



# TRANSMITTAL LETTER

The University of North Carolina  
*General Administration*

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Transmittal Number 69  
May 24, 2010

## THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

- 300.1.6[R] Regulation on Administrative Separation [Applies to individuals who began service in a covered position on or after 05/02/10]
- This amended regulation was approved by President Bowles on May 2, 2010. If you have questions pertaining to this regulation, please contact Dr. Alan Mabe, Senior Vice President for Academic Affairs, at 919-962-4614.
- 1000.2.3 The University of North Carolina General Administration Waiver of Tuition and Fees for General Administration Employees.
- This policy was adopted by the Board of Governors on April 9, 2010. If you have questions pertaining to this policy, please contact the Vice President for Human Resources and University Benefits Officer at 919-962-4647.
- 1000.2.2.1[R] Regulations on Implementing Policy on Waiver of Tuition and Fees for Faculty and Staff
- This amended regulation was approved by President Bowles on May 19, 2010.\* If you have questions pertaining to this regulation, please contact the Vice President for Human Resources and University Benefits Officer at 919-962-4647.
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\*A Redline version of the amended regulation is attached herein.

Attachments

## Regulation on Administrative Separation

1. Administrative Separation and Return to a Tenured Faculty Position.<sup>1</sup>
  - a. **Return to a Tenured Faculty Position.** An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home department, unless a proceeding is initiated to discharge or demote the tenured faculty member. If there has been an administrative stipend during the appointment, that stipend shall be removed. The salary shall be adjusted from a 12-month administrative salary to a 9-month or 12-month faculty salary that is commensurate with the salaries of comparable faculty members.
  - b. **Research Leave.** At the discretion of the Chancellor, or the President in the case of a UNC General Administration employee, the Chancellor or President may provide for up to a one semester research leave for any tenured faculty member who has served in one or more consecutive Senior Academic and Administrative Officer positions subject to *Policy 300.1.1, I.A* for at least five years in order to provide an opportunity for the faculty member to prepare for teaching and research responsibilities. Prior to the beginning of the research leave, the administrator shall submit a work plan for the leave period to include expected outcomes. The plan will be reviewed and approved by the Chancellor. In the event that an employee of UNC General Administration is returning to the faculty of a constituent institution, the President shall review and approve the work plan. The leave will be paid at a salary commensurate with the salaries of comparable faculty members.
  - c. **Exception Provision.** Exceptions may be made to recognize extraordinary circumstances including, but not limited to, extended or superior service in administrative roles. Any exception to these provisions must be approved by the Board of Trustees and by the President.
  - d. **Failure to Return to Faculty Role.** In the event that the faculty member does not assume faculty responsibilities for at least a semester after the research leave in accordance with this policy, the Chancellor, or the President in the case of the UNC General Administration employee, is authorized, in his or her discretion, to require repayment of compensation paid during the leave period from the non-returning faculty member.
2. **Reappointment of an Administrator without Faculty Return Rights.** An administrator leaving a position that is categorized as “at will” has no claim to a position at the university; however, there may be circumstances in which assignment to another administrative or teaching position would be beneficial for both the institution and the employee. In these cases, the new salary should be appropriate to the assignment. Any exception must be approved by the Board of Trustees and by the President. This Regulation does not supersede any notice or severance pay required by Board of Governors policy.
3. **Separation from the University.** In some cases, it may be in the best interests of the institution to negotiate a severance agreement with an administrator. UNC policy addresses timely notice for termination of Senior Academic and Administrative Officers hired pursuant to *Policy 300.1.1, I.B*. In certain circumstances, these employees are entitled to notice of the discontinuation of their employment with full pay for up to 90 days or severance pay, depending on their length of service. A Chancellor or the President may, at his or her discretion, determine that the circumstances justify continuing full pay for employees subject to *Policy 300.1.1, I.A* for up to 90 days. Any agreement that results in a longer period

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<sup>1</sup>Campuses that do not have tenured faculty positions will follow campus-based policies approved by the President that are consistent with the intent of this Regulation.

of compensation must be approved by the Board of Trustees or the Board of Governors for employees of UNC General Administration.

4. **Retirement.** Nothing in these Regulations shall prevent a tenured faculty member from immediately participating in phased retirement, consistent with existing UNC policies.

5. **Coverage.** These regulations apply to Senior Academic and Administrative Officers hired on or after the approval date. Employees serving as Senior Academic and Administrative Officers prior to the approval date remain covered under the previous regulations dated 03/21/03.

**The University of North Carolina General Administration  
Waiver of Tuition and Fees for General Administration Employees**

I. Purpose

The Tuition Waiver Program provides an opportunity for eligible employees to have the tuition waived for up to two courses at any of the constituent institutions of The University of North Carolina per academic year. Participation is voluntary and courses may be taken for career development or for personal interest. The waiver of tuition for UNC General Administration employees is approved by the Board of Governors, as authorized by NC G.S. 116-143.

Definitions:

A. **Employee** – a person who is employed by UNC General Administration on a permanent, recurring basis, who works 30 or more hours per week (75% time or more) for nine or more months per calendar year.

B. **Enrolling Institution** – a constituent institution of the University of North Carolina in which the Employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under Tuition/Fee Waiver.

C. **Tuition** – the Tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, an Employee may receive a waiver for receipts-supported courses. Pursuant to North Carolina General Statute § 116-143.1(m), a full-time employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

D. **Fees** – student fees required for attendance at an institution related to credit instruction, regardless of when the instruction occurs or by what means it is delivered. Fees such as travel, laboratory, books, materials, registration fees, athletic services and parking fees *are not* covered under this policy. Not all institutions offer a fee waiver.

E. **Period of normal employment** – the period of time from the start of employment within the University of North Carolina and ending with the satisfaction or discontinuation of the assignment or contract for full-time employment.

F. **Normal employment obligations** – those services that the faculty or staff member is obligated by written or oral contract or agreement to perform for the employing institution.

G. **Academic Year** – a fall semester, spring semester, and the summer semesters that follow, or courses taken as distance education.

II. Eligibility

In order to participate, an employee must meet the following criteria:

- Maintain permanent employment status at 75% time (30 hours per work week) or more for the entire semester during which the course is taken.
- Meet the academic requirements for admission to the course/program at the enrolling institution.
- Register for courses in accordance with instructions for the program under which the employee is admitted. Space must be available in the course.

**Loss of Eligibility** - If an employee's work schedule changes to less than 30 hours per week during the period of attendance, or if the employee separates from permanent employment during the period of attendance, the employee will be billed for all or part of the tuition for the entire semester even if s/he officially withdraws from the course, as provided in the policies and procedures established by the

Cashier's Office of the enrolling institution. However, this payment requirement *shall not* apply to an employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SPA) or discontinued for budgetary reasons (EPA) prior to the completion of the course. This exception does not apply to the end of a time-limited or term (appointed) position.

### III. Program Overview

Tuition will be waived for any eligible employee wishing to enroll in up to two (2) courses within the UNC system within an academic year. Certain fees may also be waived, but shall be limited according to the institutional policy determined by the Board of Trustees at each university.

Tuition may be waived for more than one course in the same academic term. Tuition waiver may cover such courses as regular undergraduate- and graduate-level courses, online courses, self-paced courses, and independent studies courses.

Departments are encouraged to offer flexible scheduling options to accommodate employee participation. Courses may be taken during the employee's work day as long as it does not interfere with normal employment obligations. Course attendance including lectures, meetings, labs or other activities associated with courses funded through the Tuition Waiver Program is not counted as work time.

### IV. Procedures

Prior to the approval, commencement of a course for which Tuition and/or Fee waiver is requested:

- The employee needs to follow the process of applying and being admitted to a program of study that is separate and apart from the Tuition Waiver process outlined herein. Each admissions office has its own deadlines to which the employee must adhere.
- The employee shall complete the UNC GA Application for Tuition Waiver form for each course, each semester. The forms are available on the HR website at the following link [http://www.northcarolina.edu/hr/ga/benefits/educational/Tuition\\_Waiver\\_Application.pdf](http://www.northcarolina.edu/hr/ga/benefits/educational/Tuition_Waiver_Application.pdf) or from the Benefits Office at 910 Raleigh Road.
- The employee shall obtain manager/supervisor approval then submit the Tuition Waiver request to the UNC General Administration Benefits Specialist for approval prior to the Tuition Waiver deadline.

Please note: Tuition waiver deadlines may vary from institution to institution. Employees are responsible for knowing the deadline applicable to the institution at which they are enrolled. Tuition waiver applications must be processed and approved by Human Resources then forwarded to the enrolling institution by that institutions deadline.

- The Benefits Specialist will verify the employee's eligibility and will return the completed copy to the employee for delivery to the Enrolling Institution.

## **Regulations on Implementing Policy on Waiver of Tuition and Fees for Faculty and Staff**

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and fees for faculty and staff under certain conditions. The Board of Governors has delegated to the President the authority to issue regulations. The following regulations are adopted.

I. Definitions. With respect to the provisions of North Carolina General Statute § 116-143(d) the following terms are defined:

A. *Employing Institution.* Employing institution shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration.

B. *Enrolling Institution.* Enrolling institution shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.

C. *Employee.* Employee shall mean an individual who is either a faculty member or a staff employee, employed by an employing institution, who is eligible for participation in either the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program.<sup>1</sup> The terms "faculty member" and "staff employee" shall include:

1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and

2. Civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.

D. *Tuition.* Tuition shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Campus policy must specify under what circumstances, if any, an employee may receive a waiver for receipts-supported courses. Pursuant to North Carolina General Statute §116-143.1(m), an Employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

E. *Fees.* Fees shall mean those student fees required for the course(s) in which the employee is enrolled. Campus policy must specify under what circumstances, if any, an employee may receive a waiver of fees.

F. *Period of Normal Employment.* Period of normal employment shall mean that period of time beginning with the effective date of permanent employment as defined in Section I.C. above, and ending with the effective date of discontinuation of employment.

G. *Normal Employment Obligations.* Normal employment obligations shall mean those services that the employee is obligated to perform for the employing institution.

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<sup>1</sup>Employees are eligible for retirement system participation if they are employed on a recurring basis (permanent position) for 30 or more hours per week for nine or more months per calendar year.

H. *Year.* Year unless otherwise specified, shall mean an academic year of fall semester, spring semester, and the summer sessions that follow.

## II. Limitations

Employees of an employing institution may, during the period of normal employment enroll in certain courses free of charge of tuition and fees, as described in this regulation, provided the enrollment does not interfere with normal employment obligations. The waiver of tuition for an employee shall be limited to the number of courses set out in Policy 1000.2.2. The waiver of fees for an employee may be limited according to institutional policy determined by the Board of Trustees of each employing institution. The employee must maintain Employee status, as defined above in Section I.C., during the duration of the course. Otherwise, the employee shall be responsible for payment of applicable tuition and fees. However, this payment requirement shall not apply to an employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SPA) or separated for budgetary reasons (EPA) prior to completion of the course. This exception does not apply to the end of a time limited or term position.

## III. General Fund Appropriations

Tuition-waiver enrollment of an employee shall not be counted for the purpose of receiving general fund appropriations.

## IV. Employing Institution Responsibility

The President, the Chancellor, or his or her designee shall determine that enrollment in the course shall not interfere with the satisfactory performance of the employee's normal employment obligations.

## V. Enrolling Institution Responsibility

The Chancellor of the enrolling institution or designee shall determine:

- A. The employee seeking to enroll under this regulation is academically eligible for admission to the institution; and
- B. Space is available for the employee's enrollment in the course.

## VI. Employee Responsibility

Prior to the commencement of a course for which tuition and/or fee waiver is requested, the employee shall:

- A. Complete the application form and obtain all required approvals from the employing institution and/or the enrolling institution according to procedures set forth by each institution, and;
- B. Deliver one copy of the completed and approved application to the proper authority of the employing institution. If enrolling in an institution other than the employing institution, the employee must provide an approved copy to the proper authority of the enrolling institution.

VII. Campus Policies and Procedures

Each constituent institution shall establish policies and procedures, including any delegations of authority, consistent with these regulations and as necessary to implement the Policy on Waiver of Tuition and Fees. Each employing institution shall provide to the President or his or her designee, all policies and procedures established pursuant to the regulations.

VIII. Taxability

Each constituent institution is responsible for ensuring that employees are informed about the possible taxability of courses and for appropriately withholding.



## **Regulations on Implementing Policy on Waiver of Tuition and Fees for Faculty and Staff**

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and fees for faculty and staff under certain conditions. The Board of Governors has delegated to the ~~president~~President the authority to issue regulations. The following regulations are adopted.

**I. Definitions.** With respect to the provisions of ~~N.C.G.S.~~North Carolina General Statute § 116-143(d) the following terms are defined:

**a. "Tuition"**

**A. Employing Institution.** Employing institution shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration.

**B. Enrolling Institution.** Enrolling institution shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.

**C. Employee.** Employee shall mean an individual who is either a faculty member or a staff employee, employed by an employing institution, ~~on a permanent recurring basis,~~ who is eligible for participation in either the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program ~~who works 30 or more hours per week (75% time or more) for nine or more months per calendar year.~~<sup>1</sup> The terms "faculty member" and "staff employee" shall include:

1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and

2. Civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.

**D. Tuition.** Tuition shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. ~~Campus policy must specify under~~ Campus policy must specify under what circumstances, if any, an employee may receive a waiver for receipts-supported courses. Pursuant to North Carolina General Statute §116-143.1(m), an ~~full time~~ Employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

~~what circumstances, if any, a student may receive a waiver for receipts-supported courses.~~

**b. "Fees"****E. Fees.** Fees shall mean those student fees required for the course(s) in which the employee is enrolled. ~~Campus policy must specify under what~~

<sup>1</sup> Employees are eligible for retirement system participation if they are employed on a recurring basis (permanent position) for 30 or more hours per week for nine or more months per calendar year.

circumstances, if any, a ~~student~~ employee may receive a waiver ~~for receipts supported courses.~~

~~e. "Full time faculty member" and "full time staff member" shall mean a person who is employed by an employing institution in a permanent job position on a recurring basis and who works 30 or more hours per week for nine or more months per calendar year; provided, that the terms "full time faculty member" and "full time staff member" shall included (1) personnel of the United States armed forces during the time they are assigned under military orders to an ROTC program of a constituent institution of the University of North Carolina as a permanent change of station and (2) civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.~~ fees.

~~d. "Employing institution" shall mean an institution of the University of North Carolina, including the North Carolina School of Science and Mathematics and the University of North Carolina Health Care System, which is the employer of record of the faculty or staff member; provided, that the General Administration shall also be an employing institution.~~

~~e. "F. Period of Normal Employment. Period of normal employment" shall mean that period of time beginning with the undertaking effective date of full time permanent employment under written or oral contract within The University of North Carolina as defined in Section I.C. above, and ending with the satisfaction or effective date of discontinuation of the contract(s) for full-time employment.~~

~~f. "G. Normal Employment Obligations. Normal employment obligations" shall mean those services that the faculty or staff member employee is obligated by written or oral contract to perform for the employing institution.~~

~~g. "Year" H. Year. Year unless otherwise specified, shall mean an academic year of fall semester, spring semester, and the summer sessions that follow, or courses taken as distance education. follow.~~

## ~~2. Full time faculty members and full time staff members~~ II. Limitations

Employees of an employing institution may, during the period of normal employment, enroll in certain courses free of charge of tuition and fees, ~~all~~ as described in this ~~policy, regulation,~~ provided the enrollment does not interfere with normal employment obligations. ~~The waiver of tuition for a faculty or staff member employee shall be limited to not more than three the number of courses per year. set out in Policy 1000.2.2. The waiver of fees for a faculty or staff member employee may be limited according to institutional policy determined by the Board of Trustees. of each employing institution. The employee must maintain permanent Employee status, as defined above in Section I.C., during the duration of the course. Otherwise, the employee shall be responsible for payment of applicable tuition and fees. However, this payment requirement shall not apply to an employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SPA) or separated for budgetary reasons (EPA) prior to completion of the course. This exception does not apply to the end of a time limited or term position.~~

~~3. Tuition free enrollments by faculty and staff~~

## III. General Fund Appropriations

Tuition-waiver enrollment of an employee shall not be counted for the purpose of receiving general fund appropriations.

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~~4. Prior to conferral of the privilege of waiver of tuition and/or fees the chancellor of the employing institution, or the chancellor's delegate, or the~~

#### IV. Employing Institution Responsibility

~~The President, or the President's delegate, Chancellor, or his or her designee shall make an administrative determination~~ determine that enrollment in \_\_\_\_\_ the course ~~will~~ shall not interfere with the satisfactory performance of the ~~faculty or staff member's~~ employee's normal employment obligations.

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~~5. Prior to conferral of the privilege of tuition and/or fee waiver the chancellor~~ V. Enrolling Institution Responsibility

~~The Chancellor of the enrolling institution, or the chancellor's delegate, shall make an administrative determination (1) that the faculty or staff member or designee shall determine:~~

~~A. The employee seeking to enroll under the tuition/fee waiver this regulation is academically eligible for \_\_\_\_\_ admission to the course institution; and (2) that there~~

~~B. Space is space available for that the employee's enrollment in the course.~~

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~~6.~~

#### VI. Employee Responsibility

~~Prior to the commencement of a course for which tuition and/or fee waiver is to be requested, the faculty or staff member to receive the waiver~~ employee shall:

~~a. A. Complete and have properly endorsed the application form and obtain all required by approvals from the employing \_\_\_\_\_ institution, and/or the enrolling institution according to procedures set forth by each institution, and;~~

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~~b. B. Deliver one copy of the completed and endorsed approved application to: (1) the chancellor, or chancellor's delegate, proper authority of the employing institution; and (2) the chancellor, or chancellor's delegate, of the institution. If enrolling in an institution if other than the employing institution, the employee must provide an approved copy to the proper authority of the enrolling institution.~~

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~~7. The chancellor of each~~

#### VII. Campus Policies and Procedures

~~Each constituent institution shall establish such policies and procedures and make such, including any delegations of authority, consistent with these regulations, and as the chancellor may deem necessary or desirable to implement the faculty/staff tuition/fee waiver privilege.~~

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~~8. With respect to tuition/fee waiver for staff of the General Administration, the vice president for human resources shall have the authority and the duty to function in all respects as a chancellor under these regulations.~~

9. ~~The chancellors of the constituent institutions and the vice president for human resources~~  
Policy on Waiver of Tuition and Fees. Each employing institution shall provide to the President or his delegate  
~~copies of any or her designee, all policies or and procedures they may establish~~established pursuant to these  
regulations.

#### VIII. Taxability

Each constituent institution is responsible for ensuring that employees are informed about the possible taxability of courses and for appropriately withholding.

**THE UNIVERSITY OF NORTH CAROLINA  
POLICY MANUAL**



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