

[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>.

[08.530 SHRA Performance Appraisal](#)

It is the policy of the University of North Carolina Wilmington to establish, monitor, and evaluate organizational goals. These goals are established and communicated to employees to provide a basis for setting individual performance standards. Employees are provided with clear performance expectations, progress is monitored, and individual performance is evaluated. This policy applies to all university SHRA employees having probationary, time-limited, or permanent appointments. Program Components:

- Defines performance expectations-work plan
- Modeling, coaching, and reinforcing performance
- Interim reviews and Annual Performance evaluation

[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.

[08.510 SHRA Disciplinary Action, Suspension and Dismissal](#)

It is the intent of this policy to provide state employees and managers a fair, clear, and useful tool for correcting and improving performance problems, as well as to provide a process to assist management in handling cases of gross inefficiency and unsatisfactory personal conduct. This policy applies to SHRA employees who have permanent or time-limited appointments and have attained career status.

Career Status is defined as a state employee who has a permanent position appointment *and* has been continuously employed by the state of North Carolina in a position subject to the State Human Resources Act for the immediate preceding 12 months.

Advisory Note: While the state policy does not apply to non-career status employees, the UNC-Wilmington policy applies to any SHRA employees (regardless of occupation, position, or profession). Non-career status (probationary) employees whose job performance is unsatisfactory or whose personal conduct is detrimental to the University may be dismissed without the right of appeal or hearing. The probationary employee must be given written notice of dismissal including reasons thereof.

[08.520 SHRA Employee Grievance and Appeals](#)

It is the policy of The University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment. The University of North Carolina has therefore adopted this Grievance Policy to further these goals as approved by the State Human Resources Commission. SHRA (career status employee) have the right to formally dispute annual performance ratings. Disputes must be filed with the Division of Human Resources within 15 workdays of receipt of the written appraisal and will be handled in accordance with this policy. In establishing this Grievance Policy, the University seeks to achieve the following objectives:

- Provide procedural consistency across The University of North Carolina;
- Ensure SHRA employees have access to an internal process to address issues timely, fairly, cost effectively, and without fear of reprisal; and resolve workplace issues efficiently and effectively.

[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.

[08.120 Secondary Employment for SHRA Employees](#)

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the agency head (or designee) before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment except for employment for another North Carolina state agency, which is covered under Dual Employment Policy. Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment. **This policy applies to all permanent, time-limited and trainee SHRA positions.**

[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.

Other Important Policies

[08.221 Adverse Weather Policy](#)

[08.340 Career Banding Salary Administration](#)

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

[08.211 Compensatory Time \(Overtime\)](#)

[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.

UNCW SHRA Probationary Employees

All newly hired **SHRA** (Subject to the Human Resources Act) employees (*also referred to as SPA employees*), who have yet to achieve Career Status, serve a twelve (12) month probationary period. This period provides time for new employees to adjust and work closely with their supervisor to learn and fully understand the job responsibilities and expectations. This period also allows the supervisor to provide the employee with necessary support, guidance, and feedback. Items to consider during this period:

Communicating with Supervisor/Department

Maintaining an open line of communication between a supervisor and an employee is essential to create and maintain a successful work relationship. The university encourages all new employees to ask questions, familiarize themselves with expectations and determine if the position is right for them. An employee should first contact their supervisor to answer questions, to address concerns as well as to review job responsibilities, expectations and departmental and university policies and procedures.

Performance Evaluations

All employees participate in the UNCW Full Cycle Performance Program. Supervisors and employees will begin goal setting within the first 30 working days of employment and have four talent conversations to discuss the employee's progress and to address and/or correct any performance or conduct concerns during their first twelve months of employment. Supervisors and employees are encouraged to work closely during this period and to contact HR if they have any questions.



Achieving Career Status

Employees may achieve Career Status provided the following conditions have been met, including, but not limited to:

- (1) The employee has been employed for a period of twelve (12) consecutive months; and
- (2) The supervisor is assured of satisfactory work performance.

Separations

Prior to achieving Career Status, an employee may be separated from service for causes relating to performance of duties or for personal conduct detrimental to the University without right of appeal or hearing.

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