

**EMPLOYMENT POLICIES
SHRA STATUS COMPARED TO EHRA Non-Faculty STATUS
AT UNC - CHAPEL HILL**

	<i>SHRA Employees</i>	<i>EHRA Non-Faculty Employees</i>
Appointment Process	<ul style="list-style-type: none"> SHRA positions are governed by the provisions of the State Human Resources Act of North Carolina. This includes most staff positions. 	<ul style="list-style-type: none"> EHRA positions are exempt from the provisions of the State Human Resources Act of North Carolina. This includes all faculty positions and most research, instructional, and senior administrative positions. Appointments are either “at-will” or fixed term. Fixed term are in increments of 1-5 years. Positions may be made contingent on the availability of non-permanent State or Trust funds. In many instances, the contingency is related to continued sponsored research contract and grant funding. When present, this contingency permits early discontinuation of the appointment contrary to the normal appointment terms.
Methods of Calculating Compensation	<ul style="list-style-type: none"> Bi-weekly pay period increases as approved by the Legislature <p>Plus. . .</p> <ul style="list-style-type: none"> longevity pay In-Range Salary Adjustment program/Career Banded Salary Adjustment compensatory time off / overtime premium pay for SPA non-exempt employees holiday premium pay and equal time off on-call pay shift differential 	<ul style="list-style-type: none"> Monthly pay period pay increases as authorized by Legislature, Board of Governors, BOT, or Chancellor at-will appointments, fixed term appointments (1-5 years), contracts of appointment can be contingent on available funds
Vacation Leave Entitlement	<ul style="list-style-type: none"> vacation leave earned based on length of service payout of vacation leave on termination rollover of vacation leave to sick leave on 1/1 when 240+ leave is prorated for employees with an FTE of less than 100% 	<ul style="list-style-type: none"> EHRA Non-faculty instructional, research, public service and Tier II senior academic and administrative officers (SAAOs) are entitled to 24 days of annual leave per calendar year. This leave accrual applies to the vast majority of EPA non-faculty employees. When eligible for payout, employee’s choice of payout of vacation leave on termination or using vacation leave to extend service rollover of vacation leave to sick leave on 1/1 when 240+ leave is prorated for ee’s with an FTE of less than 100%

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Other Leave and Holiday Entitlement	<ul style="list-style-type: none"> sick leave earned in standard, monthly amount 11 - 12 holidays family/medical leave, if eligible community service leave reinstatement of sick leave upon reinstatement to employment within 5 years military leave worker's compensation leave voluntary shared leave SHRA employees may request leave without pay from their supervisor for up to 12 months. 	<ul style="list-style-type: none"> sick leave earned in standard, monthly amount 11 - 12 holidays family/medical leave, if eligible community service leave reinstatement of sick leave upon reinstatement to employment within 5 years military leave worker's compensation leave voluntary shared leave [done in days rather than hours] EHRA Non-Faculty employees may request a Leave of Absence, without pay, subject to approval by the Chancellor
Disciplinary Separation	<ul style="list-style-type: none"> specific, mandatory disciplinary procedures prior to demotion, suspension without pay or dismissal career status after 24 months continuous service property interest in employment - due process 	<ul style="list-style-type: none"> at-will appointments or employment contracts up to 5 years for at-will appointments, 30 days' notice required for discontinuation in first year; 90 days' notice afterward [time counted from the beginning of continuous permanent appointment with the University] may be disciplined, removed for cause at any time prior to end of contract
Non-Disciplinary Separation	<ul style="list-style-type: none"> severance pay following RIF (if approved by OSP and OSBM) priority re-employment rights following RIF, if elected by employee eligibility for discontinued service retirement following RIF 	<ul style="list-style-type: none"> No severance pay for discontinuation of service or expiration of term appointment.
Grievance Procedure	<ul style="list-style-type: none"> established internal grievance procedure, with a peer panel hearing due process hearing outside the University before an administrative law judge possible appeal to the N.C. Court system 	<ul style="list-style-type: none"> established internal grievance procedure, with a peer panel hearing appeal to the Chancellor, and, under certain circumstances, from the Chancellor to the Board of Governors.
Recognition Programs	<ul style="list-style-type: none"> Service Appreciation Program Chancellor's Award Program C. Knox Massey Award 	<ul style="list-style-type: none"> Service Appreciation Program Chancellor's Award Program C. Knox Massey Award

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Miscellaneous	<ul style="list-style-type: none"> • educational assistance • tuition reimbursement • spouse relocation assistance program • child/dependent care • access to campus facilities • performance management program 	<ul style="list-style-type: none"> • educational assistance • tuition reimbursement • spouse relocation assistance program • child/dependent care • access to campus facilities • annual performance review
Website	<ul style="list-style-type: none"> • http://hr.unc.edu 	<ul style="list-style-type: none"> • http://hr.unc.edu

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