



3-4-101 Scope. The provisions of this chapter shall apply to all administrative/professional exempt staff employees of the University except to the extent that they are superseded by or inconsistent with the employee's individual appointment contract, in which case the latter shall control. For the purpose of this chapter, administrative/professional exempt staff shall mean:

- (1) all non-classified employees in the divisions of Administration, Student Affairs, University Affairs, President's Office, the Board of Trustees Office, and,
- (2) in the division of Academic Affairs, all non-classified employees without academic rank and those non-classified employees with academic rank serving as dean or a member of the dean's staff, as vice president or a member of the vice president's staff, as a director or a member or a director's staff.

For the purposes of item b. "Level I  
inconsistent herewith. The term "employee" when used in this chapter shall mean "administrative/professional exempt staff employee."

3-4-102 Contract/Appointment Status. The contract/appointment status of administrative/professional exempt staff employees is of two types: Definite Term and Indefinite Term.

3-4-102(1) Definite Term. "Definite Term" contracts are for a designated period of time and automatically terminate upon the expiration of the designated period. Re-employment is subject to the discretion of the University in

accordance with the notice provisions of Section 3 -4-

.40 FTE employee is required to work at least sixteen (16) hours per work week. In addition, part-time employees are required to work a reasonable number of additional hours if necessary to the completion of their job duties and

which leads to a better understanding by the employee of the duties and activities in which the employee is to be engaged during the coming year;

- (b) to facilitate an understanding by the employee of the supervisor's performance expectations for the employee;
- (c) to define the expected outcomes for the employee for the coming year;
- (d) to provide an assessment of the quality of the performance by the employee in carrying out assigned duties and activities; and,
- (e) to measure the attainment of the defined outcomes associated with the employee's activities.

3-4-113 The Performance Planning and Evaluation Process. The performance planning and evaluation system is an annual process which consists of two phases. The first phase requires performance planning for the coming year and the second phase consists of the evaluation of the employee's performance. Faculty in administrative positions are evaluated in accordance with the provisions of Section 3 - 4-1012 and 3-

to submit it to the supervisor prior to the evaluation conference with the supervisor.

Each employee will receive an overall performance evaluation rating of 1, 2, 3, or 4, according to the following definitions:

- (a) Unsatisfactory. Employee does not meet minimum expectations and should not be continued in employment.
- (b) Needs Improvement. The employee does not meet minimum expectations; however, there is sufficient potential demonstrated by the employee that improvement is possible.
- (c) Achieved Expected Outcomes. The employee achieved the expected outcomes in the manner that was expected by the supervisor.
- (d) Exceeded Expected Outcomes. The employee performed in such a manner that the expected outcomes were exceeded to a significant degree.

3-4-114 Appeal Process. [See

(3) To provide the employee with advance knowledge of the penalties resulting from violation of University policies, regulations and procedures. Progressive performance deficiency notification shall follow these steps:

(a) Supervisor identifies the problem.

(b) Supervisor discusses the problem with the employee in a face-to-face meeting.

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members of the Professional and Administrative Staff. Such descriptions authorized by the appropriate vice president and verified by Human Resources. Shall be the only official descriptions used for classification purposes.

- (2) The President and the Vice President, with the advice of Human Resources and the Professional and Administrative Staff Council, shall annually classify





## LEVELVI

Deans and Associate Vice Presidents. These positions are responsible for all facets of the instructional, research and public service activities of one of the academic units at UNC, or the operation of a major segment of a non-academic division. Positions assigned to this level are responsible for the quality, content and development of major academic programs and non-academic support operations. Incumbents report directly to Vice Presidents and are responsible for new program development, accreditation, execution of budgets, college level policies, staffing levels, the quality of and delivery of services to the public and maintenance of external/public relations with professional associations and governmental agencies. Supervises employees at differing levels of authority and oversees all personnel actions indirectly through the college/division organizational structure.

## LEVELVII

University Vice President. Management, direction and supervision of all aspect of a major division of the university. Develops and implements policy for operation of a division and delivery of services to the public. Responsible for developing and execution of division and subunit budgets, expenditure authorization, program development and manpower planning/staffing patterns. Reports directly to the President of the university and is responsible for program and informational reports to and liaison with the Board of Trustees. Supervises and evaluates the performance of Deans, Directors and Department Heads and the operation of their units. Responsible for external reporting and coordination of university activities with state and federal agencies, professional associations and accreditation agencies. Implements planning for the overall growth, financial stability, staffing levels and academic offerings of the university.

3-4-119(1) Salary Distribution. The Professional and Administrative 6 W shall be assigned compensation in the following manner:

- (a) The President and Vice Presidents shall annually recommend a salary range for each of the seven classification levels. The salary range shall reflect the following factors: internal equity with other University salary distribution systems, relevant marketplace dimensions, relationship to University role and mission, and prevailing national higher education

practice.

- (b) Upon funding by the Board of Trustees, each incumbent in a Professional and Administrative Staff position shall be assigned an annual salary within the salary range approved for the appropriate classification level.

3-4-120 Individual Compensation Review. Salary adjustments for exempt employees will be determined by the responsible vice president after an evaluation of each position and the individual who holds the position. The vice president will consider the current nature of the position, any changes in the nature and duties of the position which would be in the best interests of the University, and how any changes, if necessary, can be effected. The vice president will consider the structure and function of all areas within their responsibility in evaluating positions, including the transfer, elimination or addition of duties from one unit to another in order to maximize efficiency and quality of the function being performed. The vice president will establish appropriate pay ranges for the positions evaluated. After completion of the 3-4-120 evaluation of positions, the vice president will then evaluate the individuals who are or will be in those positions in order to determine appropriate salary adjustments. No across the board increases will be awarded. The vice president will consider in their evaluation of individuals the interest of the University in developing an efficient, creative, high quality professional staff with the appropriate skills, education, training and experience for the jobs involved. The vice president will recognize excellent past and potential job performance with pay rates determined within the context of competitive pay rates, equity, parity with similar institutions, and the overall contribution of the individual in their position to the goals and mission of the University.

3-4-121 Overtime. Exempt employees are not compensated for overtime and are generally not eligible for compensatory time. [See also Title 3, Article 4, 3-4-108]

3-4-122 Payroll. Wages or salaries earned by employees are paid by the University on the last working day of each calendar month.

Payment of wages or salary earned are subject to withholding requirements of local, state, and federal governments and withholding deductions authorized by employees for programs for which the University has authorized a payroll deduction plan. It is understood and agreed that the University may deduct from wage or salary payments owed to any employee outstanding obligations owed by the employee to the

University for which demand has been made by the University for which remittance has not been made in a timely manner by the employee.

3-4-123 Conditions of Employment. (reserved)

3-4-124 Conflict of Interest. [See also Board Policy Manual, Title 1, Article 1, Part 5, 1-1-502 Conflict of Interest.]

3-4-125 Nepotism. [See also Board Policy Manual, Title 1, Article 1, Part 5, 1-1-503 Nepotism.]

3-4-126 Outside Activities. [See also Board Policy Manual, Title 1, Article 1, Part 5, 1-1-504 Outside Activities.]

3-4-127 Copyright Law Compliance. [See also Board Policy Manual, Title 1, Article 1, Part 5, 1-1-505 Copyright Law Compliance.]

3-4-128 Hazardous Materials. [See also Board Policy Manual, Title 1, Article 1, Part 5, 1-1-506.]

3-4-129 Family Education Rights and Privacy Act (FERPA).Employee must comply with provisions of Title 1, Article 1, 1 -1-408.

3-4-130 Leaves. [See also Board Policy Manual, Title 2, Article 2, Part 3.]