

A. Conditions of Employment:

Employees of The University of North Carolina at Chapel Hill (the "University") are subject to all departmental, University and system policies, procedures, standards, and rules that apply to their employment type or position. By signing below, I agree to comply with all applicable University and system policies, procedures, standards, and rules, as they may be updated from time to time with or without notice. I also agree to the following Conditions of Employment, and understand that my failure to fully comply with the following conditions may result in appropriate disciplinary action, up to and including termination of the University employment:

1. I will comply with the University's Department of Environment, Health, and Safety (EHS) policies and procedures regarding vaccinations, medical surveillance, or other required safety training within the first ten (10) days of my employment and thereafter. I understand that if my position places me in a health care environment or if my duties involve health care, I will also comply with the requirements outlined in the "EHS Conditions of Employment" document per the time frames and frequency specified. Information regarding these requirements is available at: <https://ehs.unc.edu/> or from my supervisor, my departmental Human Resources Representative or Manager, or by contacting EHS at 919-962-5507.
2. I understand that any offer of employment by the University is conditional pending satisfactory completion of the University's required pre-employment background check. I understand a criminal conviction in and of itself does not disqualify me from employment at the University. I also understand that in the event a criminal conviction record is discovered that was not disclosed on my employment application, I may be disqualified from employment in this position, and any other position at the University, for falsification of my employment application. I also understand that due to the nature of some criminal convictions, employment in certain positions at the University may be unavailable to me. Credentials Check/Degree Verification - Must be completed within 90 days from date of hire.
3. I understand that, during my employment, I am required to report criminal convictions (whether misdemeanor or felony) within five (5) business days of the conviction or other covered criminal disposition or at the first possible opportunity if I am incarcerated. I will report relevant information as required by the University's Policy on the Reporting of Criminal Convictions. I understand that a willful failure to report a criminal conviction (or traffic violation, where applicable) under this policy or to cooperate with University officials regarding a reportable matter may subject me to disciplinary action, up to and including termination of University employment.
4. The University is dedicated to fostering a campus community that upholds the highest standards of ethics and integrity. The University encourages all members of the community to be an active part of achieving excellence in all our work and welcomes ideas and feedback for how to best support a culture of ethics and integrity. Please visit <https://ethicspolicy.unc.edu> for additional information.
5. I understand that federal law requires each new employee to complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9 - Employment Eligibility Verification and present original identity and employment authorization document(s) for examination and completion of the Form I-9.

**CONDITIONS OF EMPLOYMENT
SHRA INTERMITTENT TEMPORARY**

Section 1 of the Form I-9 must be completed on or before my first day of employment and Section 2 must be completed no later than three (3) business days after my first day of employment. In compliance with state and federal law, the University verifies each individual's authorization to work in the United States using the federal E-Verify system. I understand that my employment will be terminated if I fail to comply with the Form I-9 employment authorization requirements or if it is determined that I am not authorized to work in the United States.

6. I understand that if I am in a non-immigrant status in the U.S., I am required to complete Form PR-100 for payroll tax withholding purposes on or before my first day of employment. PR-100 is completed at International Student and Scholar Services (ISSS) or the Payroll office. If I am in non-immigrant H-1B, O-1, E-3, TN, J-1, or F-1 status sponsored by UNC-CH I must report to ISSS as soon as possible after arrival in Chapel Hill pursuant to immigration regulations governing my immigration status. I must report any proposed changes in employment to ISSS. I will immediately report changes in immigration status to ISSS.

7. I understand that if I work in a state other than North Carolina, my department should report my out of state work status to Payroll Services via the form Notice of Employee Working Outside of North Carolina to ensure proper wage reporting and taxation. I also understand that as an employee I share responsibility to inform Payroll Services in the event of my work state being other than North Carolina or any time my work state changes. Likewise, if I am involved in or compensated through sponsored projects, I agree to promptly notify the Office of Sponsored Research of any changes in my job responsibilities or employment status.

8. The University is required by law to verify my compliance with the Military Selective Service Act. I certify that I am in compliance with the registration requirements of this law prior to beginning employment by responding as follows (check boxes below):

A. I certify that I am registered with the Selective Service

B. I certify that I am not required to be registered with the Selective Service because (check all that apply):

I am female

I am a non-immigrant alien

I was assigned female at birth

I was born before 1960

I am in the armed services on active duty
(Reserves and National Guard are
not active duty)

I am a permanent resident of the
Pacific Islands or Northern Mariana

C. I certify that my requirement to be registered with the Selective Service has expired or is inapplicable and (select one):

I was registered when the requirement was applicable to me

I was not registered when the requirement was applicable to me, but my failure to register was not a knowing and willful failure to register (please explain on an attached signed and dated sheet)

9. I understand that if I do not affirmatively select at least one option listed above, I will be ineligible for employment unless, within thirty (30) days, I provide information that establishes compliance with the

registration requirements of the Military Selective Service Act. I understand that if I am not registered but am required to be, I MUST do so no later than thirty (30) days from the appointment date indicated on this document to remain employed by the University. I understand that failure to comply with the registration requirements bars a person from state employment.

10. I understand I am required to provide my Social Security Number so the University can satisfy its income-reporting and withholding obligations under state and federal laws. Unless this sentence is marked through and initialed by me, I voluntarily permit the use of my Social Security Number for internal record keeping and information management operations. However, I understand I have been randomly assigned the Personal Identification Number (PID#) above, which the University will use instead whenever possible.

11. I understand that the University requires its employees to receive all payments by direct deposit into a bank or credit union account of the employee's choice. Pay stubs will be provided to me electronically and I will be able to view my pay stubs using Self Service within ConnectCarolina on my first day of ConnectCarolina access. I understand that my failure to do so may result in disciplinary action, up to and including termination of employment. I understand that I am responsible for reviewing funds received from the University for accuracy via Self Service paystubs, and if I become aware of a possible overpayment, I must notify my employing department immediately as an overpayment is not an entitlement to keep unearned money and should not be spent, since it will have to be repaid via the overpayment process.

12. I authorize the University to withhold from my final paycheck the cost of any keys, uniforms, or other State-owned property I fail to return when my appointment ends, subject to wage-hour requirements. I also authorize the University to withhold from my final paycheck the amount of any debt I owe to the State or University, subject to wage-hour requirements.

13. I understand that the only employee benefit programs in which I am eligible to participate are the voluntary 403(b) and/or 457(b) supplemental retirement programs.

14. I understand that as an Intermittent temporary employee at the University of North Carolina at Chapel Hill, I am limited to working less than 1500 hours within any 11-month period, and that if I work for the University 1500 hours or more within a 11-month period, my appointment must be terminated (effective no later than the last day of that 11-month period), and that I will not be eligible to be re-hired by the University in a temporary capacity for a minimum period of 31 days after my appointment termination date.

15. _____ (initial) **For State/Non-State of North Carolina retirees** I understand that State policy allows me, as an SHRA retiree, to work longer than eleven (11) consecutive months regardless of the number of hours I work, and that my initials beside this condition certify that I am retired, am not available for or seeking permanent employment, and have benefits such as health insurance through my retirement plan.

16. I understand that in the event that I accept a permanent position with another North Carolina state agency or with another University department, I must inform my hiring department and terminate my temporary appointment.

