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| **Appointee’s Full Name:** |       |
| **Appointing Department:** |       |

**In order to receive an appointment with North Carolina Central University, you must agree to the following conditions of employment. Failure to comply with these conditions may result in your termination.**

1. Federal law requires each new employee to complete the “Employee Information and Verification” section of the Federal Immigration Service Form I-9 and to submit certain original documents for examination in order to verify and certify identification and employment eligibility. The requirements must be completed no later than the third business day of the employee’s coming to work.
2. North Carolina law requires the University to verify each employee’s legal status or authorization to work in the United States after hiring using the Department of Homeland Security’s E-Verify Program.
3. North Carolina law requires notice to every applicant for state employment, that willfully providing false or misleading information or failing to disclose relevant information. shall be grounds for rejection of an application or later disciplinary action or criminal prosecution. Dismissal from employment shall be mandatory in any case in which a false or misleading representation is made in order to meet position qualifications. The employer is also required by law to verify an applicant’s representations about credentials and other qualifications relevant to employment. By executing this document, you authorize the release to NCCU of any document or information within the possession of a third party, such as an education institution or licensure board that may serve to verify any representations made by you as part of your application for employment.
4. You are required to provide your U.S. Social Security Number so that the University may satisfy its income-reporting and withholding obligations under North Carolina and federal laws. Unless this sentence is marked through and initialed by you, you voluntarily permit the use of your social security number for internal record keeping and information management operations. However, a randomly assigned University-generated personal identification number will be used instead whenever possible.
5. You will be paid monthly, normally on the last working day of each month for permanent employees. The State of North Carolina retains the right to change the pay schedule. Your first pay date may be delayed if your personnel forms are incomplete, or not submitted pursuant to HR and Payroll timelines.
6. In accordance with the State Controller’s Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position in a state agency on or after August 1, 2007, and who is serviced by a payroll center administered by the Office of the State Controller, shall be required to accept all payroll related payments by direct deposit. The policy may be viewed at the State Controller’s Website –

<http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html>.

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.

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| **Appointee’s Initials:** |  |  | **Date:** |       |

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| **Appointee’s Full Name:** |       |

1. You authorize the University to withhold from your final pay check the cost of any State-owned property you fail to return when your appointment ends, consistent with any applicable wage-hour laws. You also authorize the University to withhold from your final pay check the amount of any other debt you owe to the University.
2. State law requires each permanent employee regularly scheduled to work 30 hours or more each workweek to participate in either the Teachers’ and State Employees’ Retirement System (TSERS) or, if eligible, the Optional Retirement Plan (ORP). The appointee makes an irrevocable election of one of these retirement plan options within 60 days of his/her hire effective date. Each employee is presently required to contribute six percent of his/her gross salary by payroll deduction and the State retains the right to amend the contribution rate.
3. North Carolina law requires certification that you are in compliance with the registration requirements of the Military Selective Service Act (http://www.sss.gov.must.htm) prior to the appointment. The University is required by law to verify such compliance. If you do not answer affirmatively to either question A, B or C below, you will be notified that a proposed finding of ineligibility for employment will be finalized, unless, within 30 days, you provide information which establishes compliance with the registration requirements of the Military Selection Service Act.

 **(Select A, B or C)**

* 1. **[ ]** I certify that I am registered with Selective Service.

* 1. **[ ]** I certify that I am not required to be registered with the Selective Service because

 (select one):

**[ ]** I am a female [ ]  I am under the age of eighteen years

[ ]  I was born before 1960 [ ]  I am a non-immigrant alien

**[ ]** I am in the armed services on active duty (Reserves and National Guard are not

 considered active duty)

**[ ]** I am a permanent resident of the Trust Territory of the Pacific Islands or

 Northern Mariana Islands.

* 1. [ ]  I certify that my requirement to be registered with the Selective Service has expired

 or is inapplicable and (select one):

 [ ]  I was registered when the requirement was applicable to me.

 [ ]  I was not registered when the requirement was applicable to me, but my failure

 to register was not a knowing and willful failure to register. Please explain on

 attached signed and dated sheet.

 10. If this item is checked, your position is designated as an “emergency” position, requiring that you report to work during emergency situations as requested by your supervisors. Failure to report may subject you to disciplinary action.

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| **Appointee’s Initials:** |  |  | **Date:** |       |

**Important Benefits Notifications:**

You should also note the following time-sensitive enrollment deadlines for eligible appointees:

* If you are eligible for employee health insurance and other NCCU offered benefits, your election to participate in the State’s employee health insurance plan must be received within 30 days of your hire effective date to avoid waiting periods for pre-existing conditions where applicable.

Health insurance coverage begins on the first day of the first month **following** employment or the first day of the second month **following** employment. Health insurance coverage for hire effective dates prior to the coverage effective date is your responsibility.

* If you are eligible to participate in the North Carolina Optional Retirement Plan (ORP), you are required within sixty (60) days of your effective hire date to elect participation in either the North Carolina Teachers’ and State Employees’ Retirement System (TSERS) or the University ORP. Your failure to make this election within this period on the required forms **irrevocably** results in the automatic election of TSERS as your retirement plan. Please ensure you take timely action to exercise this important option.

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| **Appointee’s Signature:** |  |  | **Date:** |       |