



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

New Employee Orientation

Reference Guide

Presented by:



Table of Contents

❖ The Mission of the University	3
❖ Useful Contacts and Information	4
❖ Other Helpful Faculty and Staff Links.....	5
❖ To Do Within 1 st Month of Employment.....	6
❖ EPA versus SPA Employees	7
❖ HRS Program Managers	8
❖ Dual Employment	8
❖ Secondary Employment	8
❖ Policy on Discriminatory Conduct	9
❖ Statement of Commitment to Equal Employment Opportunity ..	10
❖ Designation of Responsibility	10
❖ Policy on Disability Accommodations in Employment [ADA]	13
❖ Sexual Harassment Policy and Procedures.....	16
❖ Acquired Immune Deficiency Syndrome in the Workplace	23
❖ Policy on Illegal Drugs.....	24
❖ Violence in the Workplace Policy Statement.....	29
❖ Family Medical Leave Act of 1993	33
❖ Sick Leave Policy	34
❖ Civil Leave Policy	35
❖ Vacation Leave Policy [SPA].....	36
❖ Adverse Weather Leave Policy	37
❖ Calendar Year Holidays 2009	39
❖ Signature of Receipt.....	41

❖ ***The Mission of the University***

Approved by Chancellor Brady, May 9, 2009

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;
- Research university where collaborative scholarship and creative activity enhance quality of life across the lifespan;
- Source of innovation and leadership meeting social, economic, and environmental challenges in the Piedmont Triad, North Carolina, and beyond; and
- Global university integrating intercultural and international experiences and perspectives into learning, discovery, and service.

❖ **Useful Contacts and Information**

Department	Name	Phone	Web Site
HRS			http://web.uncg.edu/hrs
<i>Benefits</i>	Emily Foust	334.5009	http://web.uncg.edu/hrs/Benefits/
<i>FMLA</i>	Melissa Barnes	334.5009	http://web.uncg.edu/hrs/Leave/
<i>Leave Policies [SPA only]</i>	Kathy Watford	334.5009	http://web.uncg.edu/hrs/Leave/
<i>Training & Development</i>	Jason Morris	334.4408	http://web.uncg.edu/hrs/Training/
<i>Affirmative Action</i>	Benita Peace	334.5009	http://web.uncg.edu/hrs/AffAction/
Office of State Personnel [OSP]	See <i>Employee Handbook</i> in right sidebar		http://www.osp.state.nc.us/ExternalHome/
EPA – Human Resources		334-5494	http://provost.uncg.edu/Academic/EPA_Personnel/
ITS – Support	6-TECH	256.8324 [6.TECH]	http://its.uncg.edu/
Office of Waste Reduction & Recycling	Rachel Grant	256.0442	http://www.uncg.edu/rcy/
Office of Safety	Donna Spoon	334.3948	http://www.uncg.edu/sft/
Office of Emergency Management	Jason Marshburn	334.5309	http://www.uncg-campus.info/go/site/1365/
Adverse Weather Hotline		334.4400	http://web.uncg.edu/hrs/
Police			
<i>Emergency</i>		334.4444	
<i>Non-Emergency</i>		334.5963	http://police.uncg.edu/

❖ **Other Helpful Faculty and Staff Links**

http://www.uncg.edu/faculty_staff/

Faculty & Staff

For Staff

Online Resources

[SPA Employment Opportunities](#)
[Staff Appreciation Day](#)
[Staff Senate](#)
[Supervisor Training](#)
[Usage of Social Security Numbers](#)

For Faculty

Online Resources

[Faculty & Administrative Vacancies](#)
[Information for New Faculty](#)
[Faculty Handbook](#)
[EPA Personnel Office](#)
[Faculty Senate](#)
[Usage of Social Security Numbers](#)

Instructional Support Resources

[Instructional Technology](#)
[Instructional Technology Consultants](#)
[Multimedia Equipped Classrooms](#)
[Guidelines for Reserving Computer Labs](#)
[Basic Technology Competencies](#)
[Optical Scanning](#)

Instructional Support Offices

[Jackson Library](#)
[Teaching & Learning Center \(TLC\)](#)
[Information Technology Services](#)
[The University Speaking Center](#)
[Office of Assessment](#)

Academic Support Resources

[Academic Integrity Policy](#)
[Academic Policies & Publications](#)
[Borrowing Library Material](#)
[Registrar's Resources](#)
[Undergraduate & Graduate Catalogs](#)

Administrative Support Offices

[University Registrar's Office](#)
[Student Academic Services](#)

For All Employees

Campus Services & Support

[Campus Mail](#)
[Cashier's Office](#)
[Catering Services](#)
[Client Services](#)
[Computer Account Request](#)
[Computing Help Desk](#)
[Contracts & Grants](#)
[Dining Services](#)
[Employee Benefits](#)
[Financial Planning & Budgets](#)
[Financial Services](#)
[Fixed Assets](#)
[Graphics & Printing](#)
[Human Resource Services](#)
[FirstCard Center \(ID Center\)](#)
[Motor Pool](#)
[New Employee Orientation](#)
[Parking Operations & Campus Access Management](#)
[Payroll](#)
[Physical Plant](#)
[Purchasing](#)
[Waste Reduction & Recycling](#)
[Safety Office](#)
[Sign Shop](#)
[Spartan Mail Center](#)
[Surplus Warehouse](#)
[Telephone Services](#)
[Policies & Procedures - Travel](#)
[University Counsel](#)
[University Police](#)
[Vending Services](#)

Information Resources

[University Organizational Charts](#)
[Policy Manuals - Human Resource Services](#)
[UNCG Fact Book](#)
[UNCG News Service](#)
[Campus Weekly \(Faculty & Staff Newsletter\)](#)
[Usage of Social Security Numbers](#)

Personal Enrichment

[Adult Non-Credit Courses](#)
[Division of Continual Learning \(DC](#)

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

Security Awareness Training

- Complete the training; see instructions in folder

Office of Safety

- Review *Start Your New Job Safely*, which is in the New Employee folder.
 - Go to: <http://www.uncg.edu/sft/>
 - Click 'Safety Training' in the left side bar
 - Take the Safety Training
 - Provide completed checklist to your supervisor

Police Department

- <http://police.uncg.edu/>

UNCGenie

- See handout in folder

Office of Emergency Management



- <http://www.uncg-campus.info/go/site/1365/>

Health Benefits

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

Retirement Benefits

- SPA: no action required; automatically enrolled
- EPA: sign-up within **60 CALENDAR days** of Hire Date
 - <http://web.uncg.edu/hrs/Benefits/>

New Employee Orientation Materials

- <http://web.uncg.edu/hrs/Training/NEO/>

Human Resource Services

- SPA : all HR functions
- EPA: Benefits & FMLA

EPA Human Resources

- EPA: all HR functions, except Benefits & FMLA

❖ EPA versus SPA 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 Personnel Act (SPA) or exempt from the State Personnel Act (EPA). The North Carolina General Statutes (G.S. 126 and G.S. 116) reflect that all employees of the State are to be SPA, except those employees who fall into certain specific categories. The following categories of employees are some of those that are to be EPA: instructional and research staff, physicians, dentists, senior academic and administrative officers, and persons holding permanent tenure.

EPA	SPA
Exempt from the State Personnel Act of North Carolina (G.S. 126)	Subject to the State Personnel Act of North Carolina (G.S. 126)
EPA positions do not earn <i>over</i> or <i>comp</i> time. They are exempt from the federal Fair Labor Standards Act.	HRS determines whether or not an SPA 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.
Certain EPA employees may elect to participate in TSERS or may choose an optional retirement program.	Participation in Teachers' and State Employees' Retirement System (TSERS) is mandatory if an SPA employee is eligible to participate in a retirement program.
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 Resource Services under the authority of the Office of State Personnel

<http://provost.uncg.edu/publications/personnel/define.asp>

❖ **HRS Program Managers**

- SPA employees only
- 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)

<http://web.uncg.edu/hrs/PerformanceMgt/>

❖ **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.

<http://www.osp.state.nc.us/manuals/manual99/dualempl.pdf>

http://fsv.uncg.edu/policiesandprocedures_budgets/policiesandprocedures_budgetspolicy4.html

❖ **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
- Must have approval from the agency head before engaging in any secondary employment
- Secondary employment may not:
 - Create an adverse affect on Primary employment
 - Create a conflict of interest
- Employee must:
 - Complete a [Secondary Employment Form](#) [<http://web.uncg.edu/hrs/Forms/>] for all employment that is not covered by Dual Employment and update yearly]
 - File within own department

<http://www.osp.state.nc.us/manuals/manual99/secempl.pdf>

❖ ***Policy on Discriminatory Conduct***

The University of North Carolina at Greensboro is committed to the principle that educational and employment decisions should be based on an individual's abilities and qualifications and should not be based on personal characteristics or beliefs that have no relevance to academic ability or to job performance. Accordingly, UNCG supports policies, curricula and co-curricular activities that encourage understanding of and appreciation for all members of its community. UNCG will not tolerate any harassment of, discrimination against, or disrespect for persons. UNCG is committed to equal opportunity in education and employment for all persons regardless of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation or sexual orientation.

This policy applies internally as well as to the University's relationships with outside organizations, except to the extent that those organizations, including the federal and State government, the military, ROTC, or private employers do not yet recognize sexual orientation as protected.

The University's educational and employment practices are consistent with Section 103 of The Code of The University of North Carolina. In addition, the University complies with North Carolina General Statutes 126-16 and 126-17, Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1988, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and other federal and state laws relating to discrimination in educational programs and employment. In accord with Executive Order 11246, the University has in place an Affirmative Action Plan which states the University's commitment to the concept and practice of equal employment opportunity for all persons regardless of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation or sexual orientation.

Any employee who believes he or she has been treated unfairly based on any of the above characteristics should contact his or her immediate supervisor, or the next level supervisor if the immediate supervisor is the subject of the allegation. Students should contact the Office of Student Affairs.

Retaliatory action of any kind will not be tolerated against any person for making a good faith report of discrimination or on the basis of that person's participation in any allegation, investigation or proceeding related to the report of discriminatory conduct. Every UNCG employee and student is charged with the responsibility to be aware of and abide by this policy. Failure to abide by this policy may subject the violator to disciplinary action up to and including dismissal.

Further information available at:
<http://web.uncg.edu/hrs/policymanuals/staffmanual/Section1/AAPlan/>

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

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, minorities, disabled persons, and veterans 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, 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.

Overall responsibility for the development and implementation of the University's Affirmative Action Plan resides with the Chancellor. The Affirmative Action Committee and the Affirmative Action Officer have been given the responsibility to monitor the effectiveness of the University's Affirmative 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.

R. Alan Bridge
Affirmative Action Officer

Linda P. Brady
Chancellor

Further information available at:
<http://web.uncg.edu/hrs/policymanuals/staffmanual/Section1/AAPlan/>

❖ ***Designation of Responsibility***

The University of North Carolina at Greensboro has been, and continues to be, committed to effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas and at all levels of employment.

Overall responsibility for the development and implementation of the University's Affirmative Action Program resides with the Chancellor. The

Chancellor approves all statements of policy that affect the affirmative action effort and makes all functional appointments of persons who have formal responsibilities in the Affirmative Action Program.

Advising the Chancellor in affirmative action policy and planning is the Affirmative Action Committee. Its members are the Provost, the Vice Chancellor for Business Affairs, the Associate Vice Chancellor for Human Resource Services, Chair of the Faculty Senate, Chair of Staff Council, and University Counsel. The Affirmative Action Committee receives annual reports from the Affirmative Action Officer. On this basis it assists the Chancellor in evaluating the Affirmative Action Program and makes recommendations to the Chancellor concerning the Affirmative Action Plan and its implementation.

The senior administrative officer holding the title Associate Vice Chancellor for Human Resource Services serves, ex-officio, as the University's Affirmative Action Officer. The Affirmative Action Officer is responsible for the following activities:

1. Monitoring of employment procedures for conformity with the University's formal obligations for affirmative action;
2. Collecting statistical data, preparing annual reports to the Affirmative Action Committee, and preparing the Affirmative Action Plan;
3. Facilitating search efforts; and
4. Assisting the University Counsel in coordinating internal responses to employee complaints of discrimination.

The Affirmative Action Officer has responsibility for the Affirmative Action Program for positions that are subject to the State Personnel Act (henceforth designated as SPA positions) and for positions that are exempt from the State Personnel Act (henceforth designated as EPA positions). For EPA positions these responsibilities are further delegated to a senior administrator in the division of Academic Affairs who is designated by the Provost. The designated senior administrator in Academic Affairs carries out the four functions listed above as they relate to EPA personnel. The designated administrator periodically reviews with the Affirmative Action Officer policy and planning guidelines approved by the Affirmative Action Committee and receives and shares performance data later to be incorporated into the Affirmative Action Officer's annual reports to the Affirmative Action Committee.

The Chancellor has appointed a group of persons designated as the Affirmative Action Network. Each of the six academic Schools, the College, and the Library has a representative, as does the office of the Vice Chancellor for Student Affairs, the Vice Chancellor for Business Affairs, the Vice Chancellor for University Advancement, and the Vice Chancellor for Information Technology and Planning. The Affirmative Action Network Representatives serve as advisors, resource persons, and facilitators of the Affirmative Action Program. Though they report to the Dean or Vice

Chancellor of their respective units, their work is coordinated by the Affirmative Action Officer.

For those representatives appointed from the Schools and the College, that coordination is delegated by the Affirmative Action Officer to the designated senior administrator for Academic Affairs. Suggestions for appointments and reappointments of Network Representatives are solicited by the Affirmative Action Officer and forwarded to the Chancellor for appointment. The Affirmative Action Network Representatives are brought together twice a year by the designated senior administrator in Academic Affairs and the Affirmative Action Officer. Appendix I contains a complete listing of the duties and responsibilities of the Affirmative Action Network Representatives.

Through mandatory training, meetings with affirmative action representatives, and meetings with staff in Human Resource Services, managers and supervisors are also responsible for becoming aware of the University's affirmative action objectives to assure that people who work for them or with them or who apply for employment are not judged, discriminated against, or isolated in any way. These specific responsibilities include:

1. assisting in the identification of problem areas and establishing program objectives;
2. making every effort to achieve program objectives and maintaining a diverse workforce for the department, division, work unit or section;
3. providing career counseling for employees and ensuring that all employees are given the full opportunity to attend workshops and seminars and/or to take credit courses under the provisions of the University's educational assistance program;
4. assist the Affirmative Action Officer in periodic evaluations to determine the effectiveness of the Affirmative Action Program;
5. sensitizing employees to all affirmative action policies;
6. preventing and correcting sexual harassment of employees; and
7. providing a work environment and management practices which support equal opportunity in all terms and conditions of employment.

The mechanisms described above for administering the University's Affirmative Action Program are supplemental to the responsibility for equal employment activities placed with each department chair and director, each dean, and each vice chancellor. These persons are charged specifically to attend to all aspects of affirmative action in making personnel-related decisions.

Further information available at
<http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section1/AAPlan/>

❖ ***Policy on Disability Accommodations in Employment [ADA]***

The University Of North Carolina At Greensboro

(Approved by the Chancellor, May 14, 2007)

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 Resource Services ("HRS") or online at the Human Resources Services Forms web page, and an "Employee Disability Verification" form, also available at HRS or online. The completed forms along with any necessary medical documentation must be returned to HRS. 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 HRS will consult with the covered person, HRS is not required to negotiate with the covered person. HRS 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 HRS. HRS 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:

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

VI) Responsibility for Providing the Reasonable Accommodation

Once HRS 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

- A) 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).
- B) The procedure for handling accommodation requests for applicants is as follows:
 - i) An applicant requesting assistance with the employment application process completes a Request for Accommodation in the Application Process form, available from HRS.

- ii) The Director of HRS and the ADA/504 Compliance Officer may consult with the applicant and will arrange for the accommodation to be provided if appropriate.
- iii) 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, SPA employees may file a formal grievance following the University's grievance procedures for Staff Employees. EPA 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 SPA employees or applicants, may appeal directly to the State Personnel Commission.

X) Effective Date

This policy is effective June 1, 2007.

UNCG Policy: <http://web.uncg.edu/hrs/ADA/>

Further information on the ADA available at: <http://www.ada.gov>

❖ ***Sexual Harassment Policy and Procedures***

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:

1. **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.
2. **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 Staff 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.

1. Informal Resolution Options

- 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.
- 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.
- 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.

2. 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:
 1. 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.
 2. 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.

3. Prepare a written report of the complaint which includes:
 - an identification of the complainant and the accused
 - the complainant's written statement of the complaint
 - the accused's response to the complaint
 - the findings and a summary of the facts that constitute the basis for those findings
 - a discussion of any problems encountered in the investigations, such as lack of witnesses or refusal of the accused to respond
 - 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 Personnel Act (SPA 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. SPA employees and applicants for SPA 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 Personnel Act (EPA 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.
2. 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).

Further information available at:

<http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section1/>

❖ ***Acquired Immune Deficiency Syndrome in the Workplace***

The University does not discriminate against any applicant or employee who has or is suspected of having AIDS or HIV infection. As long as an employee is able to perform satisfactorily the duties of the job [G.S. 168A-3(9), 130A-

148C(i)] and there is no medical evidence indicating that employee's condition is a health threat to employee, co-workers or the public, an employee will not be denied continued employment nor will an applicant be denied employment solely because of a medical condition.

Testing and Examination

Medical tests and examinations to determine the presence of HIV or HIV-associated conditions are prohibited except as authorized by State and Federal law or required by the rules of the Commission for Health Services. An employee who suspects that he/she has had a non-sexual blood or body fluid exposure to the HIV virus while on the job may voluntarily elect to be tested for the HIV infection, provided that the suspected exposure poses a significant risk of transmission of HIV as defined in Rules of the Commission for Health Services. The cost of tests for the exposed employee will be borne by the University, if requested by the employee. Some employees may prefer to pay for their own test through a personal or family physician, or use the free testing of a Public Health Department.

Confidentiality

The University will maintain strict confidentiality for any employee with HIV or HIV-associated conditions.

Complaints and Discipline

The University acknowledges that employees with HIV infection as well as their co-workers may have concerns for their own health and safety. Supervisors shall pursue all appropriate actions to respond to the concerns of their employees. The employer has a responsibility to maintain a harmonious and productive work environment that is free from disruptive or inconsiderate behavior. Refusal of any employee to perform work at assigned times and locations may be considered insubordination. If insubordinate or disruptive actions occur, supervisors should follow the normal disciplinary procedures.

As a State agency, the University is required to undertake an education and training program on AIDS. This program has two components: a basic education and training component for all employees and an advanced education and training component for employees who perform tasks that have a greater potential for exposure to the HIV virus. This training is carried out by the Safety Office. The University documents employee attendance under either training component. New employees must receive basic training within six months of employment. Advanced training is required for those who are affected at the time of the initial assignment and at least annually thereafter.

Further information available at:

<http://web.uncg.edu/hrs/PolicyManuals/StaffManual/section8/>

❖ **Policy on Illegal Drugs**

The University of North Carolina at Greensboro seeks to maintain an environment that supports the pursuit and dissemination of knowledge. All

members of the academic community--students, faculty, and staff members--share responsibility for protecting the academic environment by exemplifying high standards of professional and personal conduct. Use of illegal drugs by any member of the community interferes with the activities through which the goals of the University can be realized. Therefore, such practices will not be tolerated. The University will take all actions necessary, consistent with law and University policy, to eliminate the use of illegal drugs from the University community.

This policy has been developed in accord with "The University of North Carolina Policy on Illegal Drugs," adopted by the Board of Governors January 15, 1988. 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.

I. Applicability

- A. This policy is applicable to the students, faculty, senior administrative officers, non-faculty EPA employees, and SPA employees.

II. Notice

- A. 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.
- B. 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 EPA employees, and SPA employees.

III. Educational and Rehabilitation Programs

- A. 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

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

IV. Disciplinary Proceedings and Sanctions

A. Preliminary Determinations

The University will initiate a disciplinary proceeding against a student, faculty member, senior administrative officer, EPA non-faculty employee, or SPA employee whenever *both* of these requirements are met:

- i. there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances
- ii. the alleged conduct is deemed to harm the interests of the University
- iii. Requirement (1), above, can be satisfied by *either* of the following:
 - a. a conviction or a guilty plea resulting from criminal prosecution
 - b. independent evidence obtained by University officials including police officers

It should be noted that 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.

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:

- iv. Students
Judicial Policies Related to Student Conduct for The University of North Carolina at Greensboro, approved by the Chancellor
- v. Faculty Members
The University of North Carolina at Greensboro's Regulations on Academic Freedom, Tenure, and Due Process, Section 7. Discharge or Imposition of Serious Sanction, adopted by the Board of Trustees
- vi. Senior Administrative Officers
Policies Concerning Senior Administrative Officers of The University of North Carolina, adopted by the Board of Governors
- vii. Non-Faculty EPA Employees
Personnel Policies for Designated Employment Exempt from the State Personnel Act, adopted by the Board of Trustees

viii. SPA Employees

Relevant regulations of the Office of State Personnel

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

B. Penalties for students, faculty, senior administrative officers, and non-faculty EPA employees. For these persons, the penalties to be imposed may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. The following minimum penalties shall be imposed for the particular offenses described:

i. Trafficking in Illegal Drugs

- a. 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, or Schedule II, N. C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, senior administrative officer, or non-faculty EPA employee shall be discharged.
- b. For a first 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, (including, but not limited to, marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.

For a second offense, any student shall be expelled and any faculty member, senior administrative officer, or non-faculty EPA employee shall be discharged.

ii. Illegal Possession of Drugs

- a. For a first 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, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.
- b. For a first 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 minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation 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.

- c. 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 EPA non-faculty employees.
 - iii. Suspension Pending Final Disposition When a student, faculty member, senior administrative officer, or non-faculty EPA 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.
- C. Penalties for SPA employees

Discipline for SPA 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.

V. Oversight and Reporting

- A. A campus coordinator will be responsible for overseeing all actions and programs relating to this policy.
- B. 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:
 - i. a listing of the major education activities conducted during the year;
 - ii. a report on any illegal drug-related incidents, including any sanctions imposed;
 - iii. an assessment by the Chancellor of the effectiveness of the campus program and;
 - iv. any proposed changes in the policy on illegal drugs.

Further information available at:

- http://its.uncg.edu/Policy_Manual/Illegal_Drugs/ or

- SPA: Contact Don Shore in HRS/Employee Relations at 336-334-5009 or
- Deer Oaks EAP Service can also assist.
<http://web.uncg.edu/hrs/Benefits/EAP/>

❖ *Violence in the Workplace Policy Statement*

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 EPA, SPA 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 SPA employee who engages in workplace violence as hereinafter defined is subject to the State of North Carolina Disciplinary Action, Suspension, and Dismissal Policy. EPA 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 ones 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, gun shot 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 Personnel 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

Further information available at:

- <http://web.uncg.edu/hrs/PolicyManuals/StaffManual/Section13/> or
- SPA: Contact Don Shore in HRS/Employee Relations at 336-334-5009 or
- Visit the UNCG Police Department's website at: <http://police.uncg.edu/>

❖ Family Medical Leave Act of 1993

In 1993, Congress passed the Family and Medical Leave Act (FMLA) to help employees balance the demands of their workplace and the needs of their families.

If you have worked with the state at least 12 months and were in pay status for at least 1040 hours (halftime) during the last 12 months, you are eligible for up to 12 workweeks of FMLA.

Guidelines are very specific for leave options under FMLA. It may be used for the following absences:

- A serious health condition which makes you unable to work
- The birth of a child for either parent (If not eligible for FMLA, see Parental Leave below)
- To adopt a child or become a foster parent (If not eligible for FMLA, see Parental Leave)
- To care for a parent, spouse or child who has a serious health condition

FMLA runs concurrent with leave being exhausted. If you are exhausting sick and/or vacation leave, your pay status will be the same as if you were working.

For those who meet the eligibility requirements and guidelines, a description of FMLA benefits follows:

- During the 12 week period approved for FMLA:
 - If you are in pay status, your regular benefits will continue
 - If you are not in pay status, the state will continue to pay your health insurance premium as usual. You will be responsible for

paying the dependent coverage amount each month to your payroll office

- At the end of the 12 weeks of approved FMLA you will return to your same position or one with the same pay, benefits and other conditions

If possible, request the use of FMLA in advance so your supervisor can make arrangements to cover your work assignments during your absence. For more information on the specifics of FMLA speak with your supervisor.

Military Caregiver Leave (Covered Service Member Leave) – An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period (commencing on the on the date the employee first takes leave) to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or on the temporary disability retired list.

Full Policy may be found at:

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

❖ **Sick Leave Policy**

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 your home

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.

See Full Policy at:

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

❖ **Civil Leave Policy**

Permanent, probationary and trainee employees are entitled to leave with pay when serving on a jury or when subpoenaed as a witness. It is the responsibility of the employee to inform the supervisor when the duty is scheduled and its expected duration.

Jury Duty:

An employee who serves on a jury is entitled to leave with pay and regular compensation plus fees received for jury duty. The employee must report back to work as soon as jury duty is completed or on the day following completion of the duty, whichever occurs first. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off.

Court Attendance

1. When an employee attends court in connection with official duties no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the University. (If court is on a day that would normally be an off-day, the time is to be considered as working time and included in the total hours worked per week.)
2. When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay shall be granted. Any fees received shall be turned in to the University. The employee may use vacation leave rather than take civil leave with pay in which case any fees received may be retained. (This is not considered as work time.)

Application of Jury Duty Leave for Shift Employees

When a second shift employee serves on a jury, he/she will not be **required** to work on the day that jury duty occurs. When a third shift employee serves on a jury, he/she will not be **required** to work the third shift that begins on the day prior to the day that jury duty occurs. This applies to all employees, regardless of the length of the shift.

Note: An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, vacation leave must be used, or leave without pay, for the purpose of attending court.

SPA employees, see Full Policy at:

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

EPA employees, go to: http://provost.uncg.edu/Academic/EPA_Personnel/.

❖ **Vacation Leave Policy [SPA]**

Vacation leave is intended for a meaningful break in your work – a time for you to renew yourself physically and mentally so you remain productive at your job. While you are encouraged to use your vacation leave, the time must be pre-approved by your supervisor. Your workload is an important consideration in granting vacation leave so request time off as far in advance as possible. If you wait until the last minute, you may not be able to take the leave.

Employees with full-time permanent, time-limited, probationary or trainee appointments are granted at least 94 hours (11 3/4 days) of vacation leave each year. Your total state service determines your monthly vacation leave credits. The following chart explains how much leave employees earn:

<u>Years of Total Service</u>	<u>Earned Monthly</u>
Less than 2 years	7 hours 50 min.
2 but less than 5 years	9 hours 10 min.
5 but less than 10 years	11 hours 10 min.
10 but less than 15 years	13 hours 10 min.
15 but less than 20 years	15 hours 10 min.
20 years or more	17 hours 10 min.

Employees with part-time appointments that are 20 hours a week or more are granted prorated leave.

You have the flexibility to use your vacation time for many reasons, including personal reasons, medical reasons or absences due to adverse weather. You may also choose to use vacation leave instead of sick leave for personal illness, the illness of an immediate family member or donate it to other state employees approved for voluntary shared leave.

You can carry over your leave from year to year up to 240 hours. On December 31st of each year, any of your vacation leave over 240 hours is converted to sick leave so you will not lose it. If you leave state employment, you are paid for accumulated vacation leave up to 240 hours.

SPA employees, see Full Policy at:

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

EPA employees, go to: http://provost.uncg.edu/Academic/EPA_Personnel/.

❖ **Adverse Weather Leave Policy**

ADVERSE WEATHER AND EMERGENCY CLOSINGS

Scope: SPA/EPA

Effective: October 1, 2001

Revised: January 14, 2009

When we have weather (such as ice and/or snow, or other conditions) that make it difficult to be in transit to or remain at work, employees may request to use accumulated leave time or time off without pay to remain at home or leave work early. These requests are subject to supervisor approval. Employees who are covered by the State Personnel Act (SPA) may choose to charge leave, make up time, take leave without pay or a combination thereof. If the option of making up time is chosen, caution should be taken to avoid and overtime situation. Since there are few times in a year when an SPA nonexempt employee may work extra hours and not be in an overtime situation, supervisors are encouraged to consult the UNCG Policy Manual (Section VII.A) or the Department of Human Resource Services for guidance on this issue. Any make-up time granted to employees must be performed within 12 months or the employee will be charged leave or leave without pay.

Even in times of adverse weather or emergency closings certain campus operations must be available for service to our students, staff and general public. The following departments (Public Safety and Police, Residence Life, Dining Services, and Physical Plant) are required to be available and have contingency plans in place for continuing operation during periods of adverse weather or emergency closure.

The Chancellor (or designee) is the only person with the authority to close the campus or any part thereof due to adverse weather or other emergency conditions. When university offices are still open, even if classes are postponed or canceled, university staff continue to have an obligation to report to work or arrange with their supervisor to be granted vacation or leave without pay.

When a University employee's work site is not in Guilford County, the decision to go to work or stay home during potentially adverse weather will be made in conjunction with local county government. If county employees have been advised to stay home, the UNCG employee may stay home and account for time according to the adverse weather policy. If county employees are required to go to work, the UNCG employee will either go to work or may use personal time off (vacation, bonus leave if available, compensatory time or time off without pay) to account for the time he/she stays home during regularly scheduled work hours.

When the Chancellor decides to close the campus due to emergency conditions, the local media will be requested to broadcast the campus closure as a public service message. In addition, the University's adverse weather number (334-4400) or website (<https://www.piersystem.com/go/page/1365/25340/>) may be accessed for up-to-date campus closure information. University Administrators are

encouraged to develop telephone trees within their respective operations so that all campus employees may be notified as quickly and efficiently as possible of any closure issues.

University employees who are not required to work at an alternate work site or as emergency employees shall not be required to charge leave or make up the time.

Emergency employees required to work during the emergency shall be granted paid time off on an hour for hour basis for all hours worked. This time must be used within 12 months of its being awarded. Agencies shall make every effort to give employees the opportunity to take this time off. It should be used after compensatory time off, but must be used before vacation or sick leave.

If additional employees, not in mandatory/essential operations, are needed for situations such as cleanup and recovery during the time the agencies remain closed, the agency head may elect to compensate them in the same manner as emergency employees.

Please consult the [adverse weather and emergency closing](#) table to determine who are designated emergency employees (adverse weather and emergency conditions table). If you have any questions regarding the adverse weather and emergency closing policy, please contact the Department of Human Resource Services at extension 5009.

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

EPA employees, go to: http://provost.uncg.edu/Academic/EPA_Personnel/.

❖ **Calendar Year Holidays 2009**

<u>Holiday</u>	<u>Date Observed</u>	<u>Day Observed</u>
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	December 24, 25, 28*, 29	Thursday, Friday, Monday, Tuesday Wednesday,
**University Closed	December 30, 31	Thursday

*GS126-4(5) Requires the University to note what day is observed in lieu of Veteran's Day, December 28th is that day.

****PLEASE NOTE:** December 30 and 31 would normally be a scheduled workday; however, due to the way the holidays and weekends fall, it has been recommended that the University close on December 30 and 31. The following day, January 1, 2009 will be the first holiday in the year 2009. The UNCG Staff Senate endorsed the recommendation to close the University on December 30 and 31, 2009. University staff will have nine contiguous days off. In addition, the savings in utilities costs will be significant if the lights, heating and other HVAC systems can be shut down over the entire nine-day period. Based on the recommendation of the UNCG Staff Senate and the cost savings that will be realized by closure of the University for the nine-day period, the Chancellor has approved closure of the University on December 30 and 31, 2009. Staff may use vacation days, accumulated compensatory time, bonus leave or time off without pay to cover this closure day. Any questions regarding how to account for time regarding this decision may be referred to departmental Leave Management Representatives or Employee Services staff members in HRS. Employees will return to work on Friday, January 4, 2010.

Regarding the scheduled holidays for the year 2009:

- 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.



- 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 HRS, extension 4-5009.

<http://web.uncg.edu/hrs/Dates/>

❖ **Signature of Receipt**

With my signature below, I acknowledge that I have received the “New Employee Orientation Reference Guide” which contains the *Sexual Harassment, Workplace Violence, Discriminatory Conduct, and Illegal Drug* policies that pertain to all UNCG employees. In addition, I acknowledge that information was provided (including the Orientation Reference Guide) to me regarding the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and UNCG’s commitment to (their) Affirmative Action Plan.

Additionally, I understand that copies of the policies reviewed in the Orientation Reference Guide and discussed during orientation may also be found online at <http://web.uncg.edu/hrs/>, or the Office of State Personnel’s Website, <http://www.osp.state.nc.us/ExternalHome/> and are available at the Human Resource Services office of UNCG located in the Mossman Building, Suite 123.

Employee’s Name (Printed) _____

Employee’s Signature _____

Date _____

Orientation Facilitator Jason Morris

Left Intentionally Blank



NOTES

