

Office of the Chancellor

105 Spilman Building
East Carolina University
Greenville, NC 27858-4353

August 26, 2016

252-328-6212 office
252-328-4155 fax
www.ecu.edu

James F. Hopf
2131 Portertown Road
Greenville, NC 27858

Dear Mr. Hopf:

I am pleased to offer you the position of **Chief of Staff to the Chancellor** at East Carolina University effective September 30, 2016, subject to the final approval of the Board of Trustees and all contingencies stated within this appointment letter. You will be paid at the annual twelve-month salary rate of \$225,000, payable in twenty-four semi-monthly installments. You will receive your first installment on October 15, 2016, provided the paperwork is completed in time for that payroll. Completion of the appropriate paperwork also includes your signing and returning this appointment letter as soon as possible. This salary is predicated on twelve months of full-time service. Salary rates for subsequent years of appointment are subject to revision by the North Carolina General Assembly and subject to compensation policies of the University of North Carolina Board of Governors and East Carolina University (hereinafter "ECU") Board of Trustees.

In addition to your regular compensation, and in accordance with ECU's Policy on Non-Salary and Deferred Compensation, I will be seeking approval from the Board of Trustees for an annual car allowance in the amount of \$7,928 and an annual \$360 mobile communications device allowance. This non-salary compensation is considered salary for tax purposes and is subject to all applicable state and federal taxes. Should you no longer serve in this position, these allowances will be discontinued.

This appointment is governed by the ECU *"Policy for Employees Exempt from the State Personnel Act,"* as originally adopted by the ECU Board of Trustees and as it may be periodically revised, and is defined as an SAAO, Tier I, "employment at will," subject to continuation or discontinuation at the discretion of the Chancellor or his/her designee. A copy of this policy is enclosed. In addition, since your position is defined as a Senior Academic and Administrative Officer, your appointment is governed by UNC *"Policy for Senior Academic and Administrative Officers"* [300.1.1] as originally adopted by the UNC Board of Governors and as it may be periodically revised, the UNC Policy 300.1.6 [R] *"Regulation on Administrative Separation,"* and ECU's policy *"Administrative Separation and/or Return to a Faculty Position,"* as adopted and as these policies may be periodically revised by the UNC Board of Governors or the ECU Board of Trustees. Copies of these policies are enclosed

In accordance with the UNC *"Policy for Senior Academic and Administrative Officers,"* you will earn annual leave at the rate of twenty-six (26) days per calendar year and sick leave at the rate of twelve (12) days per calendar year, plus administrative holidays observed by the University. Please check with Christy Daniels in my office regarding the process for completion of leave each month reflecting any leave you may have taken during that time period.

Please note Part VIII of the ECU **Faculty Manual**, "East Carolina University Policy on Conflicts of Interest and Commitment and External Professional Activities of Faculty and other Professional Staff". Please contact your unit administrator for information you will need to

complete the disclosure form, which is available online at <https://ecu.myresearchonline.org/air/>. Completion and submission of this form is a condition of your employment and should be completed within two weeks of beginning work. A copy of the complete *Faculty Manual* is available online for your reference at: <http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf>.

Your service to the University as *Chief of Staff* consists of the duties listed in the enclosed official position description. Discussions with me may yield additional duties and responsibilities not included in the position description.

Federal law requires proper documentation of identity and employability (I-9) at the time of employment. If you have not already done so, you are required to complete the Employment Eligibility Verification (I-9) process on or before your first day of employment. A list of the original documents (not photocopies) you may use to complete this certification can be accessed at the following link:

http://www.ecu.edu/cs-admin/HumanResources/Policies_and_Procedures.cfm. Please report to the unit head's office as soon as possible, or no later than your first day of employment, to complete the I-9 verification. Completion of the I-9 certification within the federally required period is a condition of your employment and as such, payroll will not be activated until certification is complete. **Non-immigrant employees must contact the Payroll Office at 252-328-5461 or 252-328-6955 to address their tax status.**

Your appointment is contingent upon legal authorization to work in the United States. This letter formally notifies you that failure to maintain legal authorization to work in the United States is grounds for immediate dismissal.

North Carolina law requires notice to every applicant for state employment that willfully providing false or misleading information or failing to disclose relevant information on an application shall be grounds for rejection 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. East Carolina University is required by law to verify an applicant's representations about credentials and other qualifications relevant to employment. By executing this employment letter, you authorize the release to ECU of any document or information within the possession of a third party, such as an educational institution or licensure board, which may serve to verify any representations made by you in the employment application.

East Carolina University requires that a criminal background check be conducted. This policy can be located at the following link: http://www.ecu.edu/cs-admin/HumanResources/Policies_and_Procedures.cfm. The purpose of this report is to ensure that the ECU community is a safe place for our faculty, staff, and students to work and study. **Therefore, your employment is contingent upon receipt of a criminal background report which the University deems satisfactory. You will receive an electronic mail message from our Human Resources Office requesting that you complete the criminal disclosure/authorization form online. Please complete the authorization immediately so that the process may be completed and this contingency removed from our offer of employment.**

All employees must abide by the ECU patent procedures policy which is located in Part VII of the *Faculty Manual*. Please review this policy carefully before signing the enclosed East

Carolina University Patent Agreement and Assignment (Agreement) form. ***Your employment is contingent upon receipt of this signed Agreement.***

This appointment is contingent upon our receipt of an original official transcript showing conferral of your highest earned degree. The official transcript should be mailed to my office as soon as possible.

As a new employee, the ECU Human Resources Office will be contacting you to attend a New Employee Orientation (NEO) at the first available session from the initial date of your employment. Since you are eligible for fringe benefits per the State of North Carolina employee's program, a representative from the Human Resources Benefits Office will be available at the orientation session to sign up for your benefits. In the meantime, you may visit www.ecu.edu/cs-admin/hr/benefits.cfm for an overview of all benefits. Please feel free to contact one of the Benefits Counselors in the Office of Human Resources at (252) 328-9887 if you have preliminary questions. **Since some benefits do require you to enroll within 30 days of your initial appointment date, please contact the Benefits Office if you are unable to attend an orientation session within the first 30 days of your employment.** The University reserves the right to periodically revise its fringe benefit programs. The University will timely notify you of such revisions and of their effective date.

East Carolina University is committed to ensuring compliance with federal and state reporting requirements, including but not limited to the U.S. Department of Labor, the N.C. Office of State Human Resources, and the U.S. Department of Education (IPEDS). When you begin employment with ECU, please login to your ECU Pirate Port account at <https://pirateport.ecu.edu/portal/> to access your Employee Profile under Tools and verify your sex, race, ethnicity, disability, and veteran status. Please be advised that your participation in the verification of this demographic data is voluntary, and declining to provide this information will not subject you to any adverse treatment. While employees are not required to submit this information, the information requested in this Employee Profile will be used to assist the University in its compliance with federal and state record keeping and reporting requirements. Instructions on how to update the displayed information are available on the Employee Profile in ECU Pirate Port. East Carolina University is an equal opportunity employer and prohibits discrimination based upon race/ethnicity, sex, disability or veteran status. (Additional information may be found in the University's EEO Plan, available at www.ecu.edu/oed.) Responses will be kept confidential, except as specifically provided by law, and used in a manner consistent with law.

ECU requires all employees to participate in the direct deposit program. An Authorization Agreement for Automatic Deposits form may be located at the following link: http://www.ecu.edu/financial_serv/payroll/payrollforms.cfm. At this same link, you will find the W-4 (federal withholding form) and the NC-4 (state withholding form). ***Please complete and forward these forms to the Payroll Office located at 208 East 3rd Street, Greenville, NC 27858-4353.***

Upon your arrival on campus, please visit Traffic Services located at 305 East Tenth Street to obtain a parking permit. Additional parking information can be accessed at the following link: <http://www.ecu.edu/cs-admin/parkingandtransportation/>.

If you accept this appointment, the effective date of this appointment shall be September 30, 2016, the date by which you shall report to ECU to assume your assigned duties as ***Chief of Staff***.

Failure to report to work on September 30, 2016 shall result in the formal withdrawal of this letter and offer of employment.

During the period prior to beginning your employment as Chief of Staff and to ensure a successful transition of duties, you may work on transition matters based on a work schedule that is established with ECU. During this transition period, you will be compensated by ECU at a daily rate of \$616. Any such compensation earned will not be subject to withholding and will be reported on a Form 1099 at year end.

Please sign the original and copy of this appointment letter and return the original along with the patent agreement to my office as soon as possible. Note it will be necessary to have your acceptance within ten days of receipt of this letter in order to make arrangements to cover your proposed responsibilities should you decline our offer.

We look forward to a favorable reply from you.

Sincerely,




Cecil P. Staton
Chancellor

CPS/sec

cc: University Council's Office
Human Resources
Personnel File

Enclosures: ECU Patent Agreement and Assignment Form
ECU "Policy for Employees Exempt from the State Personnel Act,"
UNC Policy 300.1.1 "Senior Academic and Administrative Officers"
UNC Policy 300.1.6 [R] "Regulation on Administrative Separation"
ECU's "Administrative Separation and/or Return to a Faculty Position" policy
Position Description

I accept this appointment as **Chief of Staff to the Chancellor** at East Carolina University according to the terms and conditions stated in this appointment letter dated August 26, 2016. I fully understand that my appointment is subject to the will of the Chancellor or his designee and is governed by *ECU Policy for Employees Exempt from the State Personnel Act*, *UNC Policy for Senior Academic and Administrative Officers*, *UNC Policy for Regulation on Administrative Separation* and the *ECU Administrative Separation and/or Return to the Faculty* policy. I further understand that my employment is subject to all contingencies stated in this appointment letter.



James F. Hopf

8/26/16
Date