

College of Sciences
Standard Operating Procedures

HR 12.00	SHRA Employee
Owner/Contact Information:	College of Sciences, Human Resources, 919-515-3487
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Related Policies/Links:	North Carolina State Human Resources Act Offer Letter and Change Notification SOP Recruitment and Search Committee Best Practices SOP REG 05.03.03 - Employees Subject to the State Human Resources Act SHRA Career Banded Job Titles SHRA Salary Increase Guidelines University Onboarding

1. PURPOSE/INTRODUCTION

This Standard Operating Procedure (SOP) document is intended to guide employees through general and operational processes pertaining to employees Subject to the Human Resources Act (SHRA). SHRA processes are managed by each department, however, College of Sciences Human Resources (COS-HR) is available to answer questions or provide guidance regarding SHRA processes and procedures.

2. DEFINITIONS

Career Banding: Classification that links compensation, competency assessment, performance management, recruitment and training and development.

COS - College of Sciences

COS HR - Abbreviation for College of Sciences Human Resources

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

Classification and Compensation - Classification and Compensation serves as the primary office for the administration of SHRA positions in University Human Resources.

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”.

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.

SHRA - Abbreviation for employees subject to the [State Human Resources Act](#)

OSHR - Abbreviation for the Office of State Human Resources

Separation - Occurs when a University employee is dismissed, resigns, transfers, retires, dies, is separated due to unavailability when leave is exhausted, or subject to a reduction in force.

Time-limited-These appointments are for a specific time frame, not to exceed 3 years. Time-limited appointments are not eligible for severance pay or reduction in force priority.

UHR - [University Human Resources](#)

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3. Procedures

3.1 Definitions of SHRA Classifications

3.1.1 All SHRA positions are classified into [career bands](#) and are typically considered permanent appointments unless otherwise stated in the offer letter. Each Career Band includes specific competencies and competency levels associated with the positions. The career band and competency levels are directly related to the position and the responsibilities and functions of the position and not necessarily the competency level of the SHRA employee in that position.

3.1.2 SHRA employees can be categorized as FLSA exempt or non-exempt. Exemption is based on the type of position and the duties. For more information on how to determine FLSA exemption or if a position is FLSA exempt, please see your department representative.

3.1.3 SHRA employee positions may be time-limited in nature, meaning they will be employed for a fixed term of no more than three years. If an employee is retained in a time-limited position beyond three years, the employee is automatically designated as having a permanent appointment.

3.1.4 Probationary status - Newly hired SHRA employees serve a twelve month probationary period. This period provides time for new employees to adjust and work closely with their supervisor to learn and fully understand their job responsibilities and expectations. This period also allows the supervisor to provide the employee with necessary support, guidance, and feedback.

3.1.5 Career Status - SHRA employees achieve career status after 12 consecutive months of employment with the State of North Carolina in a permanent position. If an employee has more than a 31 day break between an EHRA and SHRA position, then the employee will remain on a probationary status for one year from the hire date into the SHRA position. EHRA employees are exempt, not subject to the NC Human Resources Act. As such, employment in an EHRA position may not count as service in a position "subject" to the human resources act when determining career status.

3.2 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 SHRA processes.

3.3 Recruitment Procedures

3.3.1 The [Recruitment and Search Committee Best Practices Standard Operating Procedure](#) is designed to provide the College of Sciences with guiding procedures for recruitment of SHRA 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.

3.3.2 COS HR has developed a [Recruitment and Hiring of Recruitment of SHRA Employees Process Map](#) to assist departments in the timeline and outline of the recruitment and hiring process of SHRA employees.

3.4 Onboarding Resources

University Onboarding: The [Onboarding Center](#) provides resources for [SHRA Onboarding](#).

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

3.5 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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3.6 Performance Management

Permanent SHRA employees receive annual performance plans and appraisals. Supervisors are expected to set goals and objectives for each SHRA employee at the **beginning** of the performance evaluation cycle. Supervisors must formally evaluate SHRA 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 SHRA 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 the [SHRA Performance Appraisal Policy](#).

3.6.1 All new SHRA employees must have a Performance Management Plan created within the first 30 days of employment.

3.6.2 SHRA employees that have not yet achieved permanent status will be reviewed quarterly. [Off-cycle reviews](#) should be completed. Off-cycle reviews are documented check-ins between supervisors and employees that occur during the performance cycle.

3.7 Resources for SHRA Employees

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

3.7.2 Payroll: SHRA employees are paid on a [monthly payroll schedule](#). Detailed payroll FAQs are outlined on the [University Controller's Office website](#).

3.7.3 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.

3.7.4 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/>.

3.7.5 Keys/Building Access: SHRA 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.

3.7.6 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](#).

3.7.7 Computers and supplies: Contact the department business office for computers and supplies.

3.7.8 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](#).

3.8 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.

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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. SHRA employees 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.

3.9 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.

3.10 Separation

3.10.1 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.

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

3.10.3 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