances and refunds.

**Discontinued Service Retirement:**
SHRA employees who leave employment as a result of a reduction in force (i.e. layoff) could request discontinued service retirement and begin to receive State retirement benefits, rather than severance pay. To be eligible, you must have:

- 20 or more years of creditable retirement service and be age 55 or older to receive an unreduced benefit
- 20 or more years of creditable retirement service and be age 50 or older to receive a reduced benefit (reduced by 1/4 of 1 percent for each month under age 55)

This benefit is subject to the availability of departmental funds and approval by the State Budget Director on the recommendation of the State Human Resources Director.

**Optional Retirement Program (ORP)**

Important facts for members who enrolled in the ORP:

- Your contributing participation in the Optional Retirement Program (ORP) ends upon your departure from University employment. You will, however, retain your account as long as you do not withdraw your contributions.
- If you have completed five years of participation in the ORP, you are “vested” in the University’s contributions and may be eligible for health insurance benefits upon receipt of a monthly retirement distribution. Please contact the Benefits Office at 919-962-3071 for additional eligibility information.
- If you withdraw or roll over your accumulated contributions from the ORP, you forfeit all rights to any benefits provided by ORP.
- If you were enrolled in the ORP on or before August 12, 1989, your ORP retirement benefits, no matter what amount, are exempt from State income tax. If you withdraw or roll over your ORP contributions, you will forfeit your right to this exemption.
• If you are leaving UNC-Chapel Hill with less than five years of participation in the ORP but are beginning a new job with another qualifying educational institution, and you plan to continue to participate in a substantially similar retirement program at your new employer with one of the ORP vendors (Fidelity or TIAA), then UNC-Chapel Hill’s contribution to your ORP may be vested as long as you begin a new job within one year from your termination date.

• If you have not completed five years of ORP participation and will not continue participation in a similar plan at another educational institution, State law requires that your ORP be repurchased. Your contributions can be refunded to you, you can keep them in your account with your ORP vendor, or you can directly roll over the taxable portion of your contributions to an Individual Retirement Account (IRA) or other employer plan. You may wish to seek financial advice concerning the effects – including tax consequences – if you decide to withdraw your ORP contributions. The employer contributions made to your account will be refunded to the University.

**Actions required:**
Complete the “Acknowledgement for Disposition of Account Contributions” form (ORP-3 Form) at [http://hr.unc.edu/files/2012/11/ORP-3-10.23.2012.pdf](http://hr.unc.edu/files/2012/11/ORP-3-10.23.2012.pdf). Keep a copy for your records and return the original to the Benefits Office within 30 days of your termination date. If you do not complete this form, you will experience a delay when you attempt to access funds in your ORP accounts.

If you are making any changes to your vendor account (closing the account, rollover of contributions, etc.), contact your ORP vendor directly. For more information on the ORP, visit [http://www.northcarolina.edu/hr/ga/benefits/retirement/ORP/ORPMain.htm](http://www.northcarolina.edu/hr/ga/benefits/retirement/ORP/ORPMain.htm).

**403 (b), 457(b), or 401 (k) Supplemental Retirement Plans**

If you are contributing to any of the Supplemental Retirement plans, contributing participation ceases upon your departure from the University.

**Actions required:**
No action is needed if you wish to leave existing assets in your account. Contact the vendor(s) directly for information about the status of your account, including receiving annuity payments, requesting a distribution of assets, or transferring/rolling over your account assets. You will need to notify the vendor directly if you have an address change.

For more information on the Supplemental Retirement Programs, visit [http://hr.unc.edu/benefits/benefit-plans/retirement-programs/](http://hr.unc.edu/benefits/benefit-plans/retirement-programs/).
Group Life Insurance

MetLife

• Your group life coverage will continue through the end of the month in which you terminate from the University.
• You can elect to continue your MetLife Group Term Life Insurance policy by applying for coverage through a separately rated portability program within 31 days of the date of your departure from the University.
• You can also convert your coverage to a whole life policy.

How to continue your coverage:
MetLife will mail a packet to your home address outlining your options. If you do not receive a packet within 31 days from your date of termination, you can contact MetLife directly at 877-275-6387 for information on conversion or portability.

NCFlex Life Insurance

• Employees will be covered through the end of the month in which they terminate from the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
• You can elect to continue your ING Group Term Life Insurance policy by applying for coverage through a separately rated portability program within 30 days of the date of your termination from the University.
• You can also convert your coverage to a whole life policy within 30 days of the date of your termination from the University.
• Premium rates for portable term life insurance are generally less expensive than conversion rates.

How to continue your coverage:
Complete the Term Life Continuation or Conversion Form at www.ncflex.org and send it to the Benefits Office within 30 days of your termination date.
Accidental Death & Dismemberment

AC Newman (NCFlex)

- Employees will be covered through the end of the month in which they terminate from the University. If you have additional questions about your coverage, contact the Benefits Office at 919-962-3071.
- You may apply for a conversion policy if your coverage ends because your employment ends. You or a covered dependent must apply in writing and pay the first premium within 45 days of coverage terminating under the plan.
- You can elect to continue your AD&D coverage for yourself and your dependents at the current group rates.

**How to continue your coverage:**
Complete the AD&D Portability or Conversion Form available at www.ncflex.org and send it to the Benefits Office within 45 days of your termination date.

Supplemental Disability Insurance

The Standard

- Your coverage will end upon your departure from the University.
- You can elect to convert to individual coverage if you are currently enrolled in the plan and you have had at least 12 months of continuous coverage under the plan.
- You can elect to convert to individual coverage within 30 days from your last day of employment with the University.

**How to continue your coverage:**
Complete a conversion form available from the Benefits Office within 30 days of your termination date.

Liberty Mutual

- Your coverage will end upon your departure from the University.

Additional University Benefits

Tuition Waiver Program

If your work schedule changes to less than 30 hours per week during the period of course attendance, or if you leave permanent employment, you may be billed for all or part of the tuition for the entire semester even if you officially withdraw from the course, as provided in the policies and procedures established by the Cashier’s Office of the enrolling institution.

If you have any questions please call the University Cashier’s Office at 962-1368.

Educational Assistance

Once you terminate employment, you are longer eligible to apply for educational assistance.

If an employee has been approved for educational assistance and started coursework prior to separation by reason of Reduction in Force (i.e. layoff), UNC may honor its reimbursement commitment. However, if your layoff separation date is prior to the beginning of the course, UNC is not obligated to reimburse you. If the coursework has not started when the notification of layoff is delivered, the approval will be canceled.
The University of North Carolina at Chapel Hill believes that your employment with the University is valuable and would like to learn more about your time here as part of our ongoing efforts to enhance others’ experiences going forward.

We ask that you complete this questionnaire. The information you provide will be kept in a confidential file and used only in generalized, non-identifiable ways.

If you prefer not to complete this questionnaire but would be willing to discuss your reasons for leaving and your experiences as a University employee, please contact Employee & Management Relations in the Office of Human Resources at (919) 843-3444 or emr@unc.edu to schedule a convenient time to meet.

### Section One (General Information)

1. **Contact Information:**
   - Name (optional):
   - Email Address (optional):

2. **Last date you worked at the University:**

3. **School/Division/Department Name:**

4. **Job Title:**

5. **Gender**
   - Female
   - Male

6. **Race**
   - American Indian/Alaskan Native
   - Asian
   - Black/African American
   - Hispanic/Latino
   - Native Hawaiian/Pacific Islander
   - White
   - Do not wish to identify

7. **Age**
   - Under 30
   - 30-44
   - 45-59
   - 60 and over

8. **Length of Service with UNC**
   - Less than 5 years
   - 5-9 years
   - 10-14 years
   - 15-19 years
   - 20-24 years
   - 25-29 years
   - 30 or more years
9. What initially attracted you to working at UNC? (Check all that apply)
   - Challenging Position
   - Career/Promotional Opportunity
   - Competitive Salary
   - Benefits Programs
   - Retirement Program
   - Research Interest
   - Work Environment
   - Geographic Location
   - Continuing Education
   - Other (please specify)

10. What was your reason for leaving the University? (Check one)
    - Employment outside State system
    - Employment within State system
    - Retirement
    - Health-related reasons
    - Continuing education
    - Family obligations
    - Dismissal
    - Layoff
    - Dissatisfaction/Disagreement (please specify below)
    - Other (please specify below)

11. Would you recommend your school, department, or the University of North Carolina at Chapel Hill to a friend or colleague?
    - Yes
    - No
    Why or why not?
12. Please indicate how you feel about the following as they applied to your most recent position at UNC. Check one box for each row.

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<th>Very Satisfied</th>
<th>Somewhat Satisfied</th>
<th>Neutral</th>
<th>Somewhat Dissatisfied</th>
<th>Very Dissatisfied</th>
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<td>Opportunities for Development</td>
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<td>Quality of Supervision</td>
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<td>Co-workers</td>
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<td>Communication</td>
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<td>Geographic Location</td>
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13. What were the MOST satisfying aspects of your work experience at UNC?
14. What were the LEAST satisfying aspects of your work experience at UNC?

15. Please provide any additional comments regarding your employment at UNC.

Thank you for taking the time to provide your feedback. The Employee and Management Relations team in the Office of Human Resources appreciates your willingness to share your experience with us.

If you have any questions, please contact Employee and Management Relations at (919) 843-3444 or emr@unc.edu.