

The University of North Carolina

**Implementation of Employee Option to Retain Current SPA Status**

I, \_\_\_\_\_, received notice on \_\_\_\_\_  
*(Name of Incumbent)* *(Date)*  
that the status of the position I currently occupy, \_\_\_\_\_,  
*(Specify SPA Position Title)*  
is subject to change from SPA to EPA. I understand that I have the option of retaining my current SPA status for the duration of my continued occupancy of such position. If I elect to retain my current SPA status, I understand that this decision is binding on me for as long as I occupy this position, unless my employer and I subsequently agree otherwise in writing.

I have reviewed the attached "Employment Policies" document outlining certain differences in terms and conditions of employment between SPA and EPA Senior Academic and Administrative Officer status including:

- methods of calculating compensation;
- statutory-mandated and other employer-provided benefits; and
- policies and procedures governing non-disciplinary terminations of employment; discharge, suspension, demotion or other disciplinary action; and the consideration/resolution of grievances.

I hereby make the following election:

- I elect to exercise my option to retain the SPA status of the employment position I now occupy.
- I do **not** elect to exercise my option to retain the SPA status of the employment position I now occupy.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witnessed by Employee's Immediate Supervisor*

\_\_\_\_\_  
*Date*

Attachment: "Employment Policies"