Human Resources Liaison Meeting  
Tuesday, July 31, 2012  
3 – 4:30 p.m.  
Azalea Coast Room A, Fisher University Union  

**Reminder:** As a committee member of HR Liaisons please remember to pass the following information to other employees in your department who may need to know the following. If you are unable to attend future meetings please send a representative.  

**Summer Hours**  
JoAnn McDowell reminded the group that the end of summer hours occurs the Friday before the beginning of the academic year. Friday, August 10, will be the last day of summer hours for 2012.  

**Staff Award for Excellence**  
Lee Prete announced that the nomination period for the Staff Award of Excellence is concluding. Nominations are sought in the categories of Outstanding State Government Service, Innovation, Public Service, Safety and Heroism, Human Relations and Spirit of North Carolina. Nominees will be recognized in a ceremony during Employee Appreciation Week. Lee distributed Save the Date fliers indicating that Employee Appreciation Week activities will run from Thursday, September 27 – Wednesday, October 3, 2012.  

**Legislative Increase for SPA & EPA**  
Lori Preiss reminded the group that the 1.2 % salary increase was reflected in the July paychecks for all SPA employees. The details regarding the salary increase for EPA employees are still being determined and will be retroactive to July 2012.  

**Salary Increases**  
Lori explained that the process for approving increases for EPA and SPA salaries have reverted back to the process in place two years ago. Beginning this fiscal year, EPA salary increases over $10,000 and 15% are required to be submitted for Board of Governors pre-approval and SPA salary increases over 20% are required for OSP pre-approval.  

**Special Leave**  
Patti Hale reminded the group that the 2012 NC General Assembly approved a one-time grant of five (5) days of annual leave (40 hours) for all permanent, probationary and time-limited leave earning employees who were in a paid status on July 1, 2012. The special leave will be prorated for less than 1.0 FTE employees and less than 12 month leave earning employees. Special leave will be tracked separately from all other accrued leave including bonus leave on the timesheet under column 14 “Other”.  

- Employees may choose to use special leave prior to earned compensatory time, regular vacation leave, bonus leave and sick leave.
Special leave cannot be donated as Voluntary Shared Leave.

Special leave must be used between July 1, 2012 and June 30, 2013 or the time will expire. Unused leave will not be paid out at separation unless the employee separates due to immediate retirement.

Since the leave grant is effective July 1, 2012, employees may choose to adjust their July timesheets to reflect the use of the special leave in July.

For more information visit the website [http://www.uncw.edu/hr/documents/leave_audit_docs/FY2012-2013_SpecialLeaveRevisedPolicy_7-26-2012.pdf](http://www.uncw.edu/hr/documents/leave_audit_docs/FY2012-2013_SpecialLeaveRevisedPolicy_7-26-2012.pdf) or contact Patti Hale x/22033 or Pam Caulk x/27713.

**HR 3.35 Fill and Print Excel Form**
Patti demonstrated the new electronic Excel version of the HR 3.35 form for EPA salary actions. The electronic form looks similar to the paper form except the social security number section has been replaced with Banner ID#, and that some of the sections have been rearranged. The form is the result of campus-wide input and is currently posted on the HR website and available for use. Once a user completes the online form, print and route for signatures.

Patti also mentioned that work is in progress for a fully automated and electronically routed version of the HR 3.35. When finalized, this version will feature electronic signatures for all approvers and have all supporting documents attached through ImageNow. University College is currently testing this product and is scheduled to go live on Monday, August 13. HR will announce when the product is ready for campus-wide use. To use the automated process, departments will need to purchase ImageNow software, site license and compatible scanner.

**Electronic IDI Form**
Carol Strickland agreed to follow up on a question regarding the possibility of creating an electronic version of the IDI form.

The next scheduled meeting of the HR Liaisons will be on Thursday, September 27, 2012 in the HR Training Room in Airlie Commons.