

APPENDIX N

The UNC Policy Manual
300.2.1

Adopted 02/13/81

Amended 09/14/84

Amended 05/08/87

Amended by AM254

Amended 02/18/94

Amended 04/12/01

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Amended 02/08/08

Amended 10/17/08

Technical Corrections 01/06/22

Repealed / /24

Policy on Employees Exempt from the North Carolina Human Resources Act

[This policy is replaced by 300.1.1 regarding appointment types, discontinuation, and review rights of EHRA staff and by 300.2.22 regarding holidays and leave benefits.]

Deleted: <#>Scope and Applicability of Employment Covered by this Policy¶

¶
Scope of Category. Employment positions with constituent institutions of the University System that are covered by this policy (hereinafter "covered positions"), are those positions that are not subject to the North Carolina Human Resources Act (N.C. Gen. Stat. 126 [hereinafter G.S.]) and are not otherwise categorized. This category does not include: (1) faculty positions subject to institutional tenure regulations; (2) positions within administrative categories of employment subject to G.S. 116-11(4), G.S. 116-11(5), or G.S. 116-14; (3) positions within the "physicians or dentists" category under G.S. 126-5 with faculty appointments; and (4) University students who are employed incident to their status as students, as in graduate teaching assistantships, or work-study positions. Those areas of institutional activity (as identified in the Uniform Chart of Accounts) that may include covered positions are:¶

- ¶ 1. → Instruction¶
- ¶ 2. → Organized Research¶
- ¶ 3. → Agricultural Research and Agricultural Extension Service Public Service¶
- ¶ 4. → Academic Support¶
- ¶ 5. → Student Services¶
- ¶ 6. → Student Health Service Physicians (without faculty appointments)¶
- ¶ 7. → Institutional Support¶
- ¶ 8. → Area Health Education Centers¶
- ¶ 9. → Library¶
- ¶ 10. → Information Technology Professionals¹¶
- ¶ 11. → Commissioned Police Officers²¶
- ¶ 12. → Finance Professionals and Business Officers³¶
- ¶ 13. → Audit Professionals²¶

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Applicability of Policy. This policy applies to all permanent covered positions.¶

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Appointments to Covered Positions¶

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Every appointment to a covered position within a constituent institution shall be made by the chancellor by means of a letter of appointment that fulfills the requirements of this section.⁴¶

¶
Every letter of appointment to a covered position shall include: (1) the title of the position; (2) the initial salary; (3) provision for periodic review of compensation;⁵ (4) provision consistent with paragraphs II.C. and II.D., below, if contingencies based on availability of funding are applicable; (5) the annual leave entitlement of the employee; (6) notice that the employment conferred is either for a stated definite term, is an "employment at will" subject to continuation of discontinuation at the discretion of the chancellor, or in a commissioned police officer role subject to disciplinary and discharge procedures as provided in this policy; and (7) notice that the employment is subject to these policies (viz., institutional policies adopted pursuant to paragraph IX of this policy), as originally adopted and as they may be periodically revised from time to time, and a copy of the institutional policies shall be attached to the letter of appointment.¶

¶
When a covered position is funded in whole or substantial part from sources other than continuing state budget funds or permanent trust accounts, the letter of appointment shall state that continuation of the employee's service in that position... [1]

