

SOP HR.07.00	EHRA Non-Faculty & SAAO Tier II Employees
Owner/Contact Information:	College of Sciences, Human Resources, 919-515-3487
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Related Policies/Links:	Annual Evaluation of EHRA Non-Faculty Contracts and At-Will Appointments Chart (Page 3 for EHRA Non-Faculty) EHRA Non-Faculty Research Job Level Matrix EHRA Non Faculty Performance Management Offer Letter and Change Notification SOP POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA) Policy POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure Recruitment and Search Committee Best Practices SOP

1. Purpose/Introduction

This Standard Operating Procedure (SOP) document is intended to guide employees through general and operational processes pertaining to EHRA Non-Faculty & SAAO Tier II employees. EHRA Non-Faculty & SAAO Tier II employee processes are managed by each department, however, College of Sciences Human Resources (COS-HR) is available to answer questions or provide guidance regarding EHRA Non-Faculty & SAAO Tier II employee processes and procedures.

2. Definitions

Academic Year Appointment: also known as 9-month appointments, begin August 16 and end May 15. 9-month academic-year appointments have no contractual work obligation for the summer.

At-Will Appointment: An appointment may be designated as “at will,” which is subject to continuation or discontinuation at the discretion of the Chancellor or Chancellor’s designee. This type of appointment is for an indefinite term.

COS: College of Sciences

COS HR: Abbreviation for College of Sciences, Human Resources Office

Department Representative: The person submitting any action on behalf of their department or center

EHRA Professional: Another term for EHRA Non-Faculty and SAAO Tier II positions.

FLSA: Fair Labor Standards Act (FLSA) regulations categorize employees as either “exempt” or “non-exempt” for purposes of being subject to timekeeping and overtime requirements

FLSA Exempt: Employees who are in an exempt position must meet a “duties test” showing that the primary purpose and functions meet requirements and expectations established for executive, administrative, professional, and computer roles. Employees who are exempt must be paid at the federally mandated salary threshold to be exempt from “overtime”.

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FLSA Non-Exempt: Employees who are in a non-exempt position must record their work hours in WolfTime and are subject to timekeeping and overtime requirements.

Fiscal Year Appointment: also known as 12-month appointments. Fiscal Year appointments may begin at any time of the year but are usually for the period of July 1 through June 30.

IRIT: Instructional positions, Research positions, Public Service/Extension positions, and Technology positions. Any non-faculty position that is proposed for EHRA status must meet the criteria associated with either IRIT or SAAO in order to be covered under the human resources policies established by the University's Board of Governors.

SAAO: Senior Administrative and Academic Officers, classified by either Tier I or Tier II, are exempted from the State Human Resources Act.

UHR: Abbreviation for University Human Resources

Wolftime: NC State University web-based time keeping and leave tracking system

3. Procedures

3.1 Definition of EHRA Non-Faculty Classifications

- 3.1.1 EHRA, or [Exempt from the Human Resources Act](#), positions are administered in accordance with the provisions and requirements of that Act. The types of positions that have been largely exempt from coverage under the Act; IRIT, or Instructional positions, Research positions, Public Service/Extension positions, and Senior Academic & Administrative Officer positions Tier II.
- 3.1.2 EHRA Non-Faculty positions deliver the [core-mission activities](#) of the University by creating and disseminating knowledge through direct instruction, research, and public service; or by performing professional-level duties that are integral to and uniquely supportive of that work.
- 3.1.3 [EHRA Non-Faculty Classifications](#): EHRA Non-Faculty positions are divided into four [categories](#): Instructional, Research, Public Service/Extension and SAAO II positions. These types of positions are exempt from coverage under the State Human Resources Act (EHRA). The purpose of each position must be engaged in the regular academic, educational, research, or public-service/extension activities of the University.
- 3.1.4 [EHRA Non-Faculty Research Matrix](#): The EHRA Non-Faculty Research Matrix describes the nature and scope of research and minimum education requirements for research practitioners and project managers. Examples of positions that meet the research position criteria are Research Assistant, Research Associate, Research Scholar, Senior Research Scholar, Principal Research Scholar, and Visiting Scholar.

3.2 Visiting Appointments

A visiting appointment and any subsequent visiting reappointments in a visiting EHRA professional position shall be for a period of no more than two years. If the visiting appointment is funded in whole or substantial part from sources other than continuing state budget funds or permanent trust accounts, the letter of appointment shall state: 1) continuation of the employee's service in that position is contingent upon the continuing availability of funds from such other sources to support that position, 2) specify the source of such funds, and 3) state that the effect of such contingency may apply without the additional notice.

If the visiting appointment is an unpaid appointment, please also refer to the [unpaid appointment matrix](#) to determine what type of unpaid appointment may be needed for the visitor. All unpaid

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appointments may require advance approval, background checks, and if applicable, may require additional approval from [International Employment](#) or [Office of International Services](#).

3.3 Bylaws

Departmental bylaws are the written instructions about the internal administration and procedures of how the college departments define or designate the responsibilities and functions of the faculty and of various committees. Department bylaws should be consistent in department governance as well as with general college and university policies and regulations, and should not conflict with any university policy, rule or regulation. Department Bylaws should be consulted on a departmental basis to see if they contain language specific to EHRA Professional processes.

3.4 Establishing an EHRA Non-Faculty Position

A new position is defined as a position that did not previously exist or a position that existed, but without previously attached funding. University Human Resources will conduct a thorough analysis and consultation upon submission of a request for a new position. Managers may find the [EHRA Analysis Tool](#) helpful in determining whether or not a position should be classified as EHRA, based on the responsibilities. More information on EHRA non-faculty classifications and [approval requirements](#) can be found on the University HR Classification and Compensation [webpage](#).

3.5 Recruitment Procedures

- 3.5.1** The [Recruitment and Search Committee Best Practices Standard Operating Procedure](#) is designed to provide the College of Sciences with guiding procedures for recruitment of EHRA, SHRA, and Postdoc employee classifications. [Checklists](#) have been developed to guide hiring officials and department representatives through the recruitment process in conjunction with the Recruitment and Search Committee Best Practices Standard Operating Procedure. Managers may find the [EHRA Analysis Tool](#) helpful in determining whether or not a position should be classified as EHRA, based on the responsibilities
- 3.5.2** At the finalist stage, if the EHRA Non-Faculty & SAAO Tier II hire is expected to hold a faculty position as a secondary appointment, please see [POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure](#) for the qualifications for academic rank.
- 3.5.3** COS HR has developed a Recruitment and Hiring of [EHRA Non-Faculty & SAAO Tier II Employees Process Map](#) to assist departments in the timeline and outline of the recruitment and hiring process of an EHRA Non-Faculty & SAAO Tier II Employees.

3.6 Onboarding Resources

University Onboarding: The Onboarding Center provides resources for [EHRA Non-Faculty Onboarding](#).

Department Onboarding: Department onboarding should be conducted by the supervisor in conjunction with any departmental onboarding procedures with the department representative.

3.7 Training and Development

[Learning and Organizational Development \(L&OD\)](#) builds the knowledge, skills, and abilities of NC State's workforce by helping them develop and achieve their potential so that the organizations they work for can succeed and grow. L&OD fosters a learning culture where employees are engaged in continuous learning.

[Continuing & Professional Education](#) at NC State University also provides continuing education opportunities, professional workshops, seminars and conferences.

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3.8 Performance Management

3.8.1 Permanent EHRA non-faculty receive annual performance plans and appraisals. Supervisors are expected to set goals and objectives for each EHRA non-faculty employee at the **beginning** of the performance evaluation cycle. Supervisors must formally evaluate EHRA non-faculty employees on at least an annual basis to help ensure effective work efforts and to focus on the continued successful achievement of the [University's goals and objectives](#). The EHRA Non-Faculty performance management evaluation forms can be found on the University Employee Relations [website](#). More information on performance management, forms, and deadlines can also be found on the College of Sciences Human Resources [website](#). Please also reference [REG 05.50.08 Annual Evaluation of EHRA Non-Faculty](#).

3.9 FLSA Status and Appointment Length.

3.9.1 EHRA Non-Exempt vs. Exempt: EHRA Non-Faculty that do not meet either the [duties test](#) or salary thresholds are required to record work hours in Wolftime and are classified as FLSA Non-Exempt. This can be true for both 9-month and 12-month EHRA Non-Faculty appointment types.

3.9.2 EHRA Non-Faculty 9-month vs. 12-month: Based on the duties of the position, it is possible for an EHRA Non-Faculty position to be classified as either a 9-month or 12-month appointment length. In instances where the primary job duties are during the academic year, it is possible that the appointment would be 9-month. EHRA Non-Faculty in more professional roles are typically, 12-month appointments. Leave comparisons for 9-month and 12-month appointments can be found on the University Benefits, Employee Wellness and Work Life [website](#).

3.10 Resources for New EHRA Non-Faculty

3.10.1 Benefits: NC State offers a comprehensive benefit package outlined on the University Benefits, Employee Wellness and Work Life [website](#).

3.10.2 Payroll: EHRA Non-Faculty are paid on a [monthly payroll schedule](#). Detailed payroll FAQs are outlined on the [University Controller's Office website](#).

3.10.3 [System Access Request \(SAR\) Permissions:](#) Access to the SAR web application is not available to all employees. Each unit has a management-designated SAR user who must meet the following requirements before being granted access to SAR.

3.10.4 [Parking:](#) Prior to Onboarding, employees that need to visit on campus can obtain a guest permit. It can be requested with a departmental account at <https://ncsu.aimsparking.com/>.

3.10.5 [Keys/Building Access:](#) EHRA Non-Faculty employees should contact the Department Business Office to request keys, building, or electronic badge access. Badge access cannot be granted until after an [Onboarding appointment](#) is completed and a [Wolfpack One Card](#) is issued. The Wolfpack One Card is the official ID card for NC State.

3.10.6 [Office / Lab Space:](#) Contact the department business office regarding office or lab space needs (paint, equipment, renovation, etc.). There may be furniture that could be sent to or purchased from [surplus](#).

3.10.7 [Computers and supplies:](#) Contact the department business office for computers and supplies.

3.10.8 University assets and system access rights that are assigned to an employee for authorized business use that the employee will use should be documented on the [Asset and Systems Tracking Form](#).

3.11 Frequently Asked Questions: Day-to-Day Operations

Q1: How do I get access to the Marketplace as a Shopper?

A1: A SAR (System Access Request) must be initiated and submitted by the department Business Officer. All employees have "window-shopper" access to the Marketplace without a SAR request to become a shopper.

Q2: I am planning to travel for work. What do I need to do?

A2: The staff member first completes a [travel authorization](#) in MyPack Portal. The travel authorization routes to the funding authorization points of contact and the supervisor. The employee will be contacted if additional information is needed or when approved.

Q3: Where is my personnel file stored and how can I view it?

A3: Official personnel files are stored in COS HR. To view your personnel file, an employee can complete the [Access to Personnel File Request Form](#).

Q4: How can I learn more about WolfTime/my leave?

A4: More information on WolfTime can be found on the WolfTime webpage.

Q5: I want to hire staff, students or Post Docs. How and when should I initiate this request?

A5: Depending on the classification and employment eligibility (i.e. foreign national), these processes can take 2-4 weeks or longer. EHRA Non-Faculty should let their Department Representative know as soon as possible when considering hires. Hiring students and temporary staff procedures are outlined in [HR.01.02 Recruitment and Hiring of Students and Temporary Workers](#). Hiring EHRA, SHRA, and Post Doc employees are outlined in [HR.04.00 Recruitment and Search Committee Best Practices](#).

Q6: How do I bring a volunteer or camp on campus?

A6: To bring volunteers or initiate a camp / program that involves the participation of minors on campus, please see these [FAQs](#). To bring volunteers on campus, the [COS Volunteer Request Form](#) must be completed at least a month in advance. If volunteers are working with minors or if minors volunteer, please also consult with the [Director of Youth Programs and Compliance](#) in the [Department of Risk Assessment](#) to determine if the program that involves the minor has been reviewed and approved.

3.12 Employee Relations

[Employee Relations](#) is dedicated to providing consultative services based on a wide range of issues related to individual employment as well as organizational effectiveness and work environment issues. The [Assistant Dean for Talent, Culture, and Human Resources](#) is the primary employee relations contact for the College of Sciences.

3.13 Separation

3.13.01 Resignation: EHRA and SAAO Tier II employees are expected to provide their immediate supervisor with one month of advance written notice of resignation.

3.13.02 Voluntary Separation: To begin the separation/off-boarding process, notify COS HR as soon as you are aware of an employee's separation. This notification should come in the form of a resignation letter/email or proof of last day worked via [email](#) to College of Sciences Human Resources. Supervisors should work with their Department Representative to assist them with the separation of an employee. The Department

Representative should use the [Sciences Separation/Transfer Form](#) to complete required items and to see important reminders for separating employees.

3.13.03 Involuntary Separation: Department Representatives and/or supervisors should contact the [Assistant Dean for Talent, Culture, and Human Resources](#), when considering an involuntary separation.

3.13.04 Retirements: More information on retirements can be found on the Benefits, Employee Wellness and Work Life [website](#). University HR will not notify the department of an employee's effective retirement date until 30 days before the employees last day of work unless given permission by employee. Please also view the COS HR [website](#) for the Retirement and Phased Retirement Standard Operating Procedure.

4. Changes and Review

Subsection	Summary of Changes	Date
All	Update document to be consistent to other employee classification SOPs.	October 24, 2019
1 - Purpose/ Introduction	Revised first paragraph to be consistent with other SOPs	October 31, 2019
3.5.2	Added section addressing faculty position as a secondary appointment	January 20, 2021