



The Mission of HRS

The Department of Human Resource Services is dedicated to providing exemplary employee services through various programs including but not limited to : *recruitment, training and development, benefits programs, position management, equal opportunity, affirmative action, centralized records management, worker's compensation, and employee relations*

that will promote, enhance, challenge, and encourage all staff to work in an environment that stimulates creativity and dedication to service. Through a professional and motivated workforce, the University is able to meet its vision of being "...a leading student-centered University, linking the Piedmont Triad to the world through learning, discovery, and service."

HR Online

- HRS and OSP
 - <http://web.uncg.edu/hrs/>
 - <http://www.osp.state.nc.us/>

- Online Campus-wide Directory & Resources
 - <http://web.uncg.edu>
 - http://www.uncg.edu/faculty_staff/

Your first few days...

- Complete tax forms, direct deposit form, and I-9 Certification with HRS (Mandatory FIRST DAY)
- Talk to your supervisor about departmental procedures and expectations...
- University ID Number
- [Parking Services](#)
- [UNCG First-card](#)
- Benefits enrollment paperwork and online procedures

What does “SPA” mean?

- Subject to the [State Personnel Act of North Carolina \(G.S. 126\)](#)
- HRS determines whether or not an SPA employee is subject to (*non-exempt*) or exempt from the Fair Labor Standards Act based upon the responsibilities of the position. Those positions **subject to FLSA may earn comp or over time.**
- Participation in TSERS is mandatory if an SPA employee is eligible to participate in a retirement program.
- Career Banding System
- Performance Management Program
- Served by the Department of Human Resource Services under the authority of the Office of State Personnel

What does “EPA” mean?

- Exempt from the [State Personnel Act of North Carolina \(G.S. 126\)](#)
- Does not earn over or comp time. Exempt from the federal Fair Labor Standards Act (FLSA).
- May elect to participate in TSERS or an optional retirement program (ORP).
- Not part of career banding
- *Subject to* mandatory departmental performance review
- HR related services provided by the [Provost's Office](#) (4-5494) except in the administration of benefits

HRS Program Managers

- Angela Mahoney & Don Shore (4-5009)
- Employee Relations Representatives
- Advises supervisors on work performance and conduct issues
- Provides information to employees to promote a better understanding of management's goals & policies
- Administers the Grievance Policy
- Career Banding assistance
- Performance Management Program (PMP) assistance

UNCG Organization

- The University of North Carolina

- Academic Affairs

- Business Affairs

- Information Technology

- Services

- Student Affairs

- Chancellor

- Athletics

- University Advancement



Career Banding

- The classification and compensation system for SPA employees

Explanation of terms:

- Job Family
- Branch
- Band
- Competency
- Competency Level
 - C, J, A

Performance Management Program (PMP)

- The partnering of performance expectations with an employee's understanding of how his or her position supports the mission of both the respective department and University.
- 3 phases of PMP:
 - Planning
 - Managing
 - Appraising

Professional Development @ UNCG

- Training & Development
 - Supervisory Training
 - Staff development opportunities
 - OSP opportunities
 - ITS training
- Tuition Waivers & Educational Assistance
- Staff Senate

Additional “Staff Perks”

- Concert & Lecture series
- Spartans Athletics Pass
- Recreation Center
- WeSave
- UNCG Bookstore
- SEANC
- State Employees Credit Union
- And many more....!

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.

Secondary Employment

- 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**
- To ensure the employment does not
 - Create a conflict of interest with your state government job
 - Interfere with your ability to do your job with the state to make decisions or to be objective
 - Involve use of any state time, property, equipment, etc.
- Complete *Secondary Employment Form* and file with supervisor

Statement of Commitment to EEO

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, creed, religion, gender, national origin, age, political affiliation, sexual orientation or disabling condition in such manner as is consistent with achieving a staff of diverse and competent persons.

UNCG's Affirmative Action Plan

- Policy on Discriminatory Conduct
- Designation of Responsibility
- UNCG's AA Plan
 - Why do we have a Plan?
 - What's in the Plan?
 - How is the information collected?
 - AA Survey Sheet [voluntary]
 - Location of Plan?

ADA

- What is a disability?
- Who qualifies for ADA protection?
- What is considered a reasonable accommodation?
- How do I request a reasonable accommodation?
 - Formal v. informal process

Smoking Policy

- Smoking is prohibited in all University buildings.
- Additionally, smoking shall be **prohibited outdoors within 25 feet of any campus building** unless designation otherwise has been provided. Wherever possible, ash urns and other provisions made available to smokers should be located to positions outside the 25 foot perimeter of buildings. No facilities shall be approved or areas otherwise designated within 25 feet of any entrance, outdoor air intake, or operable window.

Sexual Harassment Policy

- Violations of the University's policy
 - Sexual harassment
 - Sexual discrimination
 - Sexual exploitation of professional relationships

- Two categories of sexual harassment
 - Quid Pro Quo
 - Environmental

Sexual Harassment continued...

- Section D, Anti-retaliation Assurance
- Section E, Improper Complaints
- Section F, Confidentiality
- Employees, Supervisors, **MUST TAKE ACTION**

Sexual Harassment continued...

- **Initiation of complaint**
 - Start w/ Supervisor, Dept. Head or AA Officer
 - Harassment from a student = Office of VC for Student Affairs
- **Official receiving a complaint**
 - Policy advisement...
 - Notify University Counsel & AA Officer
- **Options for Investigation & Resolution**
 - Informal or formal

Policy on Illegal Drugs

- A crime to possess, sell, deliver, or manufacture “controlled substances”
- Disciplinary Proceedings & Sanctions
- Employee Assistance Program (EAP)
 - benefit available to all benefits eligible employees

Violence in the Workplace

- Definitions
- Early warning signs
- Responsibility

Violence in the Workplace

continued...

- Employees are encouraged to seek help with stressful situations that could lead to a violent act
- Supervisors may work with or suggest EAP services
- Workplace Violence Management Team
 - HRS Representative – Alan Bridge (334- 5009)
- [UNCG Police Department \(4-4444\)](#)

Leave Policies

- FMLA
 - Sick Leave
 - Vacation Leave
 - Civil Leave
 - Holidays
 - Adverse Weather
 - Community Service
 - Voluntary Shared Leave
-
- SPA employees may contact Kathy Watford in HRS for assistance or questions related to Leave Policies
 - “Leave Management” on *HRS* Website includes these and other Leave Policies
 - EPA employees, refer to the Provost’s Office for assistance or questions related to Leave Policies.

FMLA

- Entitles eligible employees to unpaid leave in any 12-month period for:

1. Birth & first-year care
 2. Adoption or foster placement
 3. Care of a spouse, child, parent
 4. Serious medical condition
 5. Care for injured family member
returning from active military duty
- 12
Weeks
- 26 weeks

FMLA continued...

- Eligibility
 - Employed with a NC State Agency for 12 months & worked at least 1040 hours preceding need
- Employee Responsibility
 - Notify Melissa Barnes in HRS of request for FMLA leave
 - Provide documentation/certification

Sick Leave

- Full-time
 - Earn 8 hours per month worked
 - Cumulative indefinitely (no maximum)
- Advancement
 - With supervisor approval *and* not to exceed capable earnings
- Uses of sick leave
- Verification
- Sick leave balance upon separation

Vacation Leave

(SPA)

- SPA earn “Vacation Leave” hours per month, based on years of service (refer to chart)
 - Prorated for Part-time or .75-time employees
 - Maximum yearly carry-over is 240 hours
 - excess rolls into sick leave balance
- Advancement
 - With supervisor approval and not to exceed capable earnings
- Vacation balance paid upon separation

Vacation

(EPA)

- EPA may earn up to 24 “Annual Leave” days per year
 - Maximum yearly carry-over is 30 days
 - excess rolls into sick leave balance
- For further details see Supervisor or Office of the Provost [EPA Human Resources]

Civil Leave

- Jury Duty
 - Receive regular rate of pay
 - Keep service pay
 - No vacation leave needs to be charged
- Paid Court attendance as a witness
 - Must surrender any payment collected or
 - take vacation leave

Community Service Leave

- 24 to 36 hours paid time off (prorated) per calendar year
 - Community service projects
 - NC school tutoring program
 - Make prior arrangements with your supervisor
 - Please review policy prior to use
- Special guidelines are outlined for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.

Voluntary Shared Leave

- Donate (or receive) *vacation* hours to another State Employee in need
 - May also donate *sick* hours if employee is an immediate family member
 - Minimums and maximums involved
 - Please review policy prior to use

Paid Holidays 2009

| Holiday | Date Observed | Day Observed |
|------------------------------|---|-----------------------------------|
| New Year's Day | January 1 | Thursday |
| Martin L. King Jr's Birthday | January 19 | Monday |
| Spring Holiday | April 10 | Friday |
| Independence Day | July 3 | Friday |
| Labor Day | September 7 | Monday |
| Thanksgiving Holiday | November 26, 27 | Thursday, Friday |
| Winter Holiday | <u>December 24, 25, 28*, 29</u> | Thursday, Friday, Monday, Tuesday |
| **University Closed | December 30, 31 | Wednesday, Thursday |

* GS126-4(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 two days the University is closed. Employees who have no accrued leave time may make up the time with supervisory approval.

Adverse Weather

- Campus closed or delayed opening
 - Administrative Leave - no personal leave balance needs to be charged
- Campus open
 - Vacation Leave charged if unable to get to work
- “Essential department employees” provided time off on a later date
- Adverse weather hotline = 334-4400

Other info!

- [UNCGenie and paycheck stubs](#)
- [Overtime and comp-time policy](#)
 - ✓ SPA only – sign form acknowledging understanding of policy
- [Timesheets](#)
 - ✓ SPA - Work additionally with your supervisor on your timesheet

Homework!?

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Signature of Receipt

- NEO Reference Guide
 - See page 39