



THE UNIVERSITY *of* NORTH CAROLINA  
**GREENSBORO**

# **New Employee Orientation**

## ***Reference Guide***

**Presented by:**

***Human Resources***

# **WELCOME**

## **TO**

# **The University of North Carolina at Greensboro**



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## MINERVA AND THE SPARTAN VOTED MOST LIKELY TO SUCCEED

**SHE'S ROMAN, HE'S GREEK.** She's a goddess, he's a mortal. But there's no clash here. In fact, Minerva and the Spartan are a well-matched pair. She symbolizes the spirit and wisdom of the university, which began as a woman's college in 1891. He was adopted as a symbol for UNCG's athletics program in 1967, soon after the university went co-ed. Together, they are invincible.

### MINERVA'S HELMET

Protects her head. After all, it is the seat of wisdom.

### THE ROMAN GODDESS

Minerva ruled over wisdom, war and weaving, as well as the other creative arts associated with women. Above all, she was the patron of anything which involved mental skill.



### UNIVERSITY SEAL

The head of Minerva appears in the center.



### A FITTING SYMBOL

The university logo, launched in 2004

### MINERVA'S FEET

Coins have been found at Minerva's feet, especially during exams. Hmm...

### SPARTAN'S HELMET

A given for battle. Historically, the helmet protected the individual Spartan soldier and he could be forgiven if he lost it in battle. His shield was a different story...

### WHO'S MINERVA'S

Minerva is often depicted holding an owl, another symbol of wisdom.



### THE MASCOT

Named "Spiro" from the Greek word for "Spirit"

### THE SPARTANS

Widely regarded as the best in battle, the Spartans rose to become the dominant military power in ancient Greece.

### SPARTAN'S SHIELD

If he lost his shield in battle, a Spartan soldier could be banished or put to death. The shield not only protected him but also the soldier to his left in the Spartans' well-known battle formation.



### GO SPARTANS

The current athletic logos were launched in 1999.

**MINERVA** was sculpted in 2003 by UNCG alumnus James Barnhill as a gift from the Class of 1953. She is 9 feet tall and stands on a 6-foot limestone pedestal in the east courtyard of Elliott University Center. Said to have sprung from the head of her father, Jupiter, Minerva evolved from the Etruscan Menrva. As Italians became Hellenized, they began to equate her with the Greek Athena. In an odd twist, her sister, Athena, sculpted by another UNCG alumnus, Alan LeQuire, oversees the full-scale reproduction of the Parthenon in Nashville, Tennessee.

**THE SPARTAN**, installed in the plaza between the softball and soccer stadiums in 2009, was a gift from Irwin Balk. Sculpted by Hanna Jubran and Jodi Hollinagel Jubran, he stands 14 feet tall and weighs 1,500 pounds. UNCG's coaching staff chose the Spartan to brand their athletics program because he epitomizes strength and courage. Also, his masculine image helped to ease the transition to a co-ed institution for the 650 males and 4,715 women enrolled at UNCG in 1967.

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## University Traditions

**The University Seal:** The seal featuring the head of Minerva, the Roman goddess of wisdom, was first seen in 1894 on a State Normal and Industrial School diploma. The current seal was created in 1963 when Woman's College became UNCG.

**The University Mace:** The mace is borne by the Faculty Marshal at official University events and was first carried at commencement in 1978. It is a ceremonial insignia from a tradition that dates back to medieval times. It was presented in 1976 as a fiftieth anniversary commemoration by and for the Class of 1926.

**Class Colors:** Historically, classes had colors that rotated red, lavender, blue and green every four years. When class governments were abolished in 1970, this tradition became less notable. However, these colors are still used by the Alumni Association on special occasions.

**Motto:** "Service." This motto was adopted by the Alumnae Association in 1893.

**School Flower:** The daisy was chosen as the school flower by the Class of 1893. **School Colors:** The original school colors were gold and white representing the school flower. Navy was added in 1987.

**The Rock:** Brought to UNCG's campus by Alpha Phi Omega in 1973, this quarry rock serves as a campus message board. It is located near the dining hall and Clock Tower. There is an unwritten rule that a message must remain on the rock for at least twenty-four hours before it can be painted over.

**Class Rings:** In 1935 a student ring committee standardized the class ring. The UNCG ring is traditional and unique to the institution with its characteristic University Seal etched in a flat black onyx. Students are eligible to purchase a ring when they achieve junior class status.

**Spartans:** In the fall of 1967, the UNCG athletic nickname became the "Spartans." The coaching staff and students chose the name, in part, because it suggested a sense of courage.

**University Bell:** The University Bell first sounded the opening of the State Normal and Industrial School in October 1892. For forty years, it rang to mark significant occasions, including a fire in the old Brick Dorm. It was replaced by electric bells in 1938 and was stored until 1953 when it was mounted at the corner of College Avenue and Spring Garden Street by the Class of 1923. In 1967, the student body financed a permanent arch and landscaping for the bell which is now known as Anniversary Plaza. The bell was taken from this spot for restoration in 1987 and was mounted on a rolling frame. It is used for University celebrations such as commencement. The Vacc Bell Tower now occupies the space that formerly housed the arch.

**University Flag:** The University Flag bears the University colors and features the University seal. It was designed and introduced for the installation of Chancellor Patricia Sullivan in 1995.

## ***University Song***

*(Written in 1910 by Laura Weill Cone)*

***We raise our voices; let them swell  
In a chorus loud and strong;  
The rolling hills send back the sound  
Of our triumphant song,  
For in one great unbroken band  
With loyal hearts and true,  
Your sons and daughters stand and sing  
University, to you.  
Our college days run swiftly by  
And all too soon we part;  
But in the years that are to come  
Deep graven on each heart  
Our motto "Service" will remain,  
And service we will do.  
And as we serve, our hearts will turn,  
University, to you.  
Dear Alma Mater, strong and great,  
We never shall forget  
The gratitude we owe to you—  
A never-ending debt.  
All honor to your name we give,  
And love we pledge anew,  
Unfailing loyalty we bring,  
University, to you.***

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## ***University Mission & Values***

### **Vision and Mission Statement**

The University of North Carolina at Greensboro will redefine the public research university for the 21st century as an inclusive, collaborative, and responsive institution making a difference in the lives of students and the communities it serves.

UNCG is:

- A learner-centered, accessible, and inclusive community fostering intellectual inquiry to prepare students for meaningful lives and engaged citizenship;
- An institution offering classes on campus, off campus, and online for degree-seeking students and life-long learners;
- A research university where collaborative scholarship and creative activity enhance quality of life across the life span;
- A source of innovation and leadership meeting social, economic, and environmental challenges in the Piedmont Triad, North Carolina, and beyond; and
- A global university integrating intercultural and international experiences and perspectives into learning, discovery, and service.

### **Values**

**The University of North Carolina at Greensboro, a community including students, faculty, staff, and alumni, will demonstrate commitment to its core values:**

**Inclusiveness** – A welcoming and inclusive academic community, based on open dialogue and shared governance, offers a culture of caring with visible, meaningful representation of differences.

**Collaboration** – Interdisciplinary, intercommunity, inter-institutional, and international collaboration is reflected and rewarded in teaching, research, creative activity, community engagement, and infrastructure.

**Sustainability** – Academics, operations, and outreach are conducted with careful attention to the enduring interconnectedness of social equity, the environment, the economy, and aesthetics.

**Responsibility** – A public institution, the University responds to community needs and serves the public in a systematic fashion through the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

**Transparency** – Open decision-making, clear goals, and measurable outcomes enhance performance, trust, and accountability.

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## University History

[From: <http://www.uncg.edu/inside-uncg/inside-history.htm> ]

- February 18, 1891: State Normal and Industrial School was established by legislative enactment.
- R.S. Pullen and R.T. Gray gave the original 10-acre site.
- October 5, 1892: Institution opened
  - With a student body of 198 and a faculty of 15.
  - Final enrollment reached 223 at the end of the first year.
  - Classes were organized in three departments: business, domestic science and teaching.
- The institution came into being as a direct result of a crusade by Dr. Charles Duncan McIver on behalf of the education of women.
- Institution name:
  - State Normal and Industrial School: 1891 – 1897
  - State Normal and Industrial College: 1897 – 1919
  - North Carolina College for Women: 1919 – 1931
  - Woman's College of the University of North Carolina: 1932 – 1963  
(It is warmly remembered as “the WC” by its many alumnae of the period)
- In 1962, the Board of Trustees recommended that the Greensboro campus become coeducational at all levels of instruction.
- By act of the General Assembly in the spring of 1963, the name of the institution was changed to The University of North Carolina at Greensboro.
- The first African American students were admitted in 1956 and men were first admitted as part of the general student body in 1964.
- In October of 1971, the North Carolina General Assembly adopted legislation which combined all 16 of the state-supported institutions of higher education into a single University of North Carolina.



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## **UNCG Schools and College of Arts & Sciences**

The University's Academic Affairs Division consists of six academic schools, the College of Arts & Sciences, the Graduate School and the Lloyd International Honors College. The names below are the ones currently in use. In some cases, the names have changed since the academic units were founded. The schools and their dates of establishment are

- [Graduate School](#) - 1921-22
- [College of Arts & Sciences](#) - 1969
- [Lloyd International Honors College](#) - 2005
- [Joint School of Nanoscience & Nanoengineering](#) - 2007
- [Joseph M. Bryan School of Business & Economics](#) - 1969
- [School of Education](#) 1921
- [School of Health and Human Sciences](#) - 2011
- [School of Nursing](#) - 1967
- [School of Music, Theatre & Dance](#) - 1921

## ***Disclaimer***

- This *New Employee Orientation Reference Guide* is for informational purposes only.
- Presented in the *New Employee Orientation Reference Guide* are portions of Policies copied from Human Resources policy web site. <http://web.uncg.edu/hrs/PolicyManuals/StaffManual/>
- EHRA and SHRA policies may be different.
- Please refer to official policy manuals pertaining to EHRA or SHRA

## ***Human Resources Mission***

The Department of Human Resources commits to the creation of an inclusive, collaborative, and responsive university by attracting, retaining, and developing a diverse community of talented individuals in support of the university's mission. The Department is dedicated to providing state-of-the-art employee services including talent management, professional development and organizational capacity, compensation, employee benefits, wellness and work/life balance, rewards and recognition, records management, employee relations, human resource information systems, and affirmative action and diversity, that promote innovation, creativity, and inclusion.

## ***New Employee Orientation Presenter Contacts***

<b>Department</b>	<b>Name</b>	<b>Phone</b>	<b>Web Site</b>
<b>Human Resources</b>		336-334-5009	<a href="http://web.uncg.edu/hrs">http://web.uncg.edu/hrs</a>
<i>Professional Development</i>	Sarah Dreier-Kasik	336-334-5009	<a href="http://web.uncg.edu/hrs/AffAction/">http://web.uncg.edu/hrs/AffAction/</a>
<i>Benefits</i>	Stephen Hale	336-334-5009	<a href="http://web.uncg.edu/hrs/Benefits/">http://web.uncg.edu/hrs/Benefits/</a>
<i>Leave Policies</i> <i>[SHRA &amp; EHRA-NF]</i>	Rhonda Rogers	336-334-5009	<a href="http://web.uncg.edu/hrs/Leave/">http://web.uncg.edu/hrs/Leave/</a>
<b>Office of State Human Resources [OSHR]</b>	<i>Employee Handbook</i>		<a href="http://www.oshr.nc.gov/">http://www.oshr.nc.gov/</a>
<b>Faculty Personnel Services</b>	Andrea Whitley	336-334-5494	<a href="http://provost.uncg.edu/Academic/EPA_Personnel/">http://provost.uncg.edu/Academic/EPA_Personnel/</a>
<b>University Libraries</b>	Lea Leininger	336-334-3418	<a href="http://library.uncg.edu/">http://library.uncg.edu/</a>
<b>Facility Operations</b>	Amber Wall	336-334-5684	<a href="http://facoperations.uncg.edu/">http://facoperations.uncg.edu/</a>
<i>Work Request</i>		336-334-5684	<a href="mailto:fowork@uncg.edu">fowork@uncg.edu</a>
<b>Office of Sustainability</b>	Shanna Eller	336-256-0433	<a href="http://facsustainability.uncg.edu/">http://facsustainability.uncg.edu/</a>
<b>Parking Operations &amp; Campus Access Management</b>	Steve Sparks	336-334-5681	<a href="http://parking.uncg.edu/">http://parking.uncg.edu/</a>
<b>ITS – Support</b>	Mark Tebault	336-256-8324 [6.TECH]	<a href="http://its.uncg.edu/">http://its.uncg.edu/</a>
<b>Banner</b>	Donna Balser	336-334-3688	<a href="http://banner.uncg.edu/hr/">http://banner.uncg.edu/hr/</a>
<b>Emergency Management</b>	Donna Estes	336-256-8632	<a href="http://emg.uncg.edu/">http://emg.uncg.edu/</a>
<b>Department of Environmental Health and Safety</b>	Kara Milton	336-334-4357	<a href="http://safety.uncg.edu/">http://safety.uncg.edu/</a>
<b>Adverse Weather Hotline</b>		336-334-4400	<a href="http://web.uncg.edu/hrs/">http://web.uncg.edu/hrs/</a>
<b>Police</b>			<a href="http://police.uncg.edu/">http://police.uncg.edu/</a>
<i>Emergency</i>		336-334-4444	
<i>Non-Emergency</i>		336-334-5963	

## ***To Do Today***

### **Human Resources**

- I-9
- Tax Forms
- Direct Deposit

## ***To Do Within 1st Month of Employment***

### **Department of Environmental Health and Safety**

- Complete Employee Training Checklist provided by the Department of Environmental Health and Safety
- <http://www.uncg.edu/sft/training.html>

### **Police Department**

- Review web site - <http://police.uncg.edu/>

### **UNCGenie**

- *(See handout in folder)*

### **Office of Emergency Management**

- Sign-up for alerts
- <http://emg.uncg.edu/>

### **Health Benefits**

- Sign-up within **30 CALENDAR** days of Hire Date.
- <http://web.uncg.edu/hrs/Benefits/>

### **Retirement Benefits**

- Sign-up within **60 CALENDAR** days of Hire Date
- <http://web.uncg.edu/hrs/Benefits/>

### **SpartanCard**

- Need employee number and a picture ID
- SpartanCard Office – 121 Elliott University Center (EUC)

## ***EHRA versus SHRA Employees***

All UNCG employees work together in dedication to teaching, research, and service for the benefit of the people of the state of North Carolina. At UNCG, the primary practical designations of employment are faculty (those whose major assignment is to teach and conduct research) and staff (those whose major assignment is in support of teaching, research and service). Nevertheless, employment in agencies of the State of North Carolina, of which the University is one, is either subject to the State Human Resources Act (SHRA) or exempt from the State Human Resources Act (EHRA). The North Carolina General Statutes (G.S. 126 and G.S. 116) reflect that all employees of the State are to be SHRA, except those employees who fall into certain specific categories. The following categories of employees are some of those that are to be EHRA: instructional and research staff, physicians, dentists, senior academic and administrative officers, and persons holding permanent tenure.

<b>EHRA</b>	<b>SHRA</b>
Exempt from the State Human Resources Act of North Carolina (G.S. 126)	Subject to the State Human Resources Act of North Carolina (G.S. 126)
EHRA positions do not earn <i>over</i> or <i>comp</i> time. They are exempt from the federal Fair Labor Standards Act.	HR determines whether or not an SHRA employee is subject to or exempt from the Fair Labor Standards Act based upon the responsibilities of the position. Those positions subject to FLSA may earn <i>comp</i> or <i>over</i> time.
No classification or salary grade system	State classification and salary grade system
Subject to mandatory departmental performance review	Performance Management Program is mandatory.
Personnel served by the Office of the Provost under the authority of the UNC Board of Governors (except in the administration of benefits)	Personnel served by the Department of Human Resources under the authority of the Office of State Human Resources

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## ***Human Resources Responsibilities – All Employees***

**Contact: 336-334-5009; 723 Kenilworth**

- Accidental Death & Dismemberment
- Affirmative Action Officer
- Americans with Disabilities Act
- Automobile Insurance
- Background checks
- Beneficiary Changes
- Cancer Insurance
- Death Claims
- Deferred Compensation
- Dental
- Disability
- Family Medical Leave Act (FMLA)
- Flex Spending
- Health Insurance
- I-9
- Life Insurance
- NC Flex
- New Employee Orientation
- Paycheck (Benefit Deduct.)
- Retiree Questions
- Retirement
- Social Security
- Supplemental Retirement Accounts (401K, 403b, 457)
- Terminations (Benefits)
- Vision
- Workers' Compensation

## ***Human Resources Responsibilities - SHRA & EHRA-NF***

**Contact: 336-334-5009; 723 Kenilworth**

- Employee Relations
- Performance Evaluations
- Leave
- Recruitment
- Assignments for Personnel
- Employee Records
- Temporary Employment
- Overtime

## ***Human Resources Type Responsibilities - Faculty***

**Contact: Office of the Provost; 201 Mossman; 336-334-5494**

- Initiation of EHRA personnel reports to UNCG's Board of Trustees and to the UNC Board of Governors
- Consultation on personnel procedures and policies
- Coordination of the faculty promotions and tenure process
- Maintenance of EHRA employment opportunities website
- Payroll assignments for EHRA personnel
- Maintenance all EHRA personnel files
- EHRA personnel contract initiation
- Verifications of EHRA employment
- EHRA personnel administration
- Recruitment Oversight
- Supervise Faculty Senate Staff
- Initiate faculty roster
- Leave

# Overtime

Author: UNCG HR

Authority: Executive Staff

Scope: SHRA/EHRA

Effective: March 1, 2010

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## Types of Overtime Compensation:

Employees, who work in the public sector, i.e. City, County and State government including public universities, may be eligible for overtime compensation. If an eligible employee works more than 40 hours in any work week, that employee must receive either 1) paid overtime or 2) compensatory time off (CTO). The election of which form of overtime compensation the employee will receive is at the sole discretion of UNCG.

- **Paid Overtime**

An eligible employee who works more than 40 hours in a work week may be paid for his/her overtime at the rate of "time-and-one-half" for all hours worked over 40. The overtime pay is determined using the employee's regular rate of pay. When this option is selected by the employee and approved by management, the additional pay is to be included in the paycheck for the pay period in which the overtime was worked. Lack of funds does not relieve a department from its liability to compensate overtime work at the rate of time-and-one-half, unless compensatory time in lieu of overtime pay was selected and communicated to the employee.

- **Compensatory Time Off (CTO)**

Instead of "paid overtime" an employee may be given compensatory time off. Compensatory time off (CTO) is paid time off at the employee's regular rate of pay, however, the time is accrued at 1.5 hours for each hour worked in excess of 40 hours in a work week.

## Eligibility

All SHRA permanent, time limited, part time, and temporary employees who are subject to the wage-hour provisions of the Fair Labor Standards Act (FLSA non-exempt) are entitled to overtime compensation. An employee's wage-hour status is based upon the FLSA exemption status of his/her position as determined by the Department of Human Resource Services. Management should consider existing workloads, staffing requirements, and availability of funds when deciding which overtime compensation option to use.

- **SHRA Permanent, Time Limited and Part Time Employees:** All permanent, time limited and part time "SHRA non-exempt" employees are eligible to receive either paid overtime or CTO.
- **SHRA Temporary Non-Exempt Employees:** All SHRA temporary non-exempt employees, including student employees, are eligible to receive paid overtime only; they cannot receive CTO.

- **SHRA Exempt and EHRA Employees:** This applies to UNCG faculty, EHRA non-faculty, and SHRA staff (permanent and temporary) that are exempt from the wage and hour provisions of the Fair Labor Standards Act (FLSA).

In order to be exempt from the wage and hour provisions of the FLSA, an individual must be employed in a bona fide executive, administrative or professional capacity. Such employees do not submit monthly time sheets.

Members of the faculty and staff whose duties and responsibilities are such that they (1) are determined to be exempt from the wage and hour provisions of the FLSA, and (2) earn annual/vacation and sick leave, are expected to account for periods of time away from work by submitting an approved [SHRA/EHRA Exempt Leave Report \(.xls\)](#) to their departmental time keeper for input into the Banner HR system by the first of each month for any time off during the previous month.

While work schedules for exempt employees are not strictly defined, employees are expected to devote sufficient hours to ensure their job duties are accomplished in a professional manner and they are available during the normal business hours of their department. Vacation, sick leave, and bonus leave for exempt employees can be recorded in hourly increments on the [SHRA/EHRA Exempt Leave Report \(.xls\)](#), however, any actual reduction in pay for an exempt employee (because vacation, sick leave or bonus leave is exhausted, or for disciplinary reasons) must be accounted for in full day (8 hour) increments on the [SHRA/EHRA Exempt Leave Report \(.xls\)](#)

Less than full time exempt employees, who earn leave, are expected to account for their leave time on a pro-rata basis, depending on the specific terms of their employment. Members of the faculty and staff who are exempt from the wage and hour provisions of the FLSA do not receive additional compensation or CTO from the University when they work more than forty hours in a work week (or the corresponding number of hours for less-than-full-time employees). However, the University recognizes that there are occasions when FLSA exempt employees may work a significant number of hours beyond the "standard" work week of forty hours (or the corresponding number of hours for less-than-full-time employees).

In exceptional circumstances, an employee, who is exempt from the FLSA and whose duties require work in excess of forty hours (or the corresponding number of hours for less-than-full-time employees) in a peak work period or on a special project, may, with approval of his or her supervisor, be allowed to take an agreed upon amount of time away from work. This should occur in rare instances and only when the employee has put in extraordinary hours beyond their general work time. This time away from work should generally be taken within a period of two weeks after the peak work period or project is completed.

For questions about this policy, please contact the Faculty Personnel Services Office for faculty and Human Resources for SHRA and EHRA-NF employees.

**Full policy may be found at:**

<http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section4/Overtime/>

## ***Dual Employment***

- Dual Employment occurs when one State agency secures the services of an employee of another
- State agency on a part-time, consulting, or contractual basis.
- A State-wide uniform policy which applies to all State employees and to all State agencies in situations involving **one employee and two** agencies
- The administrative head of the parent agency must give approval in writing in each instance of an employee's performing services for pay for another State agency.

**Full policy may be found at:**

[http://www.osp.state.nc.us/manuals/3\\_Employment%20and%20Records/dualempl.htm](http://www.osp.state.nc.us/manuals/3_Employment%20and%20Records/dualempl.htm)



# ***Conflicts of Interest and Commitment Policy***

The University of North Carolina at Greensboro  
(Approved by the Board of Trustees, November 18, 1993)  
(Amended, February 9, 1996)  
(Amended, August 24, 2012)

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## **Purpose**

On June 15, 2012, the Board of Governors of The University of North Carolina amended the University of North Carolina policy on Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees and the Guidelines on Implementing the UNC Conflict of Interest and Commitment Policy (UNC 300.2.2). The Board directed constituent institutions to adopt complementary policies and procedures, including definitions of conflicts of interest, methods for publicizing institutional definitions and requirements, and procedures and forms for disclosing relationships and circumstances that may raise questions about conflicts of interest.

The number and complexity of relationships between universities and members of their faculties and research staffs on the one hand and private industry, the federal and state governments, and the nonprofit sector on the other, have grown substantially in recent years. These activities are expected to continue to grow in light of reduced federal funding levels. Faculty and EHRA non-faculty employees are encouraged to engage in such outside relationships, to the extent they do not create a conflict of interest, if those activities are consonant with the University's mission of being: a learner-centered, accessible, and inclusive community fostering intellectual inquiry to prepare students for meaningful lives and engaged citizenship; an institution offering classes on campus, off campus, and online for degree-seeking students and life-long learners; a doctorate-granting research university where collaborative scholarship and creative activity enhance quality of life across the life span; a source of innovation and leadership meeting social, economic, and environmental challenges in the Piedmont Triad, North Carolina, and beyond; and a global university integrating intercultural and international experiences and perspectives into learning, discovery, and service. Facilitating the transfer of knowledge and technology to improve society is an important goal of cooperative University-industry and faculty-industry relationships. The purpose of this Conflicts of Interest and Commitment Policy is to provide guidelines for those relationships and procedures that will help insure the primacy of academic integrity.

This Policy is not intended to be a static document. Rather, it must evolve as the University and its community evolves in response to the broader societal environment. All affected employees are encouraged to propose additions or changes to the Policy. Unit heads should actively solicit recommendations from employees within their units. Recommendations for alterations to the Policy should be submitted to the Office of the Provost and the Faculty Senate.

## **Scope**

This policy applies to all full and part-time faculty other than adjunct faculty (unless the adjunct faculty member is applying for or is an investigator on projects funded by federal grants), and to all full and part-time EHRA nonfaculty employees. This policy also applies to faculty and EHRA non-faculty employees who are on a research leave or leave of absence.

## **Relation to Other Policies and Laws**

### **I. Federal Regulations and Guidelines**

This policy is designed to comply with the National Science Foundation's Investigator Disclosure Policy, 60 F.R. 132, pp. 35810-823 (July 11, 1995) (<http://www.gpo.gov/fdsys/pkg/FR-1995-07-11/pdf/95-16800.pdf>) and the U.S. Department of Health and Human Services' Objectivity in Research Rules, Subpart F - Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding Is Sought, 42 C.F.R. Part 50, Subpart F. (<http://www.gpo.gov/fdsys/pkg/FR-2011-08-25/pdf/2011-21633.pdf>)

### **II. State Statutes**

North Carolina law prohibits state employees from directly or indirectly entering into or otherwise participating in any business transaction involving public funds (regardless of the source of the funds) with any firm, corporation, partnership, person or association which at any time during the preceding two-year period had a financial association with such employee. North Carolina law explicitly prohibits self-dealing (using one's University position to gain an unfair personal business advantage), misuse of confidential University information for personal gain, and having any personal interest in supplying goods to the state. State employees who have contracting responsibilities are prohibited from accepting gifts (other than honoraria or other items of nominal value) from contractors doing business or seeking to do business with the state.

### **III. Other University Policies**

This policy supplements other University policies, including the Policy on External Professional Activities for Pay; the Policy on Political Activities of University Employees; the Patent and Invention Policy; the Copyright Ownership and Use Policy; the Promotion, Tenure, Academic Freedom, and Due Process Regulations; and the Policy on Employees Exempt from the State Human Resources Act (EHRA).

## **Policy**

### **I. Definitions**

A. "Business" means any corporation, partnership, sole proprietorship, firm, franchise, association organization, holding company, receivership, business or real estate trust, or any other legal entity organized for profit or charitable purposes. "Business" excludes entities controlled by the University.

B. The term "Covered Employee" means all faculty and EHRA non-faculty employees subject to this policy, as described above.

C. Financial Interest is defined as:

i. Payment for services to the Covered Employee not otherwise defined as institutional salary (e.g. consulting fees, honoraria, paid authorship);

- ii. Equity or other ownership interest in a publicly or non-publicly traded entities (e.g. stock, stock options, or other ownership interest); or
- iii. Intellectual property rights and interests upon receipt of income related to such rights and interest, held by the Covered Employee or members of his/her immediate family. Covered Employees are required to disclose Financial Interests in a timely and accurate manner consistent with this policy.

D. An employee's "immediate family or household" includes the employee's spouse, life-mate, child, parent, sibling, grandparent and persons living in the employee's home who have a close personal relationship to the employee (i.e., one who is merely a rent paying tenant would not be included).

E. The "initial reviewing official" is the person designated by this policy as responsible for receiving an employee's annual disclosure form and for determining whether any Category II, III or IV conflicts exist. The initial reviewing official is the employee's unit head. In the case of employees who hold administrative positions, department chairs will report to their deans, deans will report to the Provost, directors will report to the appropriate vice chancellor or the Provost (depending on who has primary responsibility for supervision of the director), and Vice Chancellors and the Provost will report to the Chancellor.

## **II. Conflicts of Commitment**

Questions about conflict of commitment are more easily recognized and resolved than questions about Conflicts of Interests. Although full-time faculty and other non-faculty EHRA employment is not amenable to precise, time-clock analysis and monitoring, administrators at the department and school levels regularly evaluate the work of employees within their units. The formal occasions for determining whether an individual is devoting sufficient time and effort to University employment include regular reviews of performance in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment or tenure decisions. In addition, complaints from students, colleagues, or administrators about possible failures to meet assigned responsibilities may arise and require investigation. The issue, in each case, is whether the employee is meeting the requirements of the job. If presented with evidence that he or she is not meeting full-time responsibilities to the University, The Code prescribes that "neglect of duty" is a ground for disciplinary action, including the possibility of discharge. The following describe instances of activities that require specific monitoring to demonstrate compliance with policies

## **III. External Professional Activities for Pay**

As required by UNC policy (UNC 300.2.2[R]), the University of North Carolina at Greensboro seeks to appoint and to retain, as employees, individuals of exceptional competence in their respective fields of professional endeavor. Because of their specialized knowledge and experience, these individuals have opportunities to apply their professional expertise to activities outside of their University employment, including secondary employment consisting of paid consultation or other service to various public and private entities. These practical compensated applications of their professional qualifications enhance capabilities in teaching, research, and administration. Thus, participation of employees in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic

employment that often leads to significant societal benefits, including economic development through technology transfer.

However, External Professional Activities for Pay are to be undertaken only if they do not:

- A. Create a Conflict of Commitment by interfering with the obligation of the individual to carry out all University employment responsibilities in a timely and effective manner;
- B. Create a Conflict of Interest because of the individual's status as a Covered Employee of the University;
- C. Involve any inappropriate use or exploitation of University resources;
- D. Make any use of the name or marks of the University of North Carolina at Greensboro for any purpose other than professional identification; or
- E. Claim, explicitly or implicitly, any University or institutional responsibility for the conduct or outcome of the External Professional Activities for Pay.

The UNC Policy Manual, 300.2.2.1 [R], contains provisions established to monitor possible Conflicts of Commitment, including mandatory pre-approval at appropriate university levels of External Professional Activities for Pay. A faculty or non-faculty EHRA employee who wishes to engage in External Professional Activity for Pay must adhere to these regulations to provide satisfactory assurances that the activity will not interfere with University employment responsibilities. These regulations may not apply to faculty and non-faculty EHRA employees serving on academic year (9- month) contracts, if the External Professional Activity for Pay is wholly performed and completed outside of the contract service period and the activity does not conflict with the policies of the University or University of North Carolina Board of Governors and is not conducted concurrently with a contract service period for teaching, research, or other services to the institution during a summer session.

In those instances when State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the Covered Employee's University employment responsibilities on behalf of the State, the employee shall not receive any financial consideration, including an honorarium. In these instances, the employee may request that the honorarium be paid to the University. The honorarium may be retained by the employee only for activities performed outside of normal working hours, as defined by the University, or while the employee is on earned paid or annual leave, and all expenses are the responsibility of the employee or a third party that is not a State entity. Third party support may need to be disclosed under the implementing policies and procedures for Constituent Institutions. In addition, senior academic and administrative officers may also be subject to special regulations regarding honoraria which require leave to be taken when External Professional Activities for Pay will take place during the regular work week.

Instead of using earned paid or annual leave as set out above employees who are exempt from the Fair Labor Standards Act and who are out of work due to an External Professional Activity for Pay, or who wish to retain an honorarium, may be able to use periodic uncompensated leave rather than annual leave, provided the Constituent

Institution implementing policies allow the use of uncompensated leave, and the appropriate Department Head approves.

External Professional Activities for Pay performed for another UNC Constituent Institution or agency of the State of North Carolina also must comply with applicable State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the chancellor or the President.

The UNC Board of Governors has also established rules for monitoring and regulating the involvement of University employees in political candidacy and office-holding that could interfere with full-time commitment to University duties.

***Please refer to UNC Policy Manual (Political Activities of Employees), 300.5.1 et seq. for specific policy details.***

#### **IV. Conflicts of Interest**

The term "conflicts of interest" refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising, an employee's professional objectivity in meeting University duties or responsibilities, including research activities. The bias that such conflicts may impart can affect many University duties, including decisions about personnel, the purchase of equipment and other supplies, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, and the use of statistical methods.

An employee may have a conflict of interest when the employee, or any member of the employee's immediate family or household, has a personal interest in an activity that may affect decision making with respect to University teaching, research or administration.

It is the policy of the University that employees must avoid conflicts of interest that have the potential to affect adversely the University's interests, to compromise objectivity in carrying out University responsibilities, or otherwise to compromise the performance of University responsibilities. Accordingly, personal activities and financial interests must be arranged so as to avoid such conflicts. Failure to do so is a breach of this policy and may constitute misconduct or neglect of duty.

#### **V. Categories and Examples of Potential Conflicts**

Activities that may involve conflicts of interest or commitment can be categorized into four general groups based on the potential for adverse impact on the University's interests. Category I includes those activities that, while conflicts in the technical sense, are allowable because they are not likely to compromise the employee's objectivity. Category II includes those activities that may be allowable with administrative approval and oversight. Category III includes those activities that are presumed to be inappropriate. Category IV includes activities that are not allowable under any circumstances.

Provided below are illustrative, but not all inclusive, examples of activities in each of the four categories.

##### **A. Category I - Activities That Are Routinely Allowable upon Disclosure Pursuant to This Policy**

- i. Receiving royalties for published scholarly works and other writing or for licensure of inventions pursuant to the Patent and Invention Policy and the Copyright Ownership and Use Policy.
- ii. Receiving external professional activity for pay, in the form of honoraria or expense reimbursement, for secondary university employment responsibilities, such as service to professional associations, service on review panels, presentation of scholarly works, and participation in accreditation reviews.

**B. Category II - Activities That May Be Allowable Following Disclosure and, Where Necessary, the Implementation of an Approved Management Plan and Monitoring Procedures**

***i. External Activities***

- a. Serving on the board of directors or scientific advisory board of an enterprise that provides financial support for University research and the employee or a member of the employee's immediate family or household may receive such financial support.
- b. Serving in an executive position in a for-profit or not-for-profit business which conducts research or other activities in an area related to the employee's University duties.

***ii. Financial Interests***

- a. Requiring students to purchase the textbook or related instructional materials of the employee or members of the employee's immediate family or household, which produces compensation for the employee or member of the employee's immediate family or household.
- b. Receiving compensation or gratuities from any individual or entity doing business with the University.
- c. Having a financial interest in a for-profit business which conducts research or other activities in an area related to the employee's University duties.
- d. Having a financial interest in a business that competes with services provided by the University.
- e. Covered Employee or a member of his/her immediate family or household having a Financial Interest in a publicly or non-publicly traded entity or enterprise.
- f. Accepting support for University research under conditions that require research results to be held confidential, or unpublished, or inordinately delayed in publication. Research conducted by faculty or students under any form of sponsorship must maintain the University's open teaching and research philosophy and must adhere to a policy that prohibits secrecy in research. Such conditions on publication must be in compliance with UNCGT Policy Manual 500.1 and 500.2, and with University Patent and Invention Policy and the Copyright Ownership and Use Policy.

**C. Category III - Activities That Are Presumptively Not Allowable, Unless an Approved Conflict of Interest Management Plan is in Place**

- i. Participating in University research involving a technology owned by or contractually obligated to (by license or option to license, or otherwise) a business or entity in which the employee or a member of the employee's immediate family or household, has a Financial Interest, or with which the employee member or



a member of the employee's immediate family or household holds an executive position or a consulting relationship.

ii. Participating in University research which is funded by grant or contract from a business in which the employee or a member of the employee's immediate family has a Financial Interest.

iii. Assigning students, postdoctoral fellows or other trainees to University research projects sponsored by a business in which the employee or a member of the employee's immediate family or household has a Financial Interest

iv. Accepting support for University research under conditions that require research results to be held confidential, or unpublished, or inordinately delayed in publication.

#### **D. Category IV - Activities that are not allowable under any circumstances**

i. A Covered Employee making referrals of University business to an external enterprise in which the individual or a member of the Covered Employee's immediate family or household has a financial interest.

ii. A Covered Employee associating his or her own name with the University in such a way as to profit financially by trading on the reputation or goodwill of the University.

iii. A Covered Employee making unauthorized use of privileged information acquired in connection with one's University responsibilities.

iv. A Covered Employee signing agreements that assign University patent and other intellectual property rights to third parties without prior University approval.

v. Any activity otherwise prohibited by law or University policy.

### **VI. Submission of Disclosure Forms**

All employees are required to complete and submit a disclosure form on an annual basis as of July 1 to their initial

reviewing official as defined in Section I.E. under Policy. Updated forms must also be submitted throughout the year if

circumstances arise which either give rise to a potential conflict of interest or eliminate a potential conflict previously disclosed.

### **VII. Review of Disclosure Forms and Approval of Waivers**

#### **A. Initial Review**

The initial reviewing official shall have the initial responsibility for reviewing the form and for determining compliance with this policy. That determination involves two questions: (1) has the form been properly submitted (i.e., on time and complete) and (2) does the information provided reveal any conflicts or potential conflicts in Categories II or III?

#### **B. Failure to Submit or Improper Submission of Disclosure Forms**

If the initial reviewing official determines that a form has not been submitted or is incomplete, the initial reviewing official shall take action to obtain compliance with this policy, including, if necessary, recommendations for disciplinary action.

### **VIII. Category II Conflicts**

If the initial reviewing official determines that an employee has a Category II conflict the following options are available, depending on the circumstances:

- A. The employee may take necessary steps to eliminate the conflict (e.g., through divestiture of a financial or ownership interest or through cessation of the activity); or
- B. The initial reviewing official may grant a waiver with or without specified conditions (e.g., public disclosure of Financial Interests, or modification of the research plan) or monitoring requirements.

### **IX. Category III Conflicts**

If the initial reviewing official determines that an employee has a Category III conflict, the employee must, upon receipt of notice from the initial reviewing official, take immediate steps to eliminate the conflict or apply for a waiver. In order to obtain a waiver, the employee must sustain the burden of demonstrating that, in fact, the employee's objectivity would not be adversely affected or University interests otherwise would not be damaged. If the initial reviewing official decides to grant a waiver, with or without conditions, of a Category III conflict, the decision and the reasons for it must be forwarded to and reviewed by the next highest administrator who may accept, reject or modify the decision.

### **X. Category IV Conflicts**

If the initial reviewing official determines that an employee has a Category IV conflict, the employee must, upon receipt of notice from the initial reviewing official, take immediate steps to eliminate the conflict.

### **XI. Appeals**

Refer to the UNCG Conflicts of Interest Procedures and Review of Disclosures for information on appeals.

### **XII. Confidentiality and Record Keeping**

Completed disclosure forms are confidential personnel records as defined by the State Personnel Records Act. The provisions of that Act governing access to and confidentiality of personnel records shall be strictly observed.

Upon completion of the review process, the initial reviewing official should retain a copy of the disclosure form and send the original to the Office of the Provost for storage in the employee's official personnel file.

### **XIII. Certification of Compliance and Report to Granting Agency of Irresolvable Conflicts**

Pursuant to 42 C.F.R. § 50.604 (k), each application for PHS funding must contain the following certification:

"(1) There is in effect at UNCG an up-to-date, written and enforced administrative process to identify and Manage financial conflicts of interest, with respect to all research projects for which funding is sought or received from the PHS.



- (2) That UNCG will promote and enforce investigator compliance with the requirements of 42 C.F.R., Part 50, including those pertaining to disclosure of significant financial interests;
- (3) That UNCG shall manage financial conflicts of interest and provide initial and ongoing financial conflict of interest reports to the PHS Awarding Component consistent with C.F.R, Part 50. Page 8 of 8
- (4) UNCG agrees to make information available, promptly upon request, to the HHS3 relating to any investigator disclosure of financial interests and the University's review of, and response to, such disclosure, whether or not the disclosure resulted in the University's determination of a financial conflict of interest; and
- (5) That UNCG shall fully comply with the requirements of 42 C.F.R., Part 50."

### **Employee Responsibility**

It is the responsibility of the employee:

- to update the form annually, as well as to document changes as they occur:
  - <https://uncg.myresearchonline.org/air/>

## ***Secondary Employment***

STATE PERSONNEL MANUAL

Employment and Records

Section 3, Page 24

January 1, 2004

### **Policy**

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the agency head before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

### **Agency Responsibility**

(1) Secondary employment shall not be permitted when it would:

- create either directly or indirectly a conflict of interest with the primary employment.
- impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

(2) If the secondary employment has any impact on or may create any possibility of conflict with State operations, the form must be approved by the State Personnel Director in conjunction with the Board of Ethics.

(3) The employee shall have approval of the agency head, or designee, before beginning any secondary employment. Approval of secondary employment may be

withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

(4) Each agency shall establish its own specific criteria, not inconsistent with this policy, for approval of secondary employment based on work situation needs.

(5) Each agency shall use a Secondary Employment Form (Word or PDF) that is consistent with the model provided by the Office of State Human Resources.

### **Employee Responsibility**

It is the responsibility of the employee:

- to complete a Secondary Employment Form for all employment that is not covered by Dual Employment, and
- to update the form annually, as well as to document changes as they occur.

**Full policy may be found at:** <http://oshr.nc.gov/policies-forms/employment-records/secondary-employment>

## ***Statement of Commitment to Equal Employment Opportunity***

STATEMENT OF COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

[CFR 60-1.4, 2.13 (a), and 2.20]

Effective: May 15, 2015

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In addition to adherence to the [UNCG Policy on Discriminatory Conduct](#), the University aims to achieve within all areas of employment a diverse faculty and staff capable of providing for excellence in the education of its students and for the enrichment of the total University community. In seeking to fill openings, every effort will be made to recruit in such a way that women and minorities will have an equal opportunity to be considered for and appointed to all vacant positions. All appointments, promotions, and all other personnel actions, such as compensation, benefits, transfers, training and educational programs, tuition assistance, travel assistance, research grants, support for graduate assistants, social and recreational programs, will be administered without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, political affiliation, sexual orientation, genetic information and age, including sexual harassment, in such manner as is consistent with achieving a staff of diverse and competent persons. Unlawful discrimination, harassment, and retaliation are strictly prohibited.

Overall responsibility for the development and implementation of the University's Affirmative Action Program resides with the Chancellor. The Affirmative Action Officer has been given the responsibility to monitor the effectiveness of the University's Affirmation Action Program and to assist in affirmative action policy and planning. This does not diminish in any way the responsibilities of deans, department heads, managers, and supervisors to assist in administering the affirmative action policy and planning through promulgation of information.

The University of North Carolina at Greensboro reaffirms its commitment to equality of opportunity in its relationships with all members of the University community.

# ***Policy on Disability Accommodations in Employment***

The University Of North Carolina at Greensboro  
(Approved by the Chancellor, May 14, 2007)

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## **I. Purpose**

The Americans with Disabilities Act ("ADA") prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

UNCG is required under federal and State law to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the University. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the University's financial resources, and the nature and structure of its operations. The determination as to whether an undue hardship exists rests solely with the University. The University is also not required to waive (1) any fundamental requirements of a particular job or its operations or (2) any requirement that the individual not pose a direct threat to the health or safety of that person or of other individuals in the workplace

## **II. Scope**

This policy applies to all University personnel and also to applicants for vacant positions who desire an accommodation in the application process.

## **III. Definitions and Authority**

As used herein, these terms shall have the following designated meanings.

- **Covered personnel** — all University employees, including permanent, probationary, and temporary employees; and applicants for vacant positions who request an accommodation.
- **Disability** — a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- **Direct threat** — a significant risk to the health or safety of the individual with a disability or to others that cannot be eliminated by reasonable accommodation.
- **Qualified individual with a disability** — a person who satisfies the pre-requisites of a position sought or held and who can perform the essential functions of the position, with or without a reasonable accommodation.
- **Reasonable accommodation** — Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or

to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

- **Undue hardship** — Any accommodation that would be unduly costly, expensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the University or the employee's unit or department.

#### **IV. Procedures for Requesting a Reasonable Accommodation**

##### **A. Formal Process**

Covered personnel must complete a "Request for Reasonable Accommodation" form, available at the Department of Human Resources ("HR") or online at the Human Resources Services Forms web page, and an "Employee Disability Verification" form, also available at HR or online. The completed forms along with any necessary medical documentation must be returned to HR. By completing the appropriate forms, UNCG will be able to verify the condition, extent of limitation, and identify reasonable accommodations based upon the essential functions of the covered person's job responsibilities and/or needs. Reasonable accommodations will be determined on a case-by-case basis. Although HR will consult with the covered person, HR is not required to negotiate with the covered person. HR shall also consult as necessary with health professionals to verify that the individual has a disability and with the applicable department or division regarding reasonable accommodations. The final determination of what reasonable accommodation will be afforded, if any, remains with the University. Although it is incumbent upon the employee to provide proper medical documentation in the first instance, the University may obtain a second medical opinion at the University's expense.

##### **B. Informal Process**

A University employee may request an accommodation directly from his/her supervisor. A letter will be generated from the supervisor regarding the employee's rights and options. The employee must review, sign, date, and return a copy of the letter to HR. HR will contact the supervisor to verify that the employee chose to follow the informal process. The supervisor will notify the employee if the requested accommodation will be provided.

To receive an informal accommodation under this Policy, medical documentation and verification of the disability is usually not required, and there is no determination whether the employee is qualified under the ADA. Any rights the employee may have under the ADA are not triggered and not available unless the formal process is followed. The department may or may not choose to grant the employee's request for equipment or modification of the work environment. Any accommodation provided to the employee does NOT mean or imply that UNCG regards the employee as disabled under the ADA, and does NOT grant the employee any legal rights under the ADA. UNCG has no legal obligation to grant an accommodation unless the formal process is followed.

#### **V. Procedures for Supervisors or Department Heads Receiving a Request for Reasonable Accommodation**

Upon receiving a request for an accommodation, the employee's supervisor must take the following actions:

1. Provide a copy of this policy to the employee.
2. Determine whether the employee wishes to proceed formally under Section IV.A. or informally under Section IV.B., and document the employee's choice.
3. Consult with HR regarding the determination of an appropriate accommodation.
4. Implement the accommodation that may be determined appropriate.

## **VI. Responsibility for Providing the Reasonable Accommodation**

Once HR determines that a reasonable accommodation will be made, it will notify the appropriate supervisor. The department or division shall implement the accommodation and funding for a reasonable accommodation will be handled in the same manner as any other departmental or division expenditure. If the department or division has insufficient funds for the accommodation, it shall seek financial support through other administrative channels. Final determination as to whether an accommodation creates an undue hardship shall rest with the Chancellor after consultation with University Counsel and the Provost or Vice Chancellor for the applicable department or division, or their designated representatives.

## **VII. Job Applicants**

The University may provide accommodations for job applicants, upon request, during the application and interview process. Examples might include providing an interpreter during a job interview, or providing employment forms or tests in an alternative format (large print or Braille). The procedure for handling accommodation requests for applicants is as follows:

- An applicant requesting assistance with the employment application process completes a Request for Accommodation in the Application Process form, available from HR.
- The Director of HR and the ADA/504 Compliance Officer may consult with the applicant and will arrange for the accommodation to be provided if appropriate.
- The request is sent to the appropriate Vice Chancellor or Provost for final approval.

## **VIII. Confidentiality**

All documentation and information acquired will be kept confidential to the extent required and permitted by law, and will be made available to others on a "need to know" basis only.

## **IX. Grievance Procedures**

If a University employee believes that a determination under this policy has been reached improperly or unfairly, SHRA employees may file a formal grievance following the University's grievance procedures for Staff Employees. EHRA employees may file a grievance through the Provost's Office established grievance procedures. Employees or applicants may also file charges of discrimination directly with the Equal Employment Opportunity Commission ("EEOC") or, in the case of SHRA employees or applicants, may appeal directly to the State Personnel Commission.

## **Effective Date**

This policy is effective June 1, 2007.

Policy may be found at: <http://policy.uncg.edu/university-policies/ada/>

## ***Sexual Harassment Policy and Procedures***

### **SEXUAL HARASSMENT POLICY AND PROCEDURES**

Approved by UNCG Board of Trustees

*Effective:* February 9, 1995

*Reviewed:* February 9, 1995

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#### **I. STATEMENT OF POLICY**

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission. The University of North Carolina at Greensboro is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process. Toward this end, all members of the University community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the University's policy and will not be tolerated. The University will take every step to resolve grievances promptly. Any act by the University's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy. Accordingly, members of the University community are prohibited from acts of reprisal against individuals who bring complaints or are involved as witnesses in any action connected with this policy.

#### **A. Applicability**

This policy applies to all applicants for employment and admission to University programs, officers and employees of the University, students, and persons who serve the University as its agents and are under the control of the University. Specific adherence to this policy shall be made an express term of every contracted services agreement entered into by the University.

#### **B. Sexual Harassment-Definitions**

Two categories of sexual harassment are recognized:

i. **Quid Pro Quo**

Sexual harassment presented as a "bargain" (quid pro quo).

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a superior position constitutes "bargained-for sexual harassment" when submission by another is made either an explicit or implicit term or condition of employment or of academic standing. In this case apparent consent of the submitting party is less relevant than the extent to which the sexual conduct is unwelcome. As defined here, "bargained-for sexual harassment" normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or teacher and student or it may be indirect when the harasser has the power to direct others who have authority over the victim.

ii. **Environmental Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute "environmental sexual



harassment" when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment which unreasonably interferes with another's work, academic performance, or privacy. Environmental harassment can inflict emotional and psychological harm on individuals and can make relationships and the work or study environment unpleasant, threatening and unproductive. However, there is no requirement that evidence of actual emotional or psychological harm be shown in order for environmental sexual harassment to be found to have occurred.

In determining whether alleged conduct constitutes sexual harassment as defined in this policy, the record as a whole will be considered as well as the context in which the conduct occurred. "Environmental sexual harassment" normally arises from a repeated and pervasive course of conduct whereas "bargained-for sexual harassment" can be based on a single act.

Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular susceptibility of an individual, unless that susceptibility is known to the alleged harasser.

### **C. Penalties**

Penalties will be determined on the basis of the facts of each case and the extent of harm to the University's interests, as well as any University record indicating previous similar wrongdoing by the accused person. Penalties will be set according to regulations governing student conduct and employment relationships. These regulations are described in the Policy Manual of UNCG, the UNCG Policies for Students Handbook, the Handbook for Faculty, and the Policy Manual for SHRA and EHRA-NF Employees.

### **D. Anti-retaliation Assurance**

This policy seeks to encourage students and employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result promptly in appropriate disciplinary action.

### **E. Improper complaints**

This policy shall not be used to bring frivolous or malicious complaints against students or employees. If a complaint has been made in bad faith, disciplinary action will be taken against the person bringing the complaint.

### **F. Confidentiality**

Information generated in the course of informal reviews and formal investigations necessary to enforcing this policy will be given the full extent of confidentiality accorded by law to employee personnel records and student educational records. Any person who, without authorization, reveals such information will be subject to disciplinary action. The sharing of the content of complaints will be on a "need to know" basis and will depend on the type of review and response required by the complainant. In any case when a complaint is being mediated and/or investigated, the accused will be informed of the specific details of the complaint.



## **G. Responsibility for Implementation**

An employee in a supervisory position who has knowledge of conduct involving sexual harassment that may have occurred in his or her unit must take action to address the matter immediately. Not to do so may result in serious consequences for the University and will be considered a breach of supervisory responsibility.

## **II. PROCEDURES FOR REVIEW**

### **A. Initiation of complaint**

#### **1. Employees**

An employee who wishes to complain of sexual harassment by another employee must initially communicate the facts of the complaint to one of the following: (1) the supervisor or faculty department head most directly concerned, excluding the person accused [1], or (2) the Affirmative Action Officer. An employee who wishes to complain of sexual harassment by a student must initially communicate the facts to the Office of the Vice Chancellor for Student Affairs.

The complaint may be initially communicated orally, but it must be presented in writing before any review or other action takes place.

#### **2. Students**

A student who wishes to complain of sexual harassment by a faculty member or other employee must initially communicate the facts of the complaint to one of the following: (1) the supervisor or faculty department head most directly concerned, excluding the person accused[2] , (2) the Office of the Vice Chancellor for Student Affairs, or (3) the Affirmative Action Officer. If a student has a complaint about a possible violation of this policy by another student, the complaint must be communicated to the Office of the Vice Chancellor for Student Affairs.

The complaint may be initially communicated orally, but it must be presented in writing before any review or other action takes place.

### **B. Duties of the official Receiving the Complaint**

The Official receiving the complaint must do the following things:

- 1) Advise the complainant of the meaning and importance of this policy, the seriousness of the complaint, the penalties for making improper complaints, and the University's commitment to prevent retaliation.
- 2) Make written notes of the allegations
- 3) Explain the options for handling the complaint as described in Section II. C., document the complainant's choice, and explain that the complaint must be submitted in writing before any review or other action takes place.
- 4) Advise the complainant of the University's policy on confidentiality.
- 5) Notify the University Counsel and the Affirmative Action Officer, in writing, of the complaint, of the advice given to the complainant, and of the option chosen by the complainant.

### **C. Options for Investigation and Resolution**

Complaints may be resolved through either informal or formal processes as described below. Informal means are encouraged as the beginning point, but the choice of where to begin rests with the complainant. Additionally, a complainant may elect to withdraw a complaint at any time; however, because all egregious acts must be investigated, the

University reserves the right to investigate all complaints where necessary to protect the interests of the University or the community.

i. Informal Resolution Options

- a. Individual Resolution - The complainant may attempt to resolve the matter directly with the accused individual and report back to the official receiving the complaint within a mutually agreed time.
- b. Mediation - The complainant may request that an attempt be made to resolve the complaint through mediation. If such a request is made, the official receiving the complaint shall determine whether the accused is willing to engage in mediation, and, if so, a mediator shall be selected by mutual agreement of the complainant and the accused. The role of the mediator is to facilitate discussion and to suggest alternative resolutions. The mediator does not investigate the complaint or assign blame. The mediator will report the outcome of the process to the official receiving the complaint.
- c. Reporting the Outcome of Informal Resolution - The official receiving the complaint will notify the University Counsel and the Affirmative Action Officer in writing of the outcome of the informal resolution process.

ii. Formal Resolution Options

Administrative Investigation and Resolution - The complainant may request that the complaint be administratively investigated and resolved. Because all egregious acts must be investigated, even in the absence of such a request, the official receiving the complaint may initiate an administrative investigation if, after consultation with the University Counsel, an investigation is deemed necessary to protect the interests of the University or the community. If the accused is an employee, the investigation will be conducted by the accused's supervisor with assistance from the official receiving the complaint.[3] If the accused is a student, the investigation will be conducted by the Office of Student Affairs. The investigator(s) will do the following things:

- i. Make inquiries of those persons who may be able to verify the truth of the complaint, especially including the accused. (Due regard must be given to the principles of confidentiality.) The complainant should be given advance notice of the date when the accused will be informed about the complainant's accusations.
- ii. Communicate with the Affirmative Action Officer to determine whether there have been other complaints of sexual harassment made to the University by the complainant or about the accused.
- iii. Prepare a written report of the complaint which includes:
  - a. an identification of the complainant and the accused
  - b. the complainant's written statement of the complaint
  - c. the accused's response to the complaint
  - d. the findings and a summary of the facts that constitute the basis for those findings
  - e. a discussion of any problems encountered in the investigations, such as lack of witnesses or refusal of the accused to respond
  - f. the resolution or recommendation for resolution[4]

A final copy of the report will be sent to the complainant and the accused along with notice that either party may submit written comments for inclusion with the report within 7 days of receipt of the report. The final report, along with the parties' comments,

will be provided to the University Counsel and the Affirmative Action Officer.[5]

Either party who is dissatisfied with the report or with the resolution of the complaint, may appeal by filing a formal grievance with the appropriate employee or student grievance committee.

**Investigation and Hearing by Committee** - Any student or employee who wishes to bring a complaint under this policy may directly request an investigation and hearing by a grievance committee or may approach this step following unsuccessful attempts at informal resolution under sections II.C.1.a.(Individual Resolution) or b.(Mediation) or an unsatisfactory result from an administrative investigation under section II.C.2.a.(Formal Administrative Investigation and Resolution). In addition, any person subject to adverse administrative action as the result of an administrative investigation and resolution under section II.C.2.a., may bring a complaint for resolution by formal investigation and hearing, as described in the following:

1. **Types of Formal Committee Review Procedures** - The particular route for accomplishing a formal investigation and hearing depends on the status of the complainant as referenced in the following:

- **Students** - A student or student employee who has a complaint under this policy against another student will proceed in accordance with the "Student Disciplinary Code." Information concerning the "Code" is contained in the UNCG Policies for Students Handbook and is available from the Office of the Vice Chancellor for Student Affairs. At the discretion of the Vice Chancellor for Student Affairs or his/her delegate, a complaint by a student employee against another student employee may be heard in administrative proceedings of the area where the grievance arose.

A student or student employee who has a complaint under this policy against a faculty member or other employee of the University will proceed in accordance with the "Grievance Procedures for UNCG Students," contained in the UNCG Policies for Students Handbook. Information concerning this process is available from the Office of the Vice Chancellor for Student Affairs.

- **Faculty** - A faculty member who has a complaint under this policy against any other employee of the University will proceed in accordance with the procedures of the Faculty Grievance Committee. However, a faculty member who alleges a violation of this policy as evidence of discrimination in reaching a non-reappointment decision or in the case of discharge or serious sanction will complain to the Faculty Due Process Committee. Information on the procedures of the Faculty Grievance Committee and the Faculty Due Process Committee is available from the Office of Faculty Governance.

A faculty member who has a complaint under this policy against a student will proceed in accordance with the "Student Disciplinary Code." Information concerning the "Code" is contained in the UNCG Policies for Students Handbook and is available from the Office of the Vice Chancellor for Student Affairs.

- **Employees Subject to the State Human Resources Act (SHRA Employees)** - Complaints will be filed in accordance with the "Grievance Policy and Procedures for Staff Employees Subject to the State Personnel Act" (SPA), contained in the Policy Manual for Staff Employees. SHRA employees and applicants for SHRA positions have the additional option of filing a complaint with the North Carolina Personnel Commission. Information on either of these procedures is available from the Office of Human Resources.
- **Employees Exempt from the State Human Resources Act (EHRA Employees)** - Complaints will be filed in accordance with "Personnel Policies for Designated Employment Exempt from the State Personnel Act," (EPA), contained in the Policy Manual for Staff Employees. Information on these procedures is available from the Office of the Provost.

General Guidelines for Formal Committee Review - All steps of inquiry into complaints made under this policy will be closed and confidential. The chair of the review committee hearing a case under this policy will advise all members and participants of their obligation to maintain confidentiality of the complaint and evidence presented at the hearing, and, where appropriate, will seek legal advice on the personal and institutional liability for failure to do so.

The hearing body will notify the person bringing the complaint of the obligation to present sufficient evidence to prove the case. The hearing body will examine only evidence which is relevant to the complaint.

At the conclusion of the review, all documents that have been generated will be sent to the University Counsel. In addition to following reporting requirements pertaining to various review committees which may hear a case under this policy, the review committee will provide a copy of its final report and recommendations to the University Counsel and the Affirmative Action Officer.

Any supervisor or administrator receiving such a report and recommendations has the obligation, before deciding a response, to communicate with the Affirmative Action Officer about any previous similar complaints within the University against the accused and any other similar complaints brought by the complainant against others within the University.

The supervisor or administrator making a decision on the matter will notify the accused and the complainant in writing. He or she will provide copies of the final decision to the University Counsel and to the Affirmative Action Officer. If the decision results in a disciplinary action against the accused, the supervisor or administrator will provide one copy of the writing describing his or her action for placement in the official University records of the accused, with notification to the accused of remedies granted to employees who object to material in a personnel file.

Following the completion of the appropriate review of the complaint, either the complainant or the accused may appeal the disposition of the matter according to existing University procedures. Information concerning such procedures is available in

the Department of Human Resource Services (SPA), the Office of the Provost (EPA), and the Office of Student Affairs (students).

**Policy may be found at:**

[http://policy.uncg.edu/university-policies/sexual\\_harassment/](http://policy.uncg.edu/university-policies/sexual_harassment/)

## ***Policy on Illegal Drugs***

The University of North Carolina at Greensboro  
(Adopted by The Board of Trustees, April 14, 1988)  
(Approved by the Chancellor, April 27, 1990)  
(Approved by the Chancellor, August 31, 2015)

### **Purpose**

The University of North Carolina at Greensboro (hereinafter "University") seeks to maintain an environment supporting the pursuit and dissemination of knowledge. The use of illegal drugs by any member of the community interferes with the activities through which the University meets its goals, and the use of illegal drugs will not be tolerated.

The University will take all actions necessary, consistent with federal, state, and local laws, and University policy, to eliminate illegal drugs from the University community.

### **Scope**

This policy applies to all faculty, staff, students, guests, and other authorized individuals who are present on property owned, leased, managed, or operated by The University of North Carolina at Greensboro or any component, including departments, offices, centers, or similar entities. This policy is applicable to students, faculty, senior administrative officers, non-faculty EHRA employees, and SHRA employees.

This policy has been developed in accord with "The University of North Carolina Policy on Illegal Drugs" <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=300> adopted by the Board of Governors January 15, 1988 (amended 2012). It establishes the framework for programs designed to educate the campus community on the harmful effects of illegal substances and to assist afflicted persons in their efforts to become rehabilitated. It also provides guidance for punishing violators.

### **Policy**

Article 5 of Chapter 90 of the North Carolina General Statutes makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances." As citizens, all members of the University community are expected to know these laws. The North Carolina General Statutes are readily available in the Library.

This policy shall be publicized in catalogs and other materials prepared for all enrolled and prospective students and in appropriate materials distributed to faculty members, senior administrative officers, non-faculty EHRA employees, and SHRA employees.

### **Educational and Rehabilitation Programs**

The University shall establish and maintain a program of education designed to help all members of the University community avoid involvement with illegal drugs.

This program shall emphasize these subjects:

- i. the incompatibility of the use or sale of illegal drugs with the goals of the University
- ii. the legal consequences of involvement with illegal drugs
- iii. the medical implications of the use of illegal drugs
- iv. the ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities

The University shall provide information about drug counseling and rehabilitative services (campus-based or community-based) available to students and employees. Persons who voluntarily avail themselves of these University services or programs are assured that applicable professional standards of confidentiality will be observed.

## **Enforcement**

### **Preliminary Determinations**

1. The University will initiate a disciplinary proceeding against a student, faculty member, senior administrative officer, EHRA non-faculty employee, or SHRA employee whenever all of these requirements are met:
  - a. there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances
  - b. the alleged conduct is deemed to harm the interests of the University
  - c. Requirement (1), above, can be satisfied by either of the following:
    - i. a conviction or a guilty plea resulting from criminal prosecution
    - ii. independent evidence obtained by University officials including police officers

Though an offense may be the subject of legal action by the civil authorities, University officials are nonetheless free to initiate disciplinary action that may result in additional penalties.

2. When the above requirements are met, the University will initiate disciplinary action against the alleged violator according to established procedures that safeguard the rights and interests of students and employees. Procedures will vary, depending on classification of the person facing disciplinary action:
  - a. **Students:** Judicial Policies Related to Student Conduct for The University of North Carolina at Greensboro, approved by the Chancellor
  - b. **Faculty Members:** The University of North Carolina at Greensboro's Regulations on Academic Freedom, Tenure, and Due Process, Section 8. Discharge or Imposition of Serious Sanction, adopted by the Board of Trustees
  - c. **Senior Administrative Officers:** Policies Concerning Senior Administrative Officers of The University of North Carolina, adopted by the Board of Governors



- d. **Non-Faculty EHRA Employees:** Personnel Policies for Designated Employment Exempt from the State Personnel Act, adopted by the Board of Trustees
- e. **SHRA Employees:** Relevant regulations of the Office of State Personnel
- f. **Guests and Other Authorized Individuals:** Relevant state and federal laws will be applied and enforced by University Police.

Decisions reached by these processes are reviewable according to normal appeal mechanisms.

### **Penalties for students, faculty, senior administrative officers, and non-faculty EHRA employees**

- Students and employees are responsible for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. The following minimum penalties shall be imposed for the particular offenses described:
  - Trafficking [3] in Illegal Drugs
    - For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N. C. General Statutes 90-89; Schedule II, N. C. General Statutes 90-90; or for an offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N. C. General Statutes 90-91 through 90-94 , the penalties to be imposed may range from written warnings with probationary status to expulsions from enrollment and discharges from employment.
    - For a second or other subsequent offense, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, senior administrative officers, or EHRA non-faculty employees.
  - Illegal Possession of Drugs
    - For an offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statute 90-89, or Schedule II, N. C. General Statutes 90-90, or an offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N. C. General Statutes 90-91 through 90-94, the penalties to be imposed may range from written warnings with probationary status to expulsions from enrollment and discharges from employment.
    - Students, faculty, senior administrative officers, and non-faculty EHRA employees must agree to participate in a drug education and counseling program, consent to regular drug testing at his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide

by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

- For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, senior administrative officers, or EHRA non-faculty employees.

### **Suspension Pending Final Disposition**

When a student, faculty member, senior administrative officer, or non-faculty EHRA employee has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or, in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

### **Penalties for SHRA employees**

Discipline for SHRA employees is prescribed in regulations published by the State Personnel Commission. Violations of this policy and of North Carolina state law on controlled substances shall be deemed "personal misconduct" actionable under these rules. Penalties for offenses described herein will be in accord with state policy.

### **Oversight and Reporting**

A campus coordinator will be responsible for overseeing all actions and programs relating to this policy.

The Chancellor shall submit annually to the Board of Trustees and to the President of the University a report on campus activities related to illegal drugs for the preceding year. The reports shall include, as a minimum, the following:

- a listing of the major education activities conducted during the year;
- a report on any illegal drug-related incidents, including any sanctions imposed;
- an assessment by the Chancellor of the effectiveness of the campus program and;
- any proposed changes in the policy on illegal drugs.

### **Review**

This policy is to be reviewed every five (5) years, or more frequently as needed based on changes to federal, state, local, system, or University changes.

### **Policy may be found at:**

[http://policy.uncg.edu/university-policies/illegal\\_drugs/](http://policy.uncg.edu/university-policies/illegal_drugs/)



# ***Violence in the Workplace Policy Statement***

Effective: September, 2003

Revised: January 30, 2009

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## **Statement of Policy**

Violence of any sort is contrary to The University of North Carolina At Greensboro's purpose of providing quality education. This statement is established as an anti-violence and violence prevention policy. Violence threatens the safety of personnel (and often the general public) and affects employee morale and productivity. This policy shall apply to all EHRA, SHRA full-time and part-time employees with either a permanent, probationary, trainee, time-limited permanent or temporary appointment. All visitors will be expected to maintain behavior that is pleasant and conducive to productivity. Any SHRA employee who engages in workplace violence as hereinafter defined is subject to the State of North Carolina Disciplinary Action, Suspension, and Dismissal Policy. EHRA employees are considered "at will" and as such may be terminated for participating in any acts of workplace violence as hereinafter defined.

The policy includes actions related to or situations arising out of actions which are part of the performance of one's job. Employees acting with an appropriate use of force in the line of duty (sworn police personnel) are exempt from this policy. Incidents of the use of excessive force are covered under Public Safety Departmental policy.

Ignoring threats and/or violence can result in serious injury or death of staff, faculty, students and/or the general public. Violence also negatively affects morale, productivity, absenteeism, turnover, litigation costs, worker's compensation costs, employment, and training costs. Violence often follows established threat patterns and behavioral changes that are observable and, with appropriate training, can be recognized as early warning signs. Violence may be prevented or reduced by responding to threats with effective preemptive action.

## **Definitions**

In order to understand exactly what constitutes workplace violence the following is to be used as your reference:

- **Workplace Violence** includes, but is not limited to, intimidation, threats, physical attack or property damage.
- **Bullying** is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate or demean the recipient.
- **Stalking** involves harassing or pestering an individual, in person, in writing, by telephone or electronic format. Stalking also involves following an individual, spying on them, alarming the recipient or causing them distress and may involve violence or the fear of violence.
- **Threat** is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating

the threat has the present ability to carry it out without regard to whether the expression is contingent, conditional or future.

- **Property Damage** is intentional damage to property which includes property owned by the State, employees, visitors, or vendors.
- **Intimidation** includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress.
- **Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.
- **Domestic Violence** is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated.
- **Prohibited Weapons** include, but are not limited to, firearms, dirk, dagger, sling shot, loaded cane, metallic knuckles, razor, shurikin, stun gun, knives if other than a pocket knife. Pocket knife is defined for the purposes of this policy as a small knife, designed for carrying in a pocket or purse, that has its cutting edge and point entirely enclosed by its handle, and that may not be opened by a throwing, explosive, or spring action. Use of other items as weapons (such as tools or furniture) is also prohibited. Tools used in the course of duty, such as axes, hammers, and similar instruments, are considered weapons when used as a weapon of aggression.

### **Early Warning Signs of Workplace Violence**

Workplace violence is often difficult to predict. Psychologists differ on what profile may indicate which individuals will commit aggressive acts. However, early warning signs can be identified that may indicate a tendency to workplace violence. These signs may include, but are not limited to:

- Sudden personality changes.
- Job performance suddenly becomes more erratic.
- Employee makes open comments about being treated badly, wanting to strike back.
- Behavior that suddenly becomes more aggressive, such as bullying and/or intimidating behavior toward supervisors or fellow workers.
- Showing off, commenting about use of, or actually brandishing a weapon
- Aggressive words spoken aloud that indicate physical retaliation for not having been promoted, transferred, etc.
- Obsessions, such as nursing a grudge against a co-worker or supervisor, or from frustrated romantic interests.
- Employee is involved in frequent verbal/physical disputes with co-workers or supervisor.
- Employee routinely violates University policy.

### **Threats of Violent Activities**

The following activities although not inclusive, are illustrative of unacceptable behavior that is considered violent in nature. Employees exhibiting these activities are in violation of this anti-violence policy which may result in disciplinary action up to and including termination:

- physical harm or beatings resulting in injury or death,
- psychological trauma due to verbalized threats, stalking, etc.,
- property damage due to violence
- property theft due to employer-directed violence (employer in this sense could mean any agent, officer, or administrator of UNCG),
- homicide, rape, sexual assault, gunshot wounds, stabbing, etc.,

## **Responsibility**

**Agency Responsibility:** All managers, supervisors, and employees shall receive training in the Violence in the Workplace Policies at UNCG. All staff employed by the University are expected to perform their duties professionally, including taking responsibility for decisions related to their individual physical safety. All staff are required to report any incidents in which safety is jeopardized or threatened. Employees are also encouraged to seek help for problems which may lead to an act of violence or aggression. The Employee Assistance Program provides counseling and referral service for all University employees.

**Employee Responsibility:** Each UNCG employee has the personal responsibility to abide by the Violence in the Workplace policy every time he or she comes to work. In addition, every employee has the responsibility to report any suspicion or knowledge of a current or potential incident of workplace violence to a supervisor as instructed by the reporting procedures. Incidents involving non-employees (i.e. involving a family member or member of the public) should be noted just as incidents with State employees.

**Supervisor Responsibilities:** Each supervisor has the personal and professional responsibility to abide by the Violence in the Workplace policy every time he or she comes to work. In addition, every supervisor has the responsibility to report any suspicion or knowledge of a current or potential incident of workplace violence to the Workplace Violence Response Team as instructed by the reporting procedures. Following the prescribed training program established by the UNCG Workplace Violence Management Team, each supervisor is expected to learn the steps to prevent incidents of workplace violence and the measures to be taken if such an incident occurs. Supervisors should respond to incidents involving non-employees as well.

**Workplace Violence Response Team:** A Workplace Violence Response Team shall be established and shall consist of the Chairperson, Director of Public Safety and Police; Associate Vice Chancellor for Human Resource Services; University Counsel; and the Director of Counseling and Testing Center. The role of the Workplace Violence Response Team will be to: respond to acts or threats of violence in the workplace, investigate reports of a threat or a threatening situation, investigate, and follow-up on acts or threats of violence, report to the Workplace Violence Management Team semi-annually and more frequently if deemed necessary by the Chairperson. The team may also become involved in other workplace situations as necessary to prevent and/or respond to violence. The Chairperson shall report all issues and findings to the Vice Chancellor for Business Affairs and the Chancellor.

**Workplace Violence Management Team:** A Workplace Violence Management Team shall be established and shall consist of employees and managers as defined in

this policy statement. The role of the Workplace Violence Management Team will be to: establish a training program for all managers, supervisors, and employees; review statistics brought forward by the Workplace Violence Response Team and make recommendations for future action and/or determination of ways to prevent similar situations in the future; and assist the Workplace Violence Response Team as requested by the Chairperson. For example, when a student has been involved in an act or threat of violence the Chairperson may request that the Associate Vice Chancellor for Student Affairs attend a meeting of the Workplace Violence Response Team. The Workplace Violence Management Team will meet at least semi-annually and more frequently if deemed necessary by the Chairperson.

UNCG shall maintain records and periodically report to the Chancellor and Office of State Human Resources regarding the operation of this policy and provide data on incidents which shall consist of location, time of incident, extent of damage or violence, etc.

### **Workplace Violence Management Team**

The Workplace Violence Management Team shall consist of the following:

- CHAIRPERSON - Director of Public Safety and Police
- One representative from Police Management appointed by the Chair
- Training and Development Coordinator/ Human Resource Services
- Director of Physical Plant
- Director of Medical Services
- Associate Vice Chancellor for Human Resource Services
- Sr. Associate Provost for Academic Administration
- Associate Vice Chancellor for Student Affairs (Student Discipline)
- Director of Environmental Health and Safety
- Associate Vice Chancellor for Financial Services
- Two Faculty representatives appointed by the Provost
- University Counsel
- Director of Information Services

### **Reporting Threats or Acts of Violence**

Employees and others can report threats or acts of violence directly to their Supervisor, Department Head, Human Resources Management, Vice-Chancellor/Provost, University Counsel, Campus Police or any member of the University Workplace Violence Management Team. Anyone who receives notice of a threat or a threatening situation is to report this information immediately to the Chairperson (Director of Public Safety and Police) of the Workplace Violence Management Team. The Chairperson may convene the Workplace Violence Response Team and/or the Workplace Violence Management Team to determine if investigation is necessary and assign members of the Workplace Violence Response Team accordingly to investigate the report. The Chairperson reports all issues and findings to the Vice Chancellor for Business Affairs and/or the Chancellor

### **Full policy may be found at:**

[http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section13/Violence\\_Workplace/](http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section13/Violence_Workplace/)

# ***Policy on Undue Favoritism***

## **POLICY ON UNDUE FAVORITISM**

Approved by UNCG Board of Trustees

Effective: February 9, 1995

### **Rationale**

Undue favoritism in the conferral of any University benefit, reward or privilege ( e.g. admission, grades, employment, promotion, salary increases, preferential job assignments etc.), is a conflict of interest with an employee's obligation to exercise fairness and professional judgment in the conduct of University business. Undue favoritism based on race, religion, sex or other legally prohibited factors may also violate state and federal anti-discrimination laws. Additionally, undue favoritism fosters lack of respect, distrust, and other morale problems which undermine professionalism and hinder fulfillment of the University's mission. This same rationale applies to students who occupy positions of authority in student government or other University recognized organizations.

### **Statement of Policy**

It is the University's policy that undue favoritism constitutes misconduct justifying disciplinary action up to and including dismissal or expulsion.

Intimate consensual relationships between supervisors and their subordinates and between faculty members and their students are discouraged since such relationships often lead to undue favoritism or the perception by others of undue favoritism.

Analogous with nepotism, such relationships are improper when they influence or could reasonably be expected to influence decisions or actions in University-related matters.

### **Applicability**

This policy applies to all applicants for employment and admission to University programs, and to all officers and employees of the University, students, and persons who serve the University as its agents and are under the control of the University.

### **Definitions**

- **Undue Favoritism - Generally**  
Undue favoritism is the conferral of any University related benefit, privilege or reward based on factors other than individual merit and qualifications.
- **Undue Favoritism Based on Legally Prohibited Criteria**  
Undue favoritism based on legally prohibited criteria is the unwarranted consideration of race, color, sex, religion, national origin, age, or disability in a decision or action which confers a University related benefit, privilege or reward.

### **Examples**

#### **Undue Favoritism - Generally**

In general, undue favoritism as defined in this policy occurs when a person who, by virtue of his or her position with the University, has authority to grant or deny University related benefits, but abandons professional judgment and confers those benefits on certain individuals because of some special relationship rather than on the

basis of University related merit or qualifications. For example, a unit manager who gives certain subordinate employees preferential job assignments, overtime opportunities and more flexible leave and work schedules because those employees also work for the manager in a non-university related business owned and operated by the manager would be in violation of this policy.

### **Undue Favoritism Based on Legally Prohibited Criteria**

As defined here, undue favoritism based on legally prohibited criteria violates this policy when one person with a degree of authority over others favors a person or group because of some factor related to race, color, sex, religion, national origin, age or disability. For example, a faculty member who consistently offers private tutelage to female students, but not to male students, is engaged in undue favoritism based on sex. Such facts present a classic case of sex discrimination in violation of federal and state laws.

The possibility also exists for undue favoritism to occur in the academic setting when a faculty member has an intimate relationship with a student he or she currently teaches or supervises. A similar possibility exists when a manager or unit head has a romantic liaison with an employee of that unit. Though the relationship between two consenting adults in these circumstances would normally be merely a private matter, the unequal status of the parties in the employment or academic setting provides opportunities for one in a position of authority to favor or advance the other's University-related interests. Undue favoritism, as defined here, can also arise when a student in the course of University employment or in an activity of a student organization considers legally prohibited criteria in authorizing a University related award or penalty affecting another student. Even where such influence is not exercised, the appearance of favoritism may lead those not so advantaged to doubt the integrity of the normal processes available for advancement.

### **Complaints**

Complaints regarding alleged violations of this policy may be pursued in the same manner as any other grievance, through either informal or formal processes. Complaints against students should be pursued under the Student Disciplinary Code. Complaints by students against faculty or staff should be made under the Grievance Procedures for Students. Employees wishing to pursue grievances concerning other staff or faculty should refer to the Grievances and Appeals Policy for SHRA Personnel, the Personnel Policies for Designated Employment Exempt from the State Personnel Act, or the Faculty Grievance Committee Procedures, depending upon the employment status of the complainant.

Policy location: [http://policy.uncg.edu/university-policies/undue\\_favoritism/](http://policy.uncg.edu/university-policies/undue_favoritism/)



# ***Improper Relationships between Students and Employees***

The UNC Policy Manual

300.4.1

Adopted 03/15/96

Amended 07/01/07

The University of North Carolina does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, University prohibition and punishment of amorous relationships is deemed necessary: (1) when the employee is responsible for evaluating or supervising the affected student; (2) when the student is a minor, as defined by North Carolina law. The following policies shall apply to all employees and students of the seventeen constituent institutions.

## **A Prohibited Conduct<sup>1</sup>**

- 1 It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law or marriage.
- 2 It is misconduct, subject to disciplinary action, for a University employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years.

## **B Definition of Terms**

- 1 "Amorous relationship." An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.
- 2 "Related by blood, law or marriage" means:
  - a Parent and child
  - b Brother and sister
  - c Grandparent and grandchild
  - d Aunt and/or uncle and niece and/or nephew
  - e First cousins
  - f Stepparent and stepchild
  - g Husband and wife
  - h Parents-in-law and children-in-law
  - i Brothers-in-law and sisters-in-law
  - j Guardian and ward
- 3 "Evaluate or supervise" means:
  - a To assess, determine or influence (1) one's academic performance, progress or potential or (2) one's entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or;

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<sup>1</sup> At the North Carolina School of Science and Mathematics, it is prohibited misconduct for any employee to engage in an amorous relationship or in sexual activity with any enrolled student, except his or her spouse.



- b To oversee, manage or direct one's academic or other institutionally prescribed activities.

**C Corrective Action**

Violations of the provisions of Section A shall be addressed in accordance with remedial measures prescribed by each constituent institution; if disciplinary action is brought against an affected employee, it shall be conducted in accordance with existing institutional policies and procedures prescribed for prosecuting misconduct charges against members of the class of employment of which the affected employee is a member.

<sup>1</sup>At the North Carolina School of Science and Mathematics, it is prohibited misconduct for any employee to engage in an amorous relationship or in sexual activity with any enrolled student, except his or her spouse.

**Policy location:** <http://provost.uncg.edu/publications/policyindex.asp#I>

## ***Sick Leave Policy***

STATE PERSONNEL MANUAL

Leave

Section 5, Page 46

Revised: January 1, 2011

Sick leave accumulates indefinitely. It is there for you as insurance when you need it. As a full-time employee, you earn eight hours per month (if you work part-time, your leave is prorated). With your supervisor's approval, you may use sick leave for:

- Illness or injury preventing you from doing your job
- The period of temporary disability connected with child bearing if you are the biological mother or to care for an immediate family member during temporary disability due to childbirth,
- Adoption of a child (up to 30 days for each parent)
- Medical appointments for you or your immediate family
- Illness of one of your immediate family members
- Death of an immediate family member
- Donation of time to a member of your immediate family who qualifies for Voluntary Shared Leave.

An immediate family member is defined as:

- Your spouse
- Your parent (biological, adoptive, stepparent, in-law or person who acted as a parent when you were a child)
- Your child (biological, adopted, step, foster, legal ward, in-law or one you are standing in for as their parent)
- Your siblings (biological, adoptive, step, half or in-laws)
- Your grandparents or grandchildren (including step and great-grand-relationships)
- Other dependents living in employee's household.

<b>When employee transfers from...</b>	<b>THEN, sick leave...</b>
State SHRA to SHRA	shall be transferred.
State SHRA to EHRA	may be transferred subject to the receiving agency's approval. If EHRA is non-leave earning, sick leave may be transferred and held for future use should employee transfer back to SHRA or it may be applicable toward retirement.
State EHRA to SHRA	may be transferred subject to the receiving agency's approval.
State agency to Public school Community College Technical Institute Local Mental Health Local Public Health Local Social Services Local Emergency Management	may be transferred subject to the receiving agency's approval.
A local agency listed above to a State agency	may be transferred subject to the receiving agency's approval.

When you cannot come to work because of illness or injury, keep in touch with your supervisor to report your progress. You may need to submit a doctor's certificate or other evidence to verify the reason for taking sick leave.

On December 31st of each year, any vacation leave you have over 240 hours is converted to sick leave. When you retire, your unused sick leave may be converted to retirement credits.

**The full policy may be found at:** <http://oshr.nc.gov/policies-forms/leave/sick-leave>

## ***Vacation Leave Policy [SHRA]***

STATE PERSONNEL MANUAL  
Leave  
Section 5, Page 100  
Revised: January 1, 2011

### **Policy**

Vacation leave is credited to employees subject to the State Personnel Act who are in pay status (working, on paid leave or on workers' compensation leave) for one-half or more of the regularly scheduled workdays and holidays in the pay period in accordance with the provisions outlined below.

### **Purpose**

The primary purpose of paid vacation is to allow employees to renew their physical and

mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

### **Covered Employees and Vacation Leave Credits**

Full-time permanent, probationary, trainee and time-limited employees are granted leave based on length of total State service as shown in Table I. (Part-time employees who work half-time or more are granted prorated leave.)

Temporary, intermittent and part-time (less than half-time) are not granted leave.

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#### **Uses of Vacation Leave**

Vacation leave may be used for:

- vacation,
- other periods of absence for personal reasons,
- absences due to adverse weather conditions,
- personal illness (in lieu of sick leave),
- illness in the immediate family, and
- time lost for late reporting; however, deductions should be made from the employee's pay where excessive tardiness or absenteeism occurs.
- donations to an employee who is an approved voluntary shared leave recipient

Note: Although approval of the use of vacation leave is discretionary, requests by an employee to use vacation leave for cultural and/or ethnic-related events should be granted if the employee has accrued vacation leave and the granting of the leave will not result in undue hardship on the agency or its employees.

Table I - Leave  
Credits

<b>Years of Total State Service</b>	<b>Hours Granted Each Year</b>	<b>Days Granted Each Year</b>
Less than 5 years	112	14
5 but less than 10 years	136	17
10 but less than 15 years	160	20
15 but less than 20 years	184	23
20 years or more	208	26

#### **Scheduling Leave**

Vacation leave shall be taken only upon authorization of the agency head (or designee).

Advisory Note for agencies using BEACON HR/Payroll System:

If an employee has holiday compensatory time, overtime compensatory time, gap hours compensatory time, on-call compensatory time or travel compensatory time, it shall be taken before vacation leave.

**Accumulation** Vacation leave may be accumulated without any applicable maximum until December 31 of each year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours.

On December 31 of each year any employee with more than 240 hours of accumulated 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 shall be prorated.

**Advancement** An employee may be advanced the amount of leave needed on an individual basis and which can be credited during the remainder of the calendar year.

**Advisory Note:** If more leave is taken than can be credited during the calendar year, the balance above the amount that can be advanced shall be deducted in the next paycheck.

Leave Transferable	<b>When an employee transfers from...</b>	<b>THEN, leave...</b>	<b>OR...</b>
	State SHRA to SPA	shall be transferred	
	State SHRA to EPA	may be transferred subject to the receiving agency's approval.	employee shall be paid in a lump sum, not to exceed 240 hours (prorated for part-time).
	State EHRA to SPA	may be transferred subject to the receiving agency's approval.	employee shall be paid in accordance with existing leave policies.
	From a State agency to a: <ul style="list-style-type: none"> <li>• Public school,</li> <li>• Community College</li> <li>• Technical Institute</li> <li>• Local Mental Health,</li> <li>• Local Public Health</li> <li>• Local Social Services,</li> <li>• Local Emergency Management</li> </ul>	may be transferred subject to the receiving agency's approval.	the employee shall be paid in a lump sum not to exceed 240 hrs. (prorated for part-time employees). If only a part of the leave is accepted, the combination cannot exceed 240 hrs.
	A local agency listed above to a State agency	may be transferred subject to the receiving agency's approval.	if any portion of leave is paid, the combination cannot exceed 240 hrs.

**The full policy may be found at:**

<http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section5/>

## ***Annual Leave (EHRA)***

- [EHRA Non-faculty - Vacation Leave \(Section VIII\) \(.pdf\)](#)
- [SAAO - Vacation Leave \(Section VIII\) \(.pdf\)](#)

## ***Family and Medical Leave Act Of 1993***

### **FAMILY AND MEDICAL LEAVE ACT OF 1993**

UNCG HR

Office of State Human Resources

Scope: SHRA/EHRA

Effective: August 5, 1993

Reviewed: April 22, 2009

### **FMLA Definition**

The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men. This Act provides reasonable unpaid (1) Family and medical leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee's own serious health condition; (2) Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave (also known as Covered Service member Leave).

### **Covered Employees and Eligibility**

An employee is eligible for FMLA who has been employed (part-time or full-time) with the University or another agency of State government for at least 12 months (need not be continuous) and who has worked at least 1040 hours during the preceding 12 months to the date when leave begins. For faculty and other employees whose employment is related to the academic year, the eligibility requirement may be satisfied by two semesters of work for at least one-half time. Eligibility will be determined by counting backward from the date when leave began.

### **FMLA Policy for EHRA and SHRA Employees**

The policy for FMLA covering both EHRA and SHRA employees at UNCG (excepting the changes to the determination of coverage listed above) can be found at the Office of State Human Resources Policy Manual, FMLA section.

# ***Adverse Weather Guidelines***

As the University must ensure the delivery of services to citizens and businesses even during times of adverse weather, these guidelines have been developed to assist departments and employees with accounting for time and for releasing non-mandatory employees from work when:

- Adverse weather conditions prohibit or adversely impact the ability of non-mandatory employees to report to work or to remain at work, or
- Adverse weather conditions necessitate the suspension of non-mandatory operations.

These guidelines apply to all leave earning SHRA and EHRA employees.

## **Definitions**

**Adverse weather conditions:** When the National Weather Service issues severe weather warnings for weather conditions that may adversely impact an employee's commute to and from work or may adversely impact the University's ability to continue to provide non-mandatory operations to clients, customers, patients, students or the general public.

**Mandatory employees:** Employees who are required to work during adverse weather conditions because their positions have been designated by School/Division as essential to University operations. The following departments are required to be available and have contingency plans in place for continuing operation during periods of adverse weather or emergency closure:

- Public Safety and Police
- Residence Life
- Dining Services
- Facilities

**Mandatory operations:** Services that have been determined essential by the School/Division and shall be continued during adverse weather conditions. These services typically fall into the areas of law enforcement/public safety, direct patient/student care, facility maintenance, food service, but could also include support and administrative operations and other jobs/services that are considered essential.

**Non-mandatory employees:** Employees who may be approved for a leave of absence during adverse weather conditions because their positions have been designated as non-essential to University operations.

## **Guidelines**

**Emergency Closing:** The Chancellor has delegated authority from the UNC System Office of the President regarding the emergency closing of UNCG. Employees designated as mandatory and informed in advance by management in writing or by verbal/telephonic order are required to report to work during adverse weather and emergency conditions and should exercise caution when traveling to and from campus. Time absent will be charged to leave, with or without pay.

When an emergency closing occurs, paid time off will be provided for employees required to evacuate a location or worksite as a result of emergency conditions.

**Adverse Weather:** Generally, most adverse weather events will fall under the Adverse Weather policy and the Chancellor may make the decision to suspend non-mandatory operations due to these conditions. The decision to suspend non-mandatory operations is based on consideration of adverse weather warnings and the safety and health of the public/clients served.

In an adverse weather situation in which, for example, non-mandatory operations are not suspended and classes may be cancelled or delayed by the decision of the Chancellor, the policy indicates that non-mandatory employees are expected to make a good faith effort to report to work or remain at work. The policy states that they should use their best judgment to remain as safe as possible, and if they anticipate problems commuting to work, should be permitted to use the leave options outlined in the policy.

In adverse weather situations when a leave-earning employee does not report to work, reports to work late or leaves work early, or when it has been determined that non-mandatory operations will be suspended, the following conditions apply:

- Leave-earning SHRA non-exempt employees must use accrued compensatory time, if available. If no accrued compensatory time is available, employees may use vacation or bonus leave, or take leave without pay. With supervisory approval, SHRA non-exempt employees can make up the time, but only if they have no compensatory time available. This time should be made up within the same pay period, but no later than a 90-day time period. The policy indicates that "management and employees shall cooperate in making reasonable efforts to arrange schedules and identify operational needs for overtime work in order to enable an employee to be given the opportunity to make up time not worked, rather than charging it to leave."
- Since SHRA exempt employees and EHRA non-faculty do not earn compensatory time, these leave-earning employees can use vacation or bonus leave or can make up the time with supervisory approval, preferably within the same pay period, but no later than a 90-day time period.
- Employees who are on prearranged vacation or sick leave will charge leave to appropriate account with no provision for make-up time.
- If severe weather conditions are anticipated, supervisors may allow employees to take work home with them should they not be able to come to their work site the following day(s) due to adverse weather conditions.

**Campus Notification:** When adverse weather conditions impact the University affecting daily class schedules and normal business operations, weather conditions will be monitored by UNCG Emergency Management, Police and Facility Operations and pertinent information will be relayed to the Chancellor. After consultation, the Chancellor will make the appropriate decision based on current weather, forecast and conditions at the University. These factors will be reviewed throughout the day, with particular consideration given to evening classes and events.



Should an adverse weather decision be made that is a modification or cancellation of the normal schedule, public announcements will be made through the following notification systems:

- The University's adverse weather line at 336-334-4400,
- The main University phone line at 336-334-5000
- UNCG's homepage ([www.uncg.edu](http://www.uncg.edu)).
- Local TV stations
- Facebook ([facebook.uncg.edu](https://facebook.uncg.edu))
- Twitter ([twitter.uncg.edu](https://twitter.uncg.edu))
- Mass e-mail notification to faculty/staff and students may also be utilized.

The primary sources of information on the University's condition levels, however, will be the University's home page, adverse weather line and main phone line. For additional questions contact Emergency Management at 256-8632.

## **Roles & Responsibilities**

**Department management:** determines which department activities are mandatory operations; determines which employees are mandatory (severe weather essential) to work during adverse weather conditions; notify employees if they are mandatory (severe weather essential) or not and what leave options are available/required during adverse weather conditions; communicate plans for suspension of non-mandatory operations.

**HR Representative or Timekeeper:** records and tracks appropriate application of leave for adverse weather conditions.

**Chancellor (or designee):** determines if University will operate on suspension of non-mandatory operations due to adverse weather conditions.

If you have any questions regarding the adverse weather and emergency closing policies, please contact the Department of Human Resources at 334-5009. Full policy may be found at: [http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section5/Adverse Weather/](http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section5/Adverse_Weather/).

## ***Calendar Year 2017 Holidays***

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>	<b><u>Day Observed</u></b>
New Year's Day	January 2, 2017	Monday
Martin L. King Jr's Birthday	January 16	Monday
Spring Holiday	April 14	Friday
Memorial Day	May 29	Monday
Independence Day	July 4	Tuesday
Labor Day	September 4	Monday
Thanksgiving Holiday	November 23, 24	Thursday, Friday
Winter Holiday	December 25, 26, 27, 28*	Monday, Tuesday, Wednesday, Thursday
** University Closed	December 29	Friday

### **Regarding the scheduled holidays for the year 2017:**

- Employees may use accrued vacation time, bonus leave, compensatory time or leave without pay to cover the one day the University is closed. Employees who have no accrued leave time may make up the time with supervisory approval.
- Employees may wish to use vacation time to attend religious services on days other than scheduled holidays. Department heads are strongly encouraged to accommodate such requests by arranging employees' work schedules so that they may use vacation time for religious observances. Only in cases of business necessity or emergency should leave requests for religious reasons be denied.
- Employees who are required to work on scheduled holidays shall be given, in addition to their regular salary, premium pay equal to one-half of their regular straight time rate for hours on these days, and shall be given equivalent time off on a date approved by the department head.
- Permanent part-time employees receive holidays on a prorated basis. Temporary employees are not eligible for paid holidays. Please direct any questions you may have regarding holiday leave to Kathy Watford in the Employee Services Department of HR, extension 45009.

\*G S126-4(5) Requires the University to note what day is observed in lieu of Veteran's Day, December 28th is that day.

\*\* Employees may use accrued vacation time, bonus leave, compensatory time or leave without pay to cover the one day the University is closed. Employees who have no accrued leave time may make up the time with supervisory approval. An employee must exhaust all accumulated vacation/bonus leave before going on leave without pay for the purpose of vacation.

## WORKER'S COMPENSATION QUICK REFERENCE GUIDE

1. An employee who is injured on the job or who contracts an occupational disease **must** seek medical attention from the following list of approved medical providers:

**Life Threatening Injury:** Call 334-4444, University Police/Emergency for emergency services. Request to go to Moses Cone Hospital any time during 24-hour period.

**Serious Injury:** Call 334-4444, University Police/Emergency for emergency services, or Supervisor / authorized individual should take employee to Moses Cone Hospital or Wesley Long Community Hospital Emergency Departments any time during 24-hour period.

**Non-Serious Injury, But Requiring Medical Attention:**

UNCG Student Health Services:	<u>Academic Year</u>	<u>Summer</u>
	8 a.m. – 8 p.m. M-F	8 a.m. – 5:30 p.m. M-F
	9 a.m. – 12 p.m. Sat	
	5 p.m. – 8 p.m. Sun	

In the event Student Health Services is closed and cannot provide care, employees should go to **Moses Cone Occupational Health** at 200 E. Northwood St. For directions please call 336-832-3600. Hours of operation are Mon – Fri 8 a.m. – 5 p.m.

If Moses Cone Occupational Health is closed, you may proceed to the Wesley Long Hospital or Moses Cone Hospital Emergency Departments. ***Employees may not choose their own doctor.***

2. **Report all injuries immediately to:**

**Employee's supervisor**, the Worker's Comp Administrator in **Human Resources** (334-5009) and the UNCG Department of **Environmental Health and Safety** (334-4357).

3. **Do Not Forget:**

- A. Employee **must** return to work following the doctor's visit unless the approved treating physician provides written authorization prohibiting return to work.
- B. Send copies of **all** doctor's notes and attending physician reports to the Worker's Comp Administrator in Human Resources. He/she will forward to the University Third Party Administrator (CorVel Corporation) for processing.
- C. Complete Forms 19, 301, and the Employee Statement Form as quickly as possible. Forms may be obtained from the following link: <http://web.uncg.edu/hrs/WorkersComp>, or from the Department of Environmental Health and Safety.
- D. The supervisor should follow-up with the employee. His/her care and return to work is a major concern to the University.
- E. Adhere to Return to Work procedures. Notify the Worker's Comp Administrator in Human Resources if there is a problem in assigning transitional work within the scope of the doctor's recommendations.
- F. Encourage safe work practices. Correct unsafe conditions immediately or contact the UNCG Department of Environmental Health and Safety.

***Failure to comply with the above procedures may bar employee from entitled worker's compensation benefits.***

## HEALTH AND SAFETY RESOURCES CONTACT LIST

TYPE OF RESOURCE	NUMBER	WEB ADDRESS
<b>EMERGENCY</b> <ul style="list-style-type: none"> <li>Police, Fire, EMS, chemical spill</li> <li>Student Health Services</li> <li>Policy Department (non-emergency)</li> </ul>	334-4444 334-5340 334-5963	<a href="http://shs.uncg.edu/">http://shs.uncg.edu/</a> <a href="http://police.uncg.edu/">http://police.uncg.edu/</a>
<b>CAMPUS-WIDE EMERGENCY</b> <ul style="list-style-type: none"> <li>Check email and university webpage</li> <li>In case of power outage</li> </ul>	SpartanAlert <a href="https://sites.google.com/a/uncg.edu/spartanalert/">https://sites.google.com/a/uncg.edu/spartanalert/</a> Tune radio frequency to AM 1640	
<b>SAFETY AND HEALTH INFORMATION</b> <ul style="list-style-type: none"> <li>Biological Safety</li> <li>Chemical Safety information</li> <li><i>Ergonomics consultations</i></li> <li>Fire &amp; Life Safety information</li> <li>Hazardous Waste information</li> <li>Machine and Electrical information</li> <li>Radiation Safety</li> </ul>	334-4357	<a href="http://safety.uncg.edu/">http://safety.uncg.edu/</a>
<b>ASBESTOS or LEAD</b> <ul style="list-style-type: none"> <li>Maintenance and Operations Coordinator, Facilities Operations</li> <li>Asbestos/Lead Building Surveys, Office of Environmental Health and Safety</li> </ul>	334-5336 334-4357	<a href="http://safety.uncg.edu/">http://safety.uncg.edu/</a>
<b>INDOOR AIR QUALITY</b> <ul style="list-style-type: none"> <li>Odors, Environmental Health &amp; Safety</li> <li>Temperature problems               <ul style="list-style-type: none"> <li>Facilities Operations, HVAC</li> <li>Housing &amp; Residence Life, FIXIT Line</li> <li>Auxiliary Services</li> </ul> </li> </ul>	334-4357 334-5684 334-3498 334-5056	<a href="http://safety.uncg.edu/">http://safety.uncg.edu/</a>
<b>HAZARDOUS WASTE DISPOSAL</b> <ul style="list-style-type: none"> <li>Waste pick-up, staff training, questions, Environmental Health &amp; Safety</li> <li>Waste pick-up request forms</li> </ul>	334-4357	<a href="http://uncg.edu/sft/EnvironmentalAffairs/Env-home.html">http://uncg.edu/sft/EnvironmentalAffairs/Env-home.html</a>
<b>ELECTRICAL</b> <ul style="list-style-type: none"> <li>Problems in:               <ul style="list-style-type: none"> <li>Academic buildings and offices</li> <li>Housing &amp; Residence Life buildings</li> </ul> </li> <li>Report electrical hazards</li> </ul>	334-5684 334-3498 334-4357	
<b>VAN DRIVER SAFETY TRAINING</b> <ul style="list-style-type: none"> <li>Class Dates</li> <li>Training Registration</li> <li>Motor Pool Van Reservations</li> </ul>	334-4357 256-0435	<a href="http://uncg.edu/sft/classroomtraining.html">http://uncg.edu/sft/classroomtraining.html</a>
<b>INJURY AND NEAR MISS REPORTING</b> <ul style="list-style-type: none"> <li>Office of Environmental Health and Safety</li> <li>Injury and Near Miss Report Forms</li> </ul>	334-4357	<a href="http://web.uncg.edu/hrs/WorkersComp/">http://web.uncg.edu/hrs/WorkersComp/</a> <a href="http://www.uncg.edu/sft/forms_permits.html">http://www.uncg.edu/sft/forms_permits.html</a>

## ***New Employee Orientation Agenda***

Start	End	Topic	Presenter
9:00 am	10:00 am	Chancellor's Cultural Welcome/Campus Slideshow UNC System Brief Overview Professional Development Human Resources/Polices	Sarah Dreier-Kasik
10:00 am	10:05 am	Break	
10:05 am	10:35 am	Overtime (SHRA) Leave Holidays Adverse Weather	Rhonda Rogers
10:35 am	10:55 am	Information Technology Services	Mark Tebault
10:55 am	11:10 am	Parking Operations & Campus Access Management	Steve Sparks
11:10 am	11:20 am	Facilities Operations	Amber Wall
11:20 am	11:30 am	Office of Sustainability	Shanna Eller
11:30 am	11:40 am	Emergency Management	Donna Estes
11:40 am	12:00 pm	Environmental Health and Safety	Kara Milton
12:00 pm	12:10 pm	Walk to Lunch	Sarah Dreier-Kasik
12:10 pm	1:10 pm	Lunch at Fountain View Dining Hall	Sarah Dreier-Kasik
1:10 pm	1:15 pm	Walk to Jackson Library	Sarah Dreier-Kasik
1:15 pm	1:45 pm	Tour of Jackson Library	Library Representative
1:45 pm	1:55 pm	Scenic Walk to Bryan 113	Stephen Hale
1:55 pm	4:30 pm	Benefits Retirement Employee Perks	Stephen Hale



UNCG  
Human Resources