

EPA Position Designation Process at UNC Wilmington

I. Purpose

The purpose of this policy is to establish the procedures for determining the appropriate classification of EPA positions at UNCW. These procedures comply with the guidelines provided by the University of North Carolina and the Office of State Personnel in determining if a position should be classified as exempt from the personnel act (EPA).

II. Covered Positions

All EPA positions at UNCW are subject to the procedures outlined in this policy. There are four types of EPA positions covered:

- A. **EPA Faculty** – Nine-month tenure track, visiting, or lecturer positions. These positions are eligible for retirement and medical benefits, but do not accrue leave. Primary duty is teaching, but also has research and service obligations. Lecturer/Advisor positions are also in this category. Individual job descriptions are not required for these positions. These designations are approved by the Provost's Office.

- B. **EPA Senior Academic or Administrative Officers, Level I or II** (SAAO I or SAAO II). These positions are 10 month (August through May) or 12 month appointments. They are eligible for retirement and medical benefits and accrue leave. Office of the President provides a generic list of titles that are designated as either SAAO I or SAAO II. A position that is not on the generic list or previously approved as a "UNCW" SAAO II must be forwarded to Office of the President for consideration by the EPA Human Resources Advisory Board.

- C. **EPA Instructional non-teaching**. These positions are either 10 or 12-month appointments, eligible for retirement and medical benefits and leave. Their primary duty is instructional support. A Masters degree is required. Coaches, academic advisers, and librarians are included in this group. Position status determination is the responsibility of Human Resources.

- D. **EPA Research**. These positions are either 10 or 12-month appointments, eligible for retirement and medical benefits and leave. Their primary duty is research. These researchers are generally principal investigators of their own research projects, or they are responsible for determining testing criteria, analyzing results, and publishing findings. A Masters degree is required. Position status determination is the responsibility of Human Resources.

III. Procedures

A. Requests to Classify a New EPA- Faculty Position

Requests to establish faculty (either tenure track, non-tenure track, or visiting) positions must first be reviewed and approved by the Provost's Office. Form HR 3.30, specifying the source of funds should accompany the request.

B. Request to create an SAAO Position or to change an SPA position to EPA-SAAO status.

1. Departments desiring to create a Senior Academic and Administrative Officer (SAAO) must complete Form HR-EPA01 and submit it through their dean or vice chancellor to Human Resources for determination that the request meets the requirements of being classified as SAAO. A current organizational chart and an ADA checklist must accompany the request. If the position title is not on the current Office of the President (OP) approved list, HR will analyze the position's duties against the EPA guidelines established by the Office of the President and communicate with the requesting department as necessary. HR, upon review of the request, may elect to forward it to OP for consideration for SAAO status at the next Human Resource Advisory Board (HRAB-EPA) meeting.
2. Once HR (and HRAB-EPA, if required) has designated the position as SAAO, Form HR3.30 specifying funding source should be submitted through the appropriate VCAA, the Provost's Office, and the Budget Office. A copy of approved the HR-EPA01 should be attached.

C. Requests to establish a Non-faculty EPA Instructional or Research position or to change a current SPA position to EPA instructional or research status.

1. Departments desiring to create an EPA non-faculty instructional or research position must complete form HR-EPA01 and submit it through their dean or vice chancellor to Human Resources (HR) for approval and to ensure that the request meets the requirements of being classified as "Exempt from the Personnel Act "(EPA). A current organizational chart and ADA checklist must accompany the request. HR will analyze the position's duties against the EPA guidelines established by the Office of the President and communicate with the requesting department as necessary.
2. Once HR has designated the position as EPA, form HR3.30 specifying source of funds must be submitted through the appropriate vice chancellor, the provost, and the budget office. A copy of the approved form HR-EPA01 must be attached.

D. Request to change title, department, position type, or duties of an EPA position

Form HR-EPA01 should be submitted through the dean or vice chancellor to Human Resources, accompanied by a current organizational chart and an ADA checklist. HR will evaluate if position's duties still meet EPA guidelines. When approved, Form HR3.30, specifying source of funds or account number changes should be submitted through the appropriate vice chancellor, the EPA Resource Manager in the Provost's Office and the Budget Office.