**DATE:**

**TO:**

**FROM:**

**RE:** Available Resources for Employees with Medical or Other Personal Difficulties

I would like to make you aware of some support resources available through the University to employees having medical or other personal difficulties. A list of these resources is below, although some may not apply in your current situation:

1. You are eligible for the Employee Assistance Program (EAP). The EAP is a confidential counseling and resource program that is designed to help University employees and their families deal with both personal and work-related concerns. To access the EAP toll-free, 24 hours a day:
	1. Call ComPsych at 1-877-314-5841 or
	2. Go to <https://www.guidanceresources.com/groWeb/login/login.xhtml>

At the home page, click “I am a first-time user;”
At the top of the next page, enter the Organization Web ID: TARHEELS;
Complete the remainder of the boxes with your desired username and password; and
On subsequent visits, use the same username and password.

You may obtain further information about the EAP by referring to the University’s website at:

<https://hr.unc.edu/benefits/work-life/eap/>

1. You may be eligible for reasonable accommodation under the Americans with Disabilities Act (ADA). You may obtain further information about the accommodations process by contacting the University’s Equal Opportunity & Compliance Office at 919-966-3576 or by referring to the University’s policy at:

<https://eoc.unc.edu/our-policies/ada-reasonable-accommodations-in-employment-policy/>.

1. You may be eligible for Family & Medical Leave, Family Illness Leave, and Voluntary Shared Leave. You may obtain further information about available leave by referring to the University’s policy at:

<https://hr.unc.edu/benefits/leave-holidays/fmla/>

Eligible employees can take up to 12 weeks of unpaid, job protected leave in a 12-month period for the following reasons:

* The birth of a child or placement of a child for adoption or foster care;
* To bond with a child (leave must be taken within 1 year of the child’s birth or placement;
* To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
* For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
* For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse.
1. You may be eligible for short-term disability benefits under the Disability Income Plan of North Carolina and other employee-paid supplemental disability plans offered by the University. Information about these plans is at <https://hr.unc.edu/benefits/plans/disability-workers-compensation/>. You may contact Benefits Services in the Office of Human Resources at 919.962.3071. In addition, you can also contact Shanel Haskins, the Benefits Consultant in the Office of Human Resources who is assigned to assist our department, for more information about eligibility, benefits, and the application process. Her contact information is shaskins@email.unc.edu or at 919-843-0500.
2. If you have a disability as the result of an accident or occupational disease arising out of or in the course of your employment, you may be eligible for benefits under the North Carolina Workers’ Compensation Act. You may contact Environment, Health and Safety (EHS) at 919-962-5507. You may obtain additional information about the University’s Workers’ Compensation Program at:

<http://ehs.unc.edu/workplace-safety/worker-comp>

1. Title IX and the Violence Against Women Act (VAWA) are two of the federal laws that are focused on providing safe, inclusive, and welcoming learning and work environments on campus. Title IX prohibits sex discrimination and sexual harassment. Sexual assault and sexual violence are forms of sexual or gender-based harassment that are prohibited by Title IX. VAWA also requires Universities to address sexual violence, interpersonal violence, and stalking. Learn more about Title IX and VAWA at <https://eoc.unc.edu/our-policies/state-and-federal-laws/title-ix-and-vawa/> or by contacting the Director of Title IX Compliance, Adrienne Allison at 919-962-7177.
2. The University Ombuds Office is a safe place where all Carolina staff, faculty, students and administrators are welcome to come and talk in confidence about any campus issue, problem, or dispute—no matter how large or small. The Ombuds office supplements, but does not replace, the University’s formal channels, such as the grievance policy; the services are voluntary and free. You may contact the Ombuds Office as a first step, or as a last resort, or anywhere along the way to share concerns, evaluate your situation, and plan next steps. You may obtain further information about the University’s Ombuds Office at <https://ombuds.unc.edu/about-us/>or by contacting the Director, Dawn Osborne-Adams at 919-843-8201.
3. You may take advantage of the Gender Violence Services Coordinators program, which is a confidential advocate for those experiencing interpersonal violence, sexual violence or sexual harassment, or gender-based violence at Carolina or prior to their time at Carolina. This is a resource for all employees. You may obtain further information about Gender Violence Services Coordinators at <https://womenscenter.unc.edu/resources/gender-violence-services/> or by contacting 919-962-8305.
4. You may take advantage of the Compass Center for Women and Families. This is a confidential community resource providing 24-hour domestic violence/interpersonal violence crisis services and educational programs. You may obtain further information about the Compass Center for Women and Families at <https://compassctr.org/about-cc/> or by contacting 919-929-7122.
5. You can take advantage of the Orange County Rape Crisis Center. This is a confidential community resource providing a 24-hour crisis intervention services for those who have experienced sexual violence. You may obtain further information about the Orange County Rape Crisis Center at <http://ocrcc.org/about/> or by contacting 866-WE-LISTEN (866-935-4783).

Please contact me if you have any questions about the information above.