EHRA NON-FACULTY PERMANENT EMPLOYEE

OFFER LETTER

**Print on Unit, School or Division Letterhead, as applicable.**

Date of Letter

EMPLOYEE NAME

OFFICE OR HOME ADDRESS DEPENDING ON PLACE OF DELIVERY

Dear NAME:

#### It is with pleasure that I extend to you this offer of employment at The University of North Carolina at Chapel Hill (“UNC-Chapel Hill”). UNC-Chapel Hill, the nation’s first public university, is a global higher education leader known for innovative teaching, research and public service. Carolina’s vibrant people and programs attest to the University’s long-standing place among leaders in higher education since it was chartered in 1789 and opened its doors for students in 1795. We embrace an unwavering commitment to excellence as one of the world’s great research universities.

#### You are being offered the position of JOB TITLE in WORK UNIT and we look forward to you joining us. As JOB TITLE, you will be classified as INSERT ONE OF THE FOLLOWING: <an EHRA Non-Faculty Instructional, Research and Information Technology employee **or** a Senior Academic and Administrative Officer (SAAO) Tier II> and subject to all of the relevant human resources policies for employees in this category. The following outlines the specific details of your offer. This offer supersedes any other representations, written or oral, with regard to employment at UNC-Chapel Hill.

*Employment status:* **INCLUDE IN ALL LETTERS**

INSERT FOR AT-WILL APPOINTMENT

This position is at-will, which means it is subject to continuation or discontinuation at any time at the discretion of the Chancellor or his/her designee, consistent with the University’s employment policies for EHRA Non-Faculty employees.

*Employment Policies:* **INCLUDE IN ALL LETTERS**

This position is subject to the *Employment Policies for EHRA Non-Faculty Research Staff, Instructional Staff, and Tier II Senior Academic and Administrative Officers* as presently defined and as they may be periodically revised and with other published University policies applicable to employees within your assigned job classification. A copy of the employment policies for EHRA Non-Faculty employees currently in effect is enclosed with this letter and is also available at any time by consulting the University’s Office of Human Resources web site at http://hr.unc.edu. In addition, as an EHRA Non-Faculty employee, you are also subject to other policies of the University, including policies on discrimination, harassment, and conduct. You should consult the University Policies web site at <http://policies.unc.edu> for more information and copies of individual policies.

*Compensation:* **INCLUDE IN ALL LETTERS**

Annualized base salary is INSERT SALARY PER FTE/WORK SCHEDULE, and is subject to periodic review. The INSERT DEPARTMENT NAME is responsible for initiating any changes in salary, subject to compensation policies adopted by The University’s Board of Governors and/or Board of Trustees.

*Leave Accrual:* **INCLUDE IN ALL LETTERS**

Leave accrual is 24 days (192 hours) per year of annual (vacation) leave and 12 days (96 hours) per year of sick leave for full-time service. Both amounts are prorated for part-time schedules provided you maintain a half-time schedule (.5 FTE) or greater. Up to 30 days (240 hours) of annual leave will be carried forward each calendar year with any excess balance converted to sick leave at year end. Sick leave does not have a maximum accrual rate.

*Leave Payout at Appointment End:* **INCLUDE IN ALL LETTERS**

Leave payout is determined based on whether you have more or less than 24 months of leave-earning service with local or State government entities within North Carolina. For individuals employed more than 24 months by such entities, payout is up to 240 hours of your annual leave. For individuals who have been employed a total of 24 months or less, payout is calculated as one day for each month worked less the total number of leave days take during the employment period.

Sick leave is not paid out at appointment end, but is retained for a 5-year period and available in that time if you return to work with the State in a leave-earning position.

*Relocation Compensation:* INSERT IF RELOCATION COMPENSATION IS OFFERED; NOTE: The Relocation Compensation payment is designed to be a single transition payment to help offset the costs of house-hunting, packing and transporting goods, temporary housing, storage and all travel expenses associated with the employee’s relocation; subject to expense maximums in the Non-Salary & Deferred Compensation Policy. However, there may be recruitments where house hunting or temporary housing is also warranted. Please consult with the Office of Human Resources to discuss circumstances when house-hunting and temporary housing should be offered in addition to the Relocation Compensation payment before committing such payments to the potential hire.

You are eligible to receive a relocation compensation lump sum payment in the amount of (Insert Amount) in consideration of the costs of transitioning to employment in Chapel Hill. You may allocate the expenses for moving, house-hunting and temporary housing at your discretion and will not be further reimbursed if expenses exceed amount received.

#### Funding Contingency: INCLUDE CONTINGENCY CLAUSE IF APPLICABLE

This position is contingent upon the continuing availability of funds from sources other than continuing State budget funds or permanent trust funds. This contingency clause means that if at some time these non-State funds are unavailable, your position may have to be terminated consistent with applicable sections of the Employment Policies for EHRA Non-Faculty Research Staff, Instructional Staff, and Tier II Senior Academic and Administrative Officers of The University of North Carolina at Chapel Hill.

*Employee Parking:* Employee parking is governed by the University’s parking regulations and specific parking space allocations made to individual University departments. Employees pay the cost of parking and specific details can be obtained from your appointment Department’s HR Representative and also by consulting the UNC Department of Transportation and Parking at: <https://move.unc.edu/>

*Special Provisions:* INSERT ANY OTHER APPLICABLE SPECIAL TERMS/ CONDITIONS; Us*e extra care to ensure that any special provisions are permissible under University Human Resources and Accounting policies. Please consult with your Dean/Division HR Office as well as the EHRA Non-Faculty Human Resources unit in advance of offering any special provisions. Impermissible terms and conditions offered in error will not be honored by the University. Non-Salary Compensation provisions that are not explicitly covered in the University’s Policy on Non-Salary and Deferred Compensation must be approved by the Board of Trustees prior to communicating to the potential hire.*

#### **INCLUDE IN ALL LETTERS**

This offer of employment is contingent upon the satisfactory outcome of the background check process and the University’s offer may be rescinded based upon the results of the background check.

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**INCLUDE IN ALL LETTERS**

In addition, your employment is contingent on your acceptance of the terms and conditions stated in this offer letter and as set out in the “Conditions of Employment” form, which is attached. You must complete and return these signed documents to me by the deadline stated below. If you are a new permanent employee who will be attending the Welcome to Carolina Blue New Employee Orientation on your start date, the Conditions of Employment form is not required to be returned signed by the deadline, instead, that form will be completed at orientation. After receiving these signed documents and assuming your background check is satisfactory, a human resources representative in the <INSERT APPOINTING UNIT NAME> will contact you to establish an official start date.

Also accompanying this offer of employment are “Equal Opportunity Employment Data Forms” which request information regarding gender and race/ethnicity information, Protected Veteran status and Individuals with Disability information. The University of North Carolina at Chapel Hill is an Equal Opportunity Employer. Collection of this information is in accordance with Federal laws and regulations, executive orders, and applicable State laws and regulations. The information that you submit will remain confidential and will be used by the UNC-Chapel Hill Equal Opportunity and Compliance Office only for statistical and required reporting purposes, or as otherwise required or authorized by law. Completion of these forms is voluntary; failure to provide this information will not adversely affect your candidacy or employment.

On behalf of the <INSERT APPOINTING UNIT NAME>, we appreciate your interest in employment with The University of North Carolina at Chapel Hill and hope that you will accept our offer.

**In order to accept this offer, you must return signed and dated copies of the enclosed: (1) offer letter and (2) Conditions of Employment form (unless attending Welcome to Carolina Blue New Employee Orientation on your start date) to my office no later than <INSERT DEADLINE DATE; RECOMMENDED NO MORE THAN ONE WEEK>.** **A failure to return these signed documents within the indicated timeline may result in rescission of your offer**.

Sincerely,

SIGNATORY NAME

TITLE

Enclosure: Employment Policies for EHRA Non-Faculty Employees

Conditions of Employment

Equal Opportunity Employment Data Form

Acknowledgment and Acceptance by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

cc: Departmental Personnel File

 School/Division Human Resources Officer (When required)

 EHRA Non-Faculty Human Resources