

## EHRA-NF FAQs

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1. What is an EHRA Non-Faculty Employee?
  - a. An EHRA Non-Faculty employee is either an EHRA Senior Academic and Administrative Officer or an EHRA Non-Faculty Instructional and Research Employee. They are defined as ***Exempt*** from the State Personnel Act. You can read more about what it means to be an EHRA Non-Faculty employee in the [policy](#).
2. What happens if I want to grieve a hiring or pay decision? Am I allowed to do this?
  - a. Yes. EHRA Non-Faculty employees may secure review of decisions concerning discharge for cause or other disciplinary action, or other grievances related to interpretation and application of these personnel policies through the process and procedures outlined in UNC Policy [300.1.1](#), [300.2.1](#), and Code Section [611](#). Please contact Human Resources for further information.
3. What are the benefits am I entitled to if I am offered a position with benefits?
  - a. You can find a list of offered benefits on the [Human Resource Services Website](#).
4. Am I eligible for Longevity Pay?
  - a. Currently, EHRA Personnel are NOT eligible for longevity pay.
5. How much leave do I earn?
  - a. EHRA Employees earn different types of leave at different rates:
    - i. Vacation Leave: 24 Workdays per year (Prorated for employees who are less than full time but more than half time)
    - ii. Sick Leave: 8 hours per month (Prorated for employees who are less than full time but more than half time)
    - iii. Holiday Leave: There are 11 – 12 holidays granted each calendar year. A schedule is issued by each Campus on a calendar year basis
    - iv. Community Service Leave: 24 Hours per year (Prorated for employees who are less than full time but more than half time)
    - v. For all other types of leave, please see the [EHRA Policy](#)
6. Do EHRA Non-Faculty Employees contribute to retirement?
  - a. Yes. EHRA Employees who are eligible for benefits will also participate in either the Teachers and State Employees Retirement System (TSERS) or the Optional Retirement System (ORP). You can find more information on the two retirement systems on the [Human Resource Services website](#).
7. Does Performance Management apply to me?
  - a. Yes. All EHRA Non-Faculty participate in a Performance Management Process. You can access the policy on the [Human Resource Services website](#). You will be reviewed on an annual basis unless otherwise provided for in the [UNC Policy Manual](#)