

[02.110 Public Records Policy](#)

All records created or received in the course of university business, in whatever format including paper, photographs, recordings, or emails, constitute public records unless an exception applies. Public records may not be destroyed except in accordance with the university's record retention schedule. For more information, go to <https://uncw.edu/generalcounsel/LTRecordsRetention.html>.

[03.230 Conflict of Interest or Commitment for EHRA Employees](#)

All **Faculty** and **EHRA Non-Faculty** employees are required to avoid conflicts of interest and conflicts of commitment in their relationships with external organizations. The policy applies to all full-time and part-time faculty and EHRA non-faculty employees insofar as their university responsibilities are concerned. Annual disclosure is stipulated by University Policy and is a condition of employment for all Faculty and EHRA staff. For more information, go to <http://uncw.edu/research/compliance/conflictinterest.html>

[02.205 Unlawful Discrimination, Harassment, and Sexual Misconduct](#)

The university promotes a learning, working, and social environment where all members of the campus community interact in a mutually respectful, professional, and fair manner. The university is committed to ensuring a workplace and academic environment free of unlawful discrimination, harassment, and sexual misconduct, as these behaviors may create a risk to health, safety or wellbeing, cause serious emotional distress, loss of productivity and morale, and potential legal risks.

[08.521 EPA Review and Appeal Procedures \(including SAAO I and SAAO II\)](#)

The university is committed to fair and equitable treatment for all employees. This policy and procedures provide a means of review and/or appeal for those EPA professional employees (including SAAO I and SAAO II), who are not subject to the faculty grievance procedures, to secure a good faith review and attempted resolution of decisions concerning dismissal, other disciplinary action that affects compensation, and/or matters specifically enumerated in section II.A. of this policy.

[07.100 Responsible Use of Electronic Resources](#)

This document provides guidelines for the responsible and appropriate use of the university's electronic computing and communication resources and services.

[08.214 Community Service Leave](#)

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to Community Service Leave. Temporary EHRA and SHRA employees do not accrue Community Service Leave and are not covered under this policy. Permanent and temporary academic year faculty does not accrue vacation leave and are not entitled to Community Service Leave covered under this policy.

Other Important Policies

[08.221 Adverse Weather Policy](#)

[08.210 Time keeping & Administration of Leave Programs for SHRA and EHRA Employees](#)

[08.212 Vacation Leave](#)

[08.213 Sick Leave](#)

[08.215 Holidays](#)

[08.216 Other Leave and Time Keeping Categories](#)

[08.225 Family Medical Leave Act](#)

[08.450 Worker's Compensation, Accident Reporting and Recordkeeping](#)

Department Specific Policies—ask your supervisor for policies specific to your department/division.

For more information on these and other policies, go to <http://www.uncw.edu/policies/>

Human Resources Guiding Policy Disclaimer: While we make every effort to present this information accurately, this is just a summary overview. That means lots of details, explanations, and qualifiers are left out. It is intended only to provide general guidance, and you should not rely on it as a complete or binding explanation of this topic. If this information differs from the language or intent of the formal published legal or policy requirements, that authoritative information prevails.