

NC STATE UNIVERSITY

Welcome to the Pack!

Congratulations on your new position and welcome to NC State University! We are excited to begin a partnership with you. This New Employee Guide provides you with all of the pertinent information to help you get acclimated to our campus and prepare you for employment.

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If you have any questions, you may contact your hiring manager or the **Onboarding Center at (919) 513-1278.**

FROM THE CHANCELLOR



Office of the Chancellor

ncsu.edu/chancellor

Campus Box 7001
Holladay Hall, Suite A
Raleigh, NC 27695-7001
P: 919.515.2191

Welcome to North Carolina State University.

NC State University has forged a reputation of having an outward focus, delivering knowledge, creating partnerships and supporting economic development throughout the state. A land-grant university founded in 1887, NC State is the flagship science, engineering and technology institution within the University of North Carolina system and is one of only 100 universities in the nation with the “very high research activity” designation.

Through partnerships with government, industry and academia, and integration of research and innovation in both graduate and undergraduate education, NC State generates leaders and new solutions matched to a knowledge-based economy and contemporary problems.

As the UNC institution with both the largest student body and the largest number of enrollment applications from North Carolina students, NC State blends quality with accessibility. We value excellence, diversity and high ethical standards, as well as efficiency and effectiveness in building the model for the university of the future.

As a new member of the Wolfpack Family, you have joined a team of 9,000 dedicated, hardworking faculty and staff who bring the NC State experience to life for our 34,000 students and deliver on the promise of our core values:

- Integrity—in the pursuit, creation, application and dissemination of knowledge
- Freedom—of thought and expression
- Respect—for cultural and intellectual diversity
- Responsibility—for individual actions and service to society
- Stewardship—in sustaining economic and natural resources
- Excellence—in all endeavors

NC State has been voted one of the nation’s 10 best universities to work for according to www.glassdoor.com. Here, you will find a vibrant campus populated by people from all over the world. I hope you will actively seek ways to participate in and enjoy the richness of our community and make your own contributions to our campus culture.

Best wishes,

A handwritten signature in black ink that reads "W. Randolph Woodson".

W. Randolph Woodson

Chancellor



Office of the Chancellor

ncsu.edu/chancellor

Campus Box 7001
Holladay Hall, Suite A
Raleigh, NC 27695-7001
P: 919.515.2191

MEMORANDUM

TO: All University Faculty, Staff, and Students
FROM: W. Randolph Woodson, Chancellor
SUBJECT: The Drug-Free Schools and Communities Act
The Drug-Free Workplace Act
DATE: September 28, 2018

Illegal or misuse of drugs or alcohol by university faculty, staff, or students can adversely affect the educational environment and interfere with maximum achievement of personal, social, and educational goals. Therefore, it is the policy of North Carolina State University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on NC State’s campus, in the workplace, or as part of any of the university’s activities. The workplace and campus include all NC State premises where the activities of the university are conducted. The information below provides NC State’s policies, as well as the applicable state and federal laws, on illegal drugs and alcohol, and is intended to assist you in gathering information about alcohol and other drugs and the problems and concerns associated with their misuse. In addition, the below information is to make you aware of the many resources available if you, or a friend or family member, are needing help for a substance use problem. Furthermore, in compliance with the Drug-Free Schools and Communities Act and The Drug-Free Workplace Act, the university is providing you with this information as part of its annual notification designed to reduce drug and alcohol misuse, and to promote the health and safety of our students and employees.

Policy on Illegal Drugs

Pursuant to the direction of the Board of Governors, NC State’s Board of Trustees adopted a Policy on Illegal Drugs. Every student and employee of the university is responsible for being familiar with and complying with the terms of this policy. Under the policy, students and employees at NC State are held responsible as citizens for knowing and complying with federal and North Carolina laws that make it a crime to possess, sell, deliver, or manufacture any illegal drug. Any member of the university community who violates these laws may be subject both to criminal prosecution and punishment by the Justice System and to disciplinary proceedings by the university. The penalties imposed by the university for students or employees found to have violated applicable law or university policies concerning illegal drugs will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions up to and including expulsion from enrollment or discharge from employment. Copies of the full text of the policy are available on the University’s Policies, Regulations & Rules website at <http://policies.ncsu.edu/policy/pol-04-20-05>.

DRUG-FREE WORKPLACE

As a precondition for receiving any federally funded grants or contracts, NC State is required to certify that it is providing a drug-free workplace. Any employee reporting to work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job is subject to appropriate disciplinary action. In addition to the NC State’s Policy on Illegal Drugs, the university is required to adhere to all federal policies. As a condition of employment any faculty, staff, or student must notify the university of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. It is extremely important that you comply with the policies on illegal drugs and alcohol, which have been implemented by the federal government and the university’s governing bodies. Maintaining an alcohol and drug-free workplace will benefit us all.

A copy of the official memorandum can be found at:

<http://ncsu.edu/3d-memos/pdf/3dmemo-178.205-Drug%20free%20schools%20&%20workplace%203Dmemo.pdf>

NORTH CAROLINA STATE MISSION STATEMENT

As a research-extensive land-grant university, North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting our strength in science and technology with a commitment to excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development across North Carolina and around the world.

NORTH CAROLINA STATE VISION

NC State University will emerge as a preeminent technological research university recognized around the globe for its innovative education and research addressing the grand challenges of society.

NORTH CAROLINA STATE VALUES

Consonant with our history, mission, and vision, North Carolina State University affirms these core values:

- *Integrity—in the pursuit, creation, application, and dissemination of knowledge*
- *Freedom—of thought and expression*
- *Respect—for cultural and intellectual diversity*
- *Responsibility—for individual actions and service to society*
- *Stewardship—in sustaining economic and natural resource*
- *Excellence—in all endeavors*

OFFICE FOR INSTITUTIONAL EQUITY & DIVERSITY

The Office for Institutional Equity and Diversity (**OIED**) provides education, compliance, and outreach programming to the NC State community. Our staff is committed to engaging the campus in best practices that advance cultural competency among students, faculty, and staff to nurture an environment that is welcoming and inclusive of everyone. We offer programs and services that meet current needs, advance knowledge, and foster respect for all. OIED is comprised of distinct program areas:

- Equal Opportunity Compliance
- Faculty and Staff Diversity
- Student Diversity
- Campus Community Centers
 - ◇ African American Cultural Center
 - ◇ GLBT Center
 - ◇ Women's Center
 - ◇ Multicultural Student Affairs

At NC State, you are protected against discrimination and harassment based on membership in any of the following protected groups: race, religion, color, national origin, sex, age, disability, veteran status, genetic information, gender identity, and sexual orientation. If you think that you have been discriminated against, harassed, or retaliated against you should contact the Equal Opportunity & Equity section of OIED immediately. The Equal Opportunity & Equity section works to ensure that the university and its agents engage in practices that are compliant with the equal opportunity laws and policies. OIED is a neutral entity which does not favor either side (management or employee, student or faculty), but instead works to find facts and rectify any known policy violations.

Office for Institutional Equity & Diversity

231 Winslow Hall, Campus Box 7530, Raleigh, NC 27695

Main Number: 919-515-3148; TTY: 919-515-9617; Fax: 919-513-1428

<http://www.ncsu.edu/oied/>

Youth Programming

Serving the community and state through youth programming is integral to our mission and tradition of service as a land-grant institution. NC State University is committed to supporting a safe environment for minors on campus as well as the employees and volunteers who host them.

Minors on Campus - Youth under the age of 18

Safety is a shared responsibility and all employees should be aware of their responsibilities and boundaries in working with minors.

- Avoid being alone with a minor in a secluded area.
- Avoid driving minors in a personal vehicle for work purposes.
- Avoid using personal social media or phone number when working with minors. (Use NC State approved credentials and platforms)
- All employees must be aware of the [personal boundaries](#) for working with minors in NC State Programs.
- Programs hosting minors must register with the Office of Youth Programs and Compliance: go.ncsu.edu/minorsoncampus.
- Report suspected abuse or inappropriate behavior.



NC STATE UNIVERSITY ONBOARDING CENTER

Employee Resources

As you settle into your role at the University you will begin to replace all the useful information you have received during your first few weeks with numbers, research, students names, and simply how to find your building. When new questions arise as you experience all that NC State has to offer, visit the Employee Resources web-site for a wide variety of answers and assistance.

Information ranges from understanding the organizational structure of the University, Human Resources and Parking, to Leave options. You can also find out more about the Faculty and Staff Assistance Program and Disability Services available on campus.

As an active social media campus, we also provide a variety of Facebook and Twitter accounts to follow to stay current on the latest news, deals, and activities in the Wolfpack community. Learn about Perks of being an employee and local discounts to take advantage of in the area. You can also learn more about training and continuing educational and professional development opportunities.

If your department has information or services that would be useful for employees, please contact us to discuss incorporating links on the Employee Resources page.

onboarding.ncsu.edu/employee-resources-and-services/

NC STATE WOLFPACK ONE CARD

Your Wolfpack One Campus ID Card does it all! Not only does it prove you are a member of the Pack, you can make on-campus purchases through the AllCampus payroll deduction program (and get discounts across all dining programs ...it even works in vending machines!), enter buildings and open gates where you have been granted access, check out books at the library, and access other services through payroll deduction, such as a campus gym membership.

Take good care of your card and keep it in a safe place. Replacement cards are \$20 and available at the Wolfpack One Card office in the Talley Student Union. When your ID card expires, you will receive a free replacement. For more information about your card's features, visit onecard.ncsu.edu.

Office of Information Technology (OIT)

OIT provides centralized IT services for the campus community. Learn more about our organization and the services we provide at <http://oit.ncsu.edu>. Many colleges and departments also have their own IT staff providing computing support.

Computing Accounts

All faculty and staff are given a Unity account, which provides a User ID and password for access to most, if not all, of the following services:

- MyPack portal, a one-stop source for information, resources, and campus services
- Google Apps @ NC State for email, calendar, and other collaboration tools.
- Personal network file space for storage of files or Web pages
- Access to departmental networked file space for shared business data
- Application-specific accounts such as HR and Financials (available through the MyPack portal)

Depending on your job and department, you may have access to other services. Access to administrative applications requires a System Access Request (SAR) from an approved Requester or Approver. In addition, several colleges and departments provide specific services that may require other accounts. Ask your IT support contact if additional accounts might be necessary.

Password Security

At a minimum, you are required to change your Unity password once a year. Do so online at www.ncsu.edu/password. Use the UIA (User Identification & Authentication) System to provide security questions and answers in order to reset over the phone: www.ncsu.edu/uia.

Computer Security

Installing antivirus software is required and is free to download at: <http://oit.ncsu.edu/antivirus>. Keep operating systems patched and up-to-date. Google's Spam Service helps keep your inbox free from spam and viruses. All spam will be retained in your Spam folder, and you can review it and move legitimate email back to your inbox, or leave spam there and it will be emptied after 30 days. You should check your Spam folder in Gmail regularly. Do not open an attachment from someone you do not know or suspicious attachments from people you do know. Be careful giving out personal information or sharing private job-related information.

Public Records

In general, any person may inspect public records; a record can be any type of media: files, email, pictures, audio, etc. The NC Public Records Act requires state employees to maintain copies of all work-related electronic records, including work-related email of a non-transient nature. These items may not be deleted, altered or disposed of except in accordance with the University General Records Retention and Disposition schedule. To assist with compliance of email retention, all emails are retained for 7 years in Vault (if deleted); email kept in your inbox may be retained indefinitely. For more information on the Public Records Act or the email archive, see: <http://oit.ncsu.edu/email-archive>.

Safe-Keeping Your Data

Depending on your role here at the university, you may have access to certain kinds of data (student, personnel, financial). Knowing how to access, use, and keep that data secure is important, so be sure to review the Data Sensitivity Framework (DSF) which provides information and examples of best practices at: <https://go.ncsu.edu/data-framework>. Also, be sure to back-up critical data if the worst case happens. If you are unsure whether or not your data is already being backed-up, check with your local IT support or contact the NC State Help Desk for guidance. Finally, appropriate disposal of old computers is essential. Old hard drives and other storage units must be erased before they are removed from your office. go.ncsu.edu/data-removal

Training Opportunities

OIT provides training for all NC State employees on topics such as Google Apps, system administration, IT accessibility, WordPress, cybersecurity, ServiceNow, and much more. Additional information and a training schedule may be found online at: <http://oit.ncsu.edu/training>.

Other units, such as Distance Education Learning Technology Applications (DELTA), central administrative offices (Financials, HR, and Purchasing), and Technology Training Solutions provide training on the various applications they support.

Software

A variety of software programs are also available for employees to download on home computers for business use. Many of these

NC STATE

Office of Information Technology

help@ncsu.edu

919-515-HELP (4357)

Fax: 919-513-0877

TTY:919-513-0415

help.ncsu.edu

Walk-In Center

West Dunn Building Corner of
Dan Allen & Thurman Drive
oit.ncsu.edu/unit-tss/walk-center

Help Desk

NC State Help Desk provides general support for technology issues at NC State. If the Help Desk cannot resolve

your issue, you will be forwarded to appropriate support group.

Useful Links

MyPack Portal: mypack.ncsu.edu

Antivirus: ncsu.edu/antivirus

Wireless Information: wireless.ncsu.edu

IT System Announcements:

sysnews.ncsu.edu



University Payroll

Admin II, Second Floor
2711 Sullivan Drive
919-515-4350

Payroll New Employee Orientation:
<http://go.ncsu.edu/prneo>

Payroll Schedule

All SHRA and EHRA employees are paid monthly on the last business day of the month. You will receive 1/12 of your annual base salary regardless of how many workdays there are in each month. If you only work part of the month, your salary will be pro-rated.

Payment for earnings other than base salary; overtime, shift premium, on call or holiday pay for SHRA employees and research or academic supplemental or summer school pay for EHRA employees; is (usually) paid the month after it is earned and documented. Salary and supplemental pay amounts are entered by your department. Any questions regarding the amount or payment schedule will need to be directed to your department's payroll/human resources representative.

Employee Self Service (ESS)

Employee Self Service is an easy and safe way for you to enter your direct deposit, change tax withholding, view and print monthly pay statements and a lot more.

To access ESS, login to the MyPack Portal using your Unity ID and Password. Once you are logged in, click on the "For Faculty & Staff" tab at the top of the page. Then click on "Payroll & Compensation" under the "Employee Self Service" section.

Pay Statement

Your pay statement is available for viewing (via ESS "View Paycheck") one week before payday. You have access to view & print all your pay statements as long as you are an active employee.

Direct Deposit

As a condition of new or continuing employment, all NC State employees **must** enroll in the Direct Deposit program. To enroll, click on "Direct Deposit" on the Payroll and Compensation page in Employee Self Service.

Foreign Nationals must bring their Social Security Card to the International Employment and Taxation office before they can participate in the Direct Deposit Program.

Tax Withholding

Upon hire, all employee's tax withholding is set to Filing Status = Single with Zero personal allowances, for both Federal and State Income Tax calculation. If you want to claim Single, Zero you do not need to do anything. However, if you wish to claim something other than Single, Zero, you can change your withholding via Employee Self Service. Just click on "NC-4/W-4 Tax Data" on the Payroll and Compensation page of Employee Self Service.

Once you open the Tax Application page, you will see that there are two columns – one for Federal (W-4) and one for State (NC-4). You can change one or both at any time.

Please note: Foreign Nationals cannot use the Online Tax Application. You must meet with the Foreign National Tax Specialist for a tax assessment immediately upon hire. For an appointment, email: ietquestions@ncsu.edu

W-2 Year End Wage & Tax Statements

W-2's are produced by University Payroll each January for the prior calendar year. An electronic version will be made available for viewing and printing (via ESS) by mid-January.

If you want us to print you a copy, you do not need to do anything. If you prefer to print your own copy and you don't want us to print & mail you one, please let us know by going to ESS>Payroll and Compensation>W-2/W-2c Consent.

W-2's printed by University Payroll will be mailed to the mailing address we have on file for you (as of December 31st) by January 31st.

Payroll Taxes

Social Security – 6.2% of your FICA taxable gross on the first \$118,500 (2016)

Medicare – 1.45% of your FICA taxable gross up to \$200,000. An additional .9% is added for annual incomes exceeding \$200,000.

Federal & State Income Tax – calculation is based on your federal and state taxable gross and what you are claiming on your W-4 & NC – 4.

Taxable Gross

Your taxable gross salary is your actual salary minus any pre-tax deductions. This is the amount of your monthly salary that is used when calculating your tax liability

For more information check out the "For Faculty & Staff" page on the Payroll website www.ncsu.edu/human_resources/payroll/faculty_staff.php

For a listing of pay dates and monthly deadlines for updating your direct deposit or tax withholding information go to: www.ncsu.edu/human_resources/payroll/pdfs/gpmonthly.pdf

PERFORMANCE MANAGEMENT

NC State University employs performance management processes in order to help maximize both individual and organizational success. Performance management serves many purposes, including helping to ensure that Faculty and Staff understand expectations and that those expectations align with the goals and priorities of their work unit, as well as with the University's strategic initiatives. It further provides a defined cycle of review to assess Faculty and Staff success toward meeting operational needs and professional development goals.

Performance management resources for both Faculty and Staff include: SHRA performance management program, EHRA performance management program, and faculty performance management resources.

NC State maintains a performance management program in which every university SHRA employee participates in performance planning, feedback, and appraising. Supervisors and managers direct the program while promoting active employee involvement. The annual performance appraisal cycle commences April 1 of each year and ends on March 31 of the following year. The three stages of the SHRA performance management program include:

1. **Performance Planning:** includes developing the performance plan and setting performance expectations, development plans and performance tracking methods
2. **Performance Feedback:** providing ongoing coaching, mentoring and feedback relative to performance expectations throughout the performance cycle
3. **Performance Appraising:** evaluating work during the entire performance cycle

NC State University maintains a commitment and practice to provide timely performance feedback on an annual basis to each EHRA non-faculty employee to help ensure effective work efforts and to focus on the continued successful achievement of the University's goals and objectives. As such, Supervisors must formally evaluate EHRA non-faculty employees on at least an annual basis, generally prior to the end of the fiscal year.

Supervisors who require assistance with SHRA or EHRA Performance Management processes may contact Employee Relations at 919-515-6575 for support or visit their website for resources at: <https://er.hr.ncsu.edu/>

Faculty are reviewed in various ways. Information regarding faculty performance management processes can be found via REG 05.20.03 at <https://policies.ncsu.edu/regulation/reg-05-20-03/> and encompass:

- Annual Reviews of Faculty Members
- Annual Faculty Activity Reports
- Comprehensive Review of Tenure Faculty

In addition, the Office of Faculty Development provides a wealth of information to help facilitate the success of NC State's faculty. For available resources, please visit: <https://ofd.ncsu.edu/>

If you have any questions or need resources in support of performance management at NC State, please contact Employee Relations at 919-515-6575 or via email at employeeerelations@ncsu.edu.

NC STATE BOOKSTORES

Wolfpack Outfitters, located in the new Talley Student Union, is the flagship location for NC State Bookstores. We're your one-stop shopping source for everything from textbooks and course materials to general books and magazines, to computer equipment, software and peripherals. We also stock a large selection of other merchandise, including office, school and art supplies, gifts and novelties and a huge assortment of collegiate memorabilia to share with your favorite Wolfpack fan. As an employee, you can purchase computers and software at the "education discounted rate." This could mean a savings of hundreds of dollars. Visit their website for more information, and while you are there, be sure to sign up for their e-newsletter to find out about unadvertised sales and special events: www.ncsu.edu/bookstore. NC State Bookstores is part of the AllCampus Payroll Deduction Network.

NC STATE DINING

NC State has an award-winning dining program that is not just for students. Our faculty and staff enjoy the variety and convenience of dining on campus, too.

Choose from all-you-can-eat dining halls, restaurants, coffee houses and cafes, convenience stores and vending machines. Use AllCampus Payroll Deduction for ease of pay (it works in vending machines, too!) and get a discounts across campus through our Incredible Savings Club. For locations and hours of operation, visit: www.ncsu.edu/dining. Sign up for their e-newsletter while you are there.



Call your NC State University FASAP Program anytime for Confidential Assistance

Call: 866.467.0467 TDD: 800.697.0353

Go online: guidanceresources.com Your NC State Web ID: **FASAP**

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. The NC State University FASAP Program provides support, resources and information for personal and work-life issues. The FASAP Program is university-sponsored, confidential and provided at no charge to you and your dependents. This flyer explains how the FASAP Program can help you and your family deal with everyday challenges.

Confidential Counseling

Someone to talk to.

This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by Guidance ConsultantsSM — highly trained masters and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling and other resources for:

- › Stress, anxiety and depression
- › Job pressures
- › Relationship/marital conflicts
- › Grief and loss
- › Problems with children
- › Substance abuse

Financial Information and Resources

Discover your best options.

Speak by phone with our Certified Public Accountants and Certified Financial Planners on a wide range of financial issues, including:

- › Getting out of debt
- › Retirement planning
- › Credit card or loan problems
- › Estate planning
- › Tax questions
- › Saving for college

Legal Support and Resources

Expert info when you need it.

Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call about:

- › Divorce and family law
- › Real estate transactions
- › Debt and bankruptcy
- › Civil and criminal actions
- › Landlord/tenant issues
- › Contracts

Work-Life Solutions

Delegate your "to-do" list.

Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- › Child and elder care
- › College planning
- › Moving and relocation
- › Pet care
- › Making major purchases
- › Home repair

Guidance Resources® Online

Knowledge at your fingertips.

Guidance Resources Online is your one stop for expert information on the issues that matter most to you... relationships, work, school, children, wellness, legal, financial, free time and more.

- › Timely articles, HelpSheetsSM, tutorials, streaming videos and self-assessments
- › "Ask the Expert" personal responses to your questions
- › Child care, elder care, attorney and financial planner searches

Benefits for SHRA and EHRA Employees

go.ncsu.edu/benefitsorientation

HR Benefits
 hrsbenefits@ncsu.edu
 919-515-2151

Benefits Eligibility

SHRA and EHRA employees working at least 30 hours each week (.75 FTE) on a nine month or greater recurring contract or work obligation are eligible to participate in all benefit plans.

SHRA positions are governed by the provisions of the State Human Resources Act of North Carolina and include most staff positions.

EHRA positions are exempt from the provisions of the State Human Resources Act of North Carolina and are governed by the UNC Board of Governors. EHRA positions include all faculty and most research, instructional, and senior administrative positions.

Some benefit plans are also available at full cost to employees who work at least 20 hours each week or who work less than a nine month recurring contract or work obligation. Once enrolled, most benefit plans become effective the first month following an employee's date of hire.

BENEFITS ELIGIBILITY MATRIX

Benefit Plans	SHRA/EHRA Employees -FTE>0.749 -Recurring Contract or Work Obligation ≥ 9 months	SHRA/EHRA Employees -FTE>0.749 - Contract or Work Obligation < 9 months	SHRA/EHRA Employees - FTE 0.5 to 0.749	SHRA/EHRA Employees - FTE <0.49 Temporary Employees (Any FTE)
State Health Plan - Traditional 70/30 Plan, Enhanced 80/20 Plan, or Consumer-Directed	Eligible - Employees pay the full cost of	Eligible - Employees pay the full cost of	Eligible - Employees pay the full cost of	Not Eligible
NCFlex Benefits Plans -dental, vision, cancer, critical illness, flexible spending accounts,	Eligible - Employees pay the full cost of coverage	Eligible - Employees pay the full cost of coverage	Eligible - Employees pay the full cost of coverage	Not Eligible
NC State University Benefit Plan - MetLife, Hyatt Legal, Travelers Insurance	Eligible - Employees pay the full cost of coverage	Not Eligible	Not Eligible	Not Eligible
Voluntary Long -Term Disability Plans -Liberty Mutual (for TSERS) or Standard (for ORP)	Eligible - Employees pay the full cost of coverage	Not Eligible	Not Eligible	Not Eligible
Mandatory Retirement Plans - TSERS or OPR	Eligible	Not Eligible	Not Eligible	Not Eligible
Voluntary Retirement Plans - 401(k), 403(b), and 457 plans	Eligible	Eligible - Excludes 401(K) Plan	Eligible - Excludes 401(K) Plan	Eligible - Excludes 401(K) Plan

Benefits To-Do List – Eligible SHRA and EHRA Employees

- State Health Plan (30-day enrollment deadline)
 - NCFlex Benefits Plans (30-day enrollment deadline)
 - Dental
 - Vision
 - Cancer
 - Critical Illness
 - Flexible Spending Accounts
 - NCFlex Group Term Life Insurance
 - Accidental Death & Dismemberment (AD&D Insurance)
 - Core Accidental Death & Dismemberment (AD&D Insurance)
 - MetLife Group Term Life Insurance (30-day enrollment deadline)
 - Hyatt Legal Plan (30-day enrollment deadline)
 - Mandatory Retirement Plan – TSERS or ORP (60-day enrollment deadline)
 - Liberty Mutual or Standard Long-Term Disability Insurance (60-day enrollment deadline)

Visit the Benefits Orientation website at go.ncsu.edu/benefitsorientation for enrollment details.

Important Information for SHRA and EHRA Transfer Employees

New benefits-eligible employees transferring from a State of North Carolina agency to NC State University must transfer their existing NCFlex benefit elections unless a 30-day break in employment service between state agencies has been satisfied. You can not make changes to your elections or elect new benefit options. You must transfer your existing NCFlex benefits to the new work location. Employees who have not satisfied this 30-day break in employment service will only be permitted to change their NCFlex benefit elections as a result of a qualified life event or during Annual Enrollment typically in October.*

New transfer employees with less than 30 days between state agency employments must contact HR Benefits at hrsbenefits@ncsu.edu or 919-515-2151 to ensure the accurate and prompt transfer of existing benefit elections.

* This requirement applies only to the NCFlex benefit elections of new benefits-eligible transfer employees. New benefits-eligible transfer employees may enroll in any or all NC State University benefit plans, or make changes to their State Health Plan elections. Additionally, new benefits-eligible transfer employees are required to enroll in a mandatory retirement program.

Check your pay statement to ensure benefits transferred.

Benefits Disclaimer

All benefits at NC State University are governed by legal documents or general statutes applicable to the particular plan. This document provides a brief summary of the benefits available to eligible NC State University employees. Not all provisions, limitations, and exclusions are included in this summary. It should be understood that explanations in this summary cannot alter, modify, or otherwise change the controlling legal documents or general statutes in any way, nor can any right accrue by reason of any inclusion or omission of any statement in this summary.

NC State University reserves the right to change or terminate benefits at any time and in any manner to the extent permitted by law.

University Leave www.ncsu.edu/hr/benefits/leave/

Adverse Weather: The Chancellor or Provost determines and announces all decisions to close, delay, or cancel activities of the University related to adverse weather or other emergency conditions. The employee's obligation to report to work and ability to be paid depends on their work status and the adverse weather status level.

Annual Leave: The purpose of paid vacation (annual leave) is to encourage employees to renew themselves physically and mentally and can cover absences due to personal obligations, adverse weather conditions and illness in the immediate family.

Civil Leave: Some NC State employees are entitled to civil leave (with pay) when serving on a jury or when subpoenaed as witnesses.

Community Service Leave: Community service leave may provide employees with paid time off to volunteer in their communities.

Educational Leave: The State may provide leave with pay or leave without pay for certain types of educational courses.

Family Illness Leave: Is provided for an employee to care for the employee's child, parent, or spouse, after Family & Medical Leave has been exhausted, when that child, spouse, or parent has a serious health condition. Not provided for the employee's illness.

Family & Medical Leave: Full-time and some part-time employees may be entitled to up to 12 weeks of Leave for their own serious medical condition, birth/adoption of a child, or serious medical condition of a child, spouse, or parent.

Leave Without Pay: Leave without pay may be granted by the supervisor to a permanent or probationary full- or part-time employee for various reasons, including family and medical leave, extended educational purposes, vacation, worker's compensation, or personal reasons.

Military Leave: Leave with pay, up to a maximum of 120 hours each federal fiscal year (Oct-Sept) (pro-rated for part-time employees) may be granted to members of the uniformed services for active duty for training and inactive duty training.

Sick Leave: Allows an employee to recover from personal illness, injury, or disability that prevents performance of usual duties. Sick leave may also be used to care for a sick child, spouse, or parent.

Voluntary Shared Leave: Employees who do not have sufficient leave to allow them to remain in paid status while out for their own serious medical condition, which requires at least 20 consecutive days from work, may request voluntary shared leave.

Workers' Compensation: NC State employees are covered for injuries arising from their work pursuant to the Workers' Compensation Act. Notice should be given to the supervisor within 24 hours of any injury so that we can arrange appropriate medical treatment and coordinate any absences from work.

University Closings 2019-2021

Some employees must work on holidays/closings to meet operational needs. To confirm that additional compensation is applicable, review information on the additional compensation process.

Employees may ask to take leave for major religious observances. Supervisors must arrange work schedules so the employees can take leave if the day is a major religious observance for them and the leave does not create an emergency situation in the department

The State authorizes 11 holidays in years where Christmas falls on a Fri, Sat, Sun, or Mon, and 12 holidays in years when Christmas falls on a Tues, Wed, or Thurs. The campuses of the University of North Carolina system observe the same total number of holidays as those provided to other State agencies. However, each campus sets its own specific holiday/closing schedule based on institutional needs.

Holidays/ Closings	2019	2020	2021
New Year's Day	Tues Jan 1	Wed Jan 1	Fri Jan 1
Day after New Year's Day	Wed Jan 2 (open)	Thurs Jan 2 (open)	Sat Jan 2
Martin Luther King Jr. Day	Mon Jan 21	Mon Jan 20	Mon Jan 18
Memorial Day	Mon May 27	Mon May 25	Mon May 31
Independence Day	Thurs July 4	Fri July 3	Mon July 5
Labor Day	Mon Sept 2	Mon Sept 7	Mon Sept 6
Thanksgiving Day	Thurs Nov 28	Thurs Nov 26	Thurs Nov 25
Day After Thanksgiving	Fri Nov 29	Fri Nov 27	Fri Nov 26
Winter Break	Mon Dec 23	Thurs Dec 24	Fri Dec 24
Winter Break	Tues Dec 24	Fri Dec 25	Sat Dec 25
Winter Break	Wed Dec 25	Sat Dec 26	Sun Dec 25
Winter Break	Thurs Dec 26	Sun Dec 27	Mon Dec 27
Winter Break	Fri Dec 27	Mon Dec 28	Tues Dec 27
Winter Break	Sat Dec 28	Tues Dec 29	Wed Dec 28
Winter Break	Sun Dec 29	Wed Dec 30	Thurs Dec 29
Winter Break	Mon Dec 30 (open)	Thurs Dec 31 (open)	Fri Dec 31 (open)
Winter Break	Tues Dec 31 (open)	University Reopens Mon Jan 4, 2021	University Reopens Mon Jan 3, 2022 Employees must use leave time.



WolfAlert text messages are sent to all cell phone numbers entered in MyPack Portal. Please verify your contact information in order to receive these messages in the event of a campus emergency or University closing.

**NC State University
Police Department**
2610 Wolf Village Way
Raleigh, NC 27695

9-1-1 Emergencies

919-515-3000
Non-emergencies

University Police

NC State University Police Department is a fully sworn, armed, well-trained and well-equipped police department that serves the campus community.

University Police officers have the same powers and responsibilities as your local police and sheriff's departments. University Police enforce North Carolina law, investigate crimes, respond to emergencies, patrol university property and provide safety education.

The Department operates 24 hours a day, 365 days a year. Uniformed police officers patrol campus in cars, on horseback, bikes and foot. University Police are accredited by both the Commission on Accreditation of Law Enforcement Agencies (CALEA) and by the International Association of Campus Law Enforcement Administrators. Less than 50 university police departments nationally are accredited by IACLEA and ours was the first university police department in North Carolina to be accredited by both organizations.

University Police encourages the campus community to immediately report suspicious activities by calling 911 from a campus landline or 919-515-3000 from your mobile phone. Immediately calling University Police may greatly minimize the impact of these events, protect property and potentially save lives. University Police may communicate specific crimes to campus by issuing Crime Warning emails and posting information at police.ncsu.edu.

Methods of Emergency Notification and Communication

Email – Broadcast emails are delivered to all official University email accounts containing YourUnityID@ncsu.edu.

Text Messaging – Text messages are delivered to all cell phone numbers listed in MyPack Portal

Audible Alerts – Voice and tone enabled siren towers are installed throughout campus to people who are outdoors to seek shelter immediately

Alertus Desktop Notifications – Emergency alerts are posted to individual computers with the Alertus software. More information can be found at go.ncsu.edu/alertus

Billboard – Emergency alerts are posted on digital Billboard signs located in common areas across campus

Social Media – Follow WolfAlert Twitter and Facebook accounts

University Home Page – WolfAlerts and updates are posted on www.ncsu.edu

Adverse Conditions Hotline – Updates on emergency conditions are posted via phone message at 919-513-8888

WolfAlerts are disseminated by NC State Environmental Health and Public Safety and University Communications. More information regarding WolfAlert and NC State emergency procedures can be found at wolfalert.ncsu.edu.

Use of State Property

Summary of Selected Policies, Regulations & Rules

All University property is intended for business use only. Employees may not use University or state property or funds for personal gain. This includes, but is not limited to, telephones, equipment, storage space, desks, Internet, or mail services.

Misuse of state property or funds may result in disciplinary action up to and including dismissal. North Carolina G.S. 114-15.1 requires state employees who have information or evidence of misuse of state property to report such information or evidence to their immediate supervisor within three days. The supervisor must then report the matter to the head of their institutional agency who in turn must report the matter within 10 days to the director of the State Bureau of Investigation (SBI). Misuse of state property includes attempted arson, arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of, any state owned personal or real property.

The following summary regarding frequently used equipment is provided to inform you or to remind you of your obligations. If you have any questions about your responsibilities or about the appropriate use of State property not listed below, please contact your supervisor, director, department head, or dean.

Use of Vehicles Owned by the University or the State of NC

University employees are expected to observe all motor vehicle laws when driving and riding in University and state-owned vehicles. This includes observing the speed limit and wearing seat belts. Conviction of a moving violation or negligence resulting in damage to University property while operating a state-owned vehicle may result in disciplinary action, up to and including dismissal. State-owned vehicles shall be used for official state business only. G.S. 14-247.

Use of Mail, Telephones, and Computers

The University mail system is for handling official University mail. Employees should not use it for personal correspondence. Telephones are intended for business purposes. Personal phone calls are occasionally necessary. However, at no time may long distance calls or toll calls of a personal nature be made at the University's expense.

NC State's computer networks, equipment, and resources are provided primarily to support the academic and administrative functions of the University. Contact your supervisor if you have questions on the use of computers, equipment, networks, or resources.

The University Mail Services is a tax-supported service exclusively for official business. Long established University policy prohibits its use for private purposes. "Private Use" includes sending such materials as chain letters, political notices, advertisements and all other materials not related to the conduct of University business.

Use of State Property Off Campus or at Home

Equipment which is the property of the state or federal government may be used at home by University faculty/staff employees, provided the following criteria are met: 2.1. Use of the equipment at home will not interfere with the operational needs of the college/department. 2.2. Home use is approved by the appropriate Dean/Director/ Department Head. 2.3. The equipment is used only for University business.

Individuals who receive college/department approval to remove equipment from the campus for use at home for a period greater than 30 days should complete NCSU Equipment Tracking Home Use Authorization Form (NCSU Form CA-2). Form CA-2 must be completed on any piece of equipment that is taken home regardless of the cost of the equipment or whether the asset is tagged.

Credit Cards (department stores, gasoline, office supply, etc.)

Under no circumstances may University credit cards be used for personal use even if you intend to reimburse the University for the charges.

WOLFPERKS

The WolfPerks employee discount program is designed to help save employees money at local, statewide and national businesses. A list of discounts and incentives on goods and services you use every day can be accessed online at: www.ncsu.edu/hr/wolfperks

Moving with the Pack

Current and new employees can enjoy this benefit whether moving to or within the area. For more information go to: www.movingwiththepack.com/

Recreation & Leisure

Athletics: NC State employees may purchase up to four men's basketball and/or football season tickets at a discounted rate and will receive a complementary parking pass. Faculty & Staff may also attend non-revenue sports free of charge with a valid NC State ID card. For information visit www.gopack.com or call the NC State Athletic Ticket office at 919-865-1510.

Carmichael Gymnasium: All NC State employees are eligible to join the Carmichael Gymnasium. They can choose monthly payroll deduction of membership dues or pay for a full year upon joining. For more information, stop by the Gym or check out their website for rates and more: <http://recreation.ncsu.edu/facilities/carmichael>

University Club: All faculty, staff, students & alumni can join the University Club and enjoy tennis, golf, swimming and dining at the University Club. Call 919-828-0308 or visit www.ncsuclub.com for details.

Key Haven: Key Haven is a gated, wooded peninsula on Kerr Lake offering camping, picnicking, boating, swimming and fishing for a nominal fee. NC State will lease this facility for its faculty, staff and graduate students to use and enjoy. For more info and reservations: <http://www.keyhaven.ncsu.edu>

Educational Opportunities

Faculty & Staff Tuition Waiver Program — Waiver of tuition/fee privileges are allowed for full-time faculty and full-time staff members (employed for 30 or more hours) of the University. Employees may attend three courses per year tuition-free at any one of the sixteen UNC colleges. For more information: www.fis.ncsu.edu/cashier

Technology Training Solutions (TTS) — TSS provides leading edge training and certification. You can attend classes in person or choose from hundreds of courses taught online. For more information, contact 919-515-2277 or mckimmoninfo@ncsu.edu

Office of Information Technology (OIT) – OIT offers a variety of training and educational opportunities free of charge. To register for classes, visit oit.ncsu.edu/classmate. All questions and comments may be directed to classreg@ncsu.edu.

Personal and Professional Development — Training & Organizational Development (T&OD) offers a variety of personal and professional skill development courses to NC State faculty and staff. QuickStart certificate program provides an introduction to the University Business Practices. www.ncsu.edu/human_resources/tod

Academic Assistance Program— The State of North Carolina's Academic Assistance Program allows University departments to reimburse permanent employees for the costs of job-related courses. Eligible courses are those that are beneficial to both the employee and the University.

Office of Faculty Development — The Office of Faculty Development aims to connect all faculty members to vital information and resources while providing knowledge and skills needed to grow, excel and succeed in all realms of faculty responsibility. <http://ofd.ncsu.edu>

For more information on training and educational opportunities visit lod.hr.ncsu.edu or call 919-515-7844.

Environmental Health and Safety

TO DO: Manager's safety orientation checklist

<https://ehs.ncsu.edu/managers-checklist/>

This checklist is to be completed for all employees/volunteers/graduate students/post-docs by their supervisors/managers on the first day of work or before work commences.

NC State Environmental Health and Safety programs and services encompass seven major elements:

- **The most important element is you.** You are responsible for ensuring that all your activities result in an acceptable level of risk to yourself, to the others present, to the general population, and to the environment.
- **Your immediate supervisor** is responsible for keeping you apprised of the approved procedures and information related to health and safety of your activities.
- **Your principal investigator** holds the authority for work with hazardous substances, radioactive materials or radiation producing devices and is therefore responsible to ensure that all work is conducted with full regard for personnel safety and health and in accordance with the laboratory safety plan and other hazardous material approvals, including radiation, biological and other hazardous materials and/or processes.
- **Your department head** is responsible for establishing and maintaining a work environment which fosters the appropriate health and safety procedures in all activities of the department.
- **Your unit safety committee**, the group which audits the general physical conditions and operations of the department, seeks resolution of recognizable safety and health problems and acts as the liaison to Environmental Health and Safety.
- **The Environmental Health and Safety Center** administers the health and safety programs of the University. EHS provides professional assistance and expertise to members of the University community in matters of occupational health and safety.
- **Environmental Health and Safety Committees** provide appropriate input to Environmental Health and Safety and its component sections. The voting members of these committees are drawn from the faculty and staff and are recognized scientific experts in areas related to the respective committee's activity. Safety Committees include the Occupational Safety and Health Council, Hazardous Materials Committee, Institutional Biosafety Committee, Radiation Safety Committee and Unit Safety Committees.



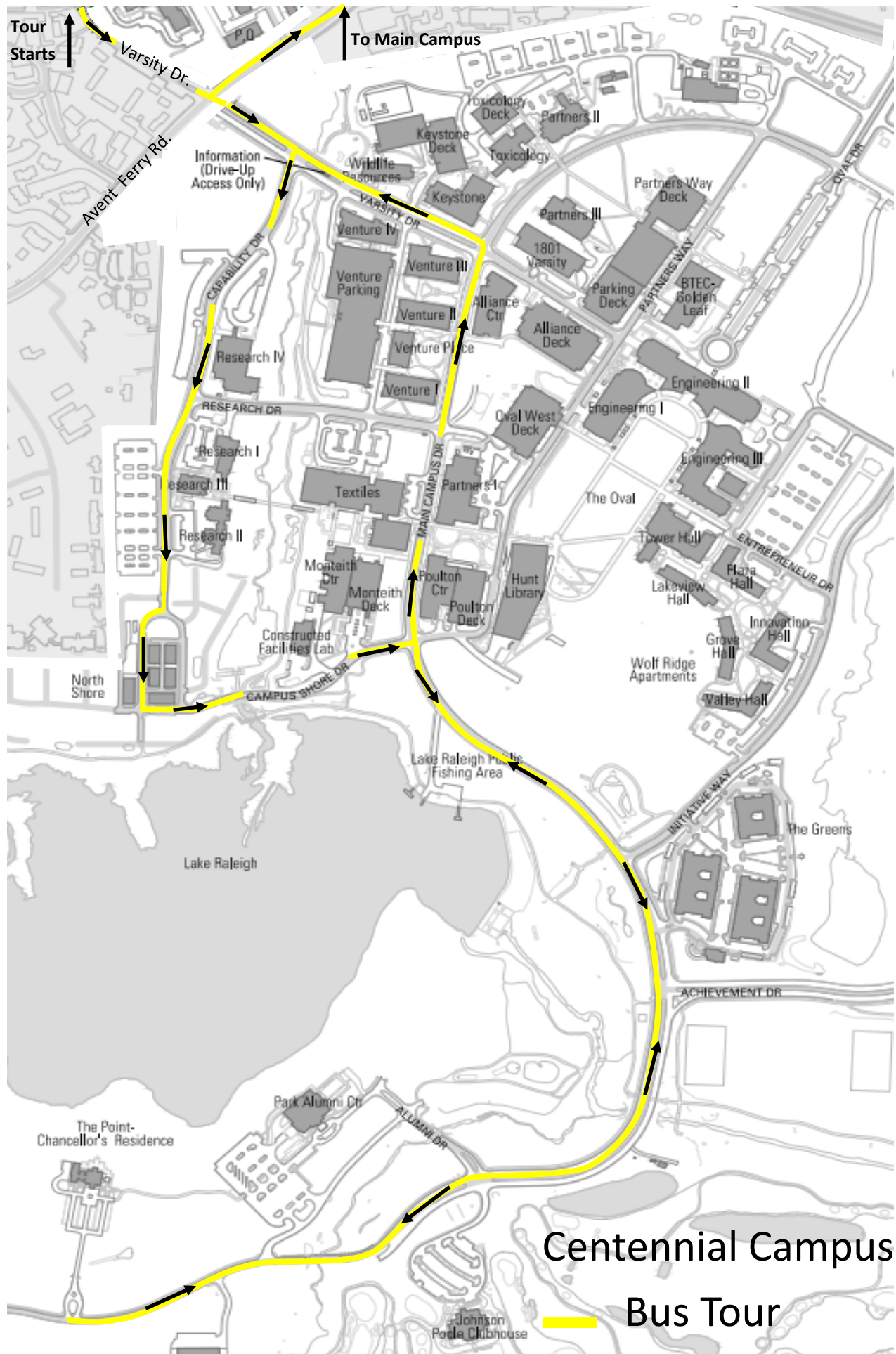
Employee Parking

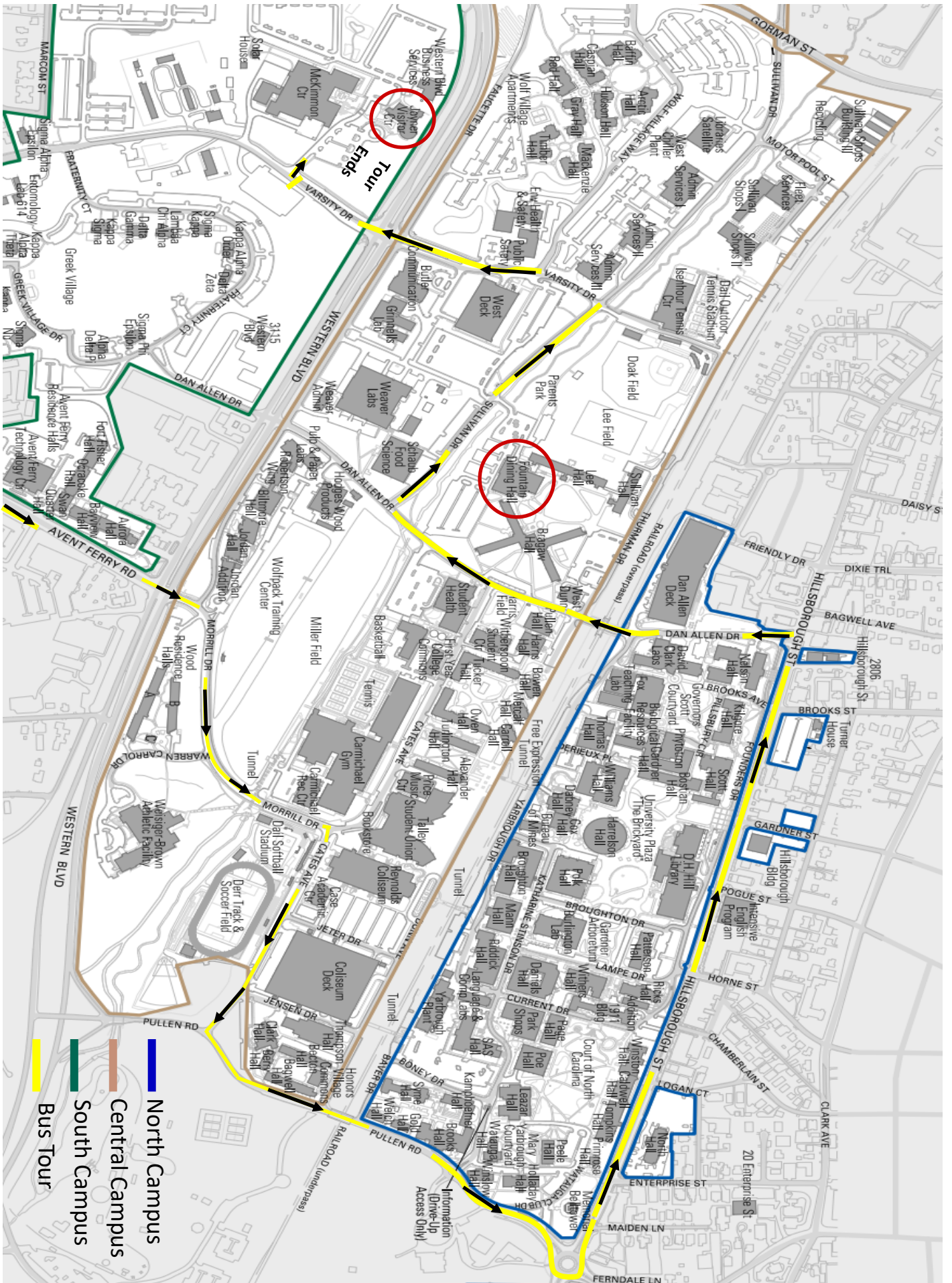
Any vehicle parked in a University parking space must display the appropriate parking permit for that space. You can purchase the appropriate parking permit (depending on where you work on campus) during your Onboarding Appointment, in the Transportation office, or via My Pack Portal. Monthly parking permit fees are processed through payroll deduction.

<http://www2.acs.ncsu.edu/trans/parking/employees.html>

Getting Around Campus

Wolfline is NC State's bus service for faculty, staff and students. Buses run every day that classes are in session, serving all three campuses, two Park & Ride lots and NC State Housing facilities. GoRaleigh and GoTriangle partner with NC State to provide the GoPass to students, faculty and staff as a transit alternative to the single occupancy vehicle. All Wolfline buses are equipped with the Transit Visualization System so you can locate your bus on line or with a smartphone. <http://ncsu.transloc.com/> Call 919-515-3424 with question.





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MAKING YOUR IDEAS A REALITY.

Whether it's for your department or a personal project, we can help you with everything from printed materials, banners, and displays to custom apparel and promotional products. We offer free delivery on campus for faculty and staff, and your purchases directly support the university and students.

PROMOTIONAL ITEMS · T-SHIRTS · PRINTING · DESIGN SERVICES
NC STATE BRANDED APPAREL · COURSEPACKS

- GET STARTED TODAY -

We are conveniently located in Talley Student Union and on the web
Wolf Xpress: wolfxpress.ncsu.edu | State of the Art: stateoftheart.ncsu.edu