



TRANSMITTAL LETTER

The University of North Carolina
Board of Governors

Transmittal # 18

October 28, 2002

Subject:

Policy on the University of North Carolina Association of Student Governments.

Regulations on Interpreting the 2001 Appropriations Act, Part XXVIII. Salaries and Employee Benefits, Section 28.3A, Special Annual Leave Bonus.

This transmittal letter distributes amended Policy 700.3.1, Policy on the University of North Carolina Association of Student Governments, amended by the Board of Governors 10/11/02. Please contact Jeff Davis, Vice President for Finance on 919 962 1591, if you have any questions with regard to this Policy.

This transmittal letter also distributes Regulation 300.2.9[R], Regulations on Interpreting the 2001 Appropriations Act, Part XXVIII. Salaries and Employee Benefits, Section 28.3A, Special Annual Leave Bonus. Approved by the President 10/01/02. Please contact Ms. Kitty McCollum, Associate Vice President of Human Resources and University Benefits Officer, at 919 962 4651, if you have any questions with regard to this Regulation.

Adopted 07/12/02
Amended 10/11/02

POLICY ON THE UNIVERSITY OF NORTH CAROLINA ASSOCIATION OF STUDENT GOVERNMENTS

1. The Board of Governors of the University of North Carolina finds that, in order to further the education of students of the University of North Carolina, and in order to improve the governance of the University, it is necessary and appropriate for there to be a student government association that represents the interests of the students of all of the constituent institutions of the University. The Board of Governors, therefore, recognizes the University of North Carolina Association of Student Governments (“UNCASG”) as the student government organization designated to represent the interests of students in the deliberations of the University of North Carolina Board of Governors.
2. In order to further the education of the students of UNC in self governance and civic responsibility, and in order to assure that the interests of students are known to the Board of Governors during its deliberations, the Board of Governors recognizes the following purposes of the UNCASG:
 - a. Represent the students of the university before the University of North Carolina Board of Governors.
 - b. Develop and maintain open lines of communication between institutions, promote each student’s right to a quality education, and promote the issues deemed beneficial to students.
 - c. Actively promote affordable, quality higher education within the State of North Carolina.
 - d. Act as a liaison between the students and the Governor of the State of North Carolina, the North Carolina General Assembly, the Office of the President of the University of North Carolina, and other state and federal officials.
 - e. Address and act on the collective interests of students enrolled in member institutions.
 - f. Involve students in the political process by educating students on the issues affecting them and the university.
 - g. Actively involve students in the area of governmental relations so as to promote the passage or defeat of legislation, which the Association deems relevant to the education of students, their institutions, and higher education in North Carolina.
 - h. Promote and maintain conditions conducive to academic freedom.
 - i. Promote unity and cooperative efforts between the sixteen public institutions of The University of North Carolina.
 - j. Provide services and benefits to members of the Association.
3. All delegates to and officers of the UNCASG shall be selected in the manner set out in its Constitution. All amendments to the Constitution, By-Laws, Financial Policy, or Personnel Policy of the UNCASG shall be approved by the President of the University of North Carolina, or the President’s designee, before they are implemented.
4. Neither the Board of Governors nor the President shall assert control over the substantive positions of the UNCASG, and the UNCASG shall not claim that its views are the views of the University of North Carolina, the Board of Governors, or the President of the University without prior approval.

Adopted 10/01/02

**Regulations on Interpreting the 2001 Appropriations Act, Part XXVIII.
Salaries and Employee Benefits, Section 28.3A, Special Annual Leave Bonus**

The Modifications to the 2001 Appropriations Act, Part XXVIII. SALARIES AND EMPLOYEE BENEFITS, Section 28.3A includes a provision for a SPECIAL ANNUAL LEAVE BONUS. Outlined below are regulations for implementing this provision for Senior Academic and Administrative Officers defined by University policy 300.1.1 and Employees Exempt from the State Personnel Act defined by University policy 300.2.1.

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| Provisions and Eligibility | <ol style="list-style-type: none"> 1. Permanent full-time University employees who are eligible for annual leave as of September 30, 2002, shall receive 10 days as an Annual Bonus, hereafter referred to as "bonus leave." This includes employees separating on September 30, 2002. 2. Full-time employees who are eligible for annual leave and who work less than 12 months shall receive a pro rata amount of the 10 days. 3. Permanent part-time employees (half-time or more) who are eligible for annual leave shall receive a pro rata amount of the 10 days. 4. Employees on leave without pay shall be credited with the 10 days upon their return based on their type of appointment at the time of leave without pay. |
| Scheduling Bonus Leave | <ol style="list-style-type: none"> 1. Bonus leave shall be taken only upon authorization of the agency head (or designee). 2. Bonus leave may be used for any purpose for which regular annual leave is used. 3. Bonus leave shall be charged in units of time consistent with regular annual leave guidelines. 4. The employee shall determine whether to charge approved leave to regular annual leave or bonus leave. |
| Accounting for the Annual Bonus | <ol style="list-style-type: none"> 1. Bonus leave shall be accounted for separately from regular earned annual leave. 2. Any balance of bonus leave at the end of the reporting year will be retained by the employee and transferred into the next year. It will not be considered as part of the maximum 30 days of annual that can be retained. 3. Bonus leave will not be subject to conversion to sick leave. |
| Transfer | Any balance of bonus leave will be transferred with the employee who transfers to another State agency eligible for bonus leave, subject to the receiving agency's approval. |
| Separation/
Status
Change | Bonus leave balance will be paid in addition to regular annual leave if the employee leaves state government or changes to a non-leave earning status. |

**Miscellaneous
Provisions**

1. Bonus leave may be applied to negative balances of regular earned leave with the approval of the employee and the agency head (or designee).
2. Bonus leave is available to be donated as annual leave under the Voluntary Shared Leave provisions.
3. Agencies shall maintain records of bonus leave.

These regulations also apply to EPA faculty who are eligible for annual leave unless a constituent institution adopts an alternative policy that complies with Section 28.3A of the Modifications to the 2001 Appropriations Act.

5. Any mandatory student fee that is approved by the Board of Governors for use by the UNCASG shall be used by the UNCASG for expenditures germane to the purposes set out in this policy and in accordance with procedures approved by the Vice President of Finance of the University of North Carolina.
6. The Board of Directors of the UNCASG shall be responsible for the selection of employees of the UNCASG, and for the termination of their employment, in accordance with the personnel Policy of the UNCASG. The Administrator will report to the Board of Directors. All other employees will report to the Administrator.
7. The UNCASG shall be administered by the officers and directors of the UNCASG. Any employees of the UNCASG shall be clerical in nature. The Association shall not employ an executive director or other person with substantive, policy or lobbying duties.