UPCOMING LUNCH & LEARN DATES

Monday, April 16 (Tentative) – Lump Sum Payments
Monday, May 21 – EHRA-NF Positions
Monday, June 25 – Crucial Conversations

Time: 12:00-1:00
Location: 205 Howell Hall
SHRA & EHRA NON-FACULTY SALARY INCREASES

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TOPICS

• Introduction

• Process for Submitting Salary Increase Requests

• SHRA Salary Increases
  • Increases Requiring UNC System Office Approval
  • Qualifying Reasons for Salary Increases
  • Tips, Tricks & Things to Remember

• EHRA Non-Faculty Salary Increases
  • Increases Requiring Board of Trustees, Board of Governors, and/or UNC System President Approval
  • Qualifying Reasons for Salary Increases
  • Out-of-Cycle Increases
  • Submission Process and Deadlines
  • Tips, Tricks & Things to Remember

• Helpful Resources
SHRA & EHRA NON-FACULTY SALARY INCREASES

All salary increase requests must be documented on the SHRA & Non-Faculty Salary Adjustment/Supplement Form ("rainbow form").
PROCESS FOR SUBMITTING SALARY INCREASE REQUESTS

• Department completes a Position Authorization Form and submits it to the appropriate HR Consultant for Dean’s Office approval
  • check “Modify An Existing Position” box

• Once that is approved, department submits any supplemental documents to their Dean’s Office HR Consultant (ECA, PD form, prevailing wage documentation, etc.)

• HR Consultant prepares the rainbow form and submits the request to the relevant consultant in the Office of Human Resources (Class and Comp OR EHRA Non-Faculty)

• The consultant in OHR will provide the HR Consultant with an approval email. At that time, the Dean’s Office HR Consultant will enter the salary increase action in ConnectCarolina
  • More than one action may be needed depending on the reason for the increase
WHICH INCREASES CAN OHR APPROVE?

**SHRA Salary Increases**

UNC Chapel Hill’s Office of Human Resources has on-campus, pre-approval authority for all salary actions falling within Office of State Human Resources policy guidelines and do not exceed a cumulative raise of 20% from the employee’s June 30th base salary, provided OHR has delegated authority for the career-banded title.

**EHRA Non-Faculty Salary Increases**

UNC Chapel Hill’s Office of Human Resources has on-campus, pre-approval authority for all salary actions that are less than or equal to 20% and $15,000.
SHRA SALARY INCREASES

UNC System Office Approval
Qualifying Reasons
Tips, Tricks & Things to Remember
INCREASES REQUIRING UNC SYSTEM OFFICE APPROVAL

• Any salary increase for titles in which OHR does not have delegated authority

• Any permanent salary increase where the cumulative amount of all permanent increases in the current fiscal year exceeds 20% of the June 30th base salary
  • Current or prior temporary salary increases do not count toward this calculation

• Any temporary salary increase where the cumulative amount of all currently active temporary increases in the current fiscal year exceeds 20% of the June 30th base salary
  • Permanent salary increases do not count toward this calculation

• Any temporary increase exceeding 12 months, regardless of the amount
QUALIFYING REASONS FOR SALARY INCREASES

• Additional job duties (temporary and permanent)
  • Such an increase may not be justified solely on the basis of increased work volume
• Position reclassification
• Competitive-hiring events
• Equity
• Labor Market Adjustment
• Employee retention
• Increase in employee competencies
• Change in FTE due to a schedule change
Salary increases are effective on the Monday following the receipt of all required approvals. If the final approval occurs on a Monday, the effective date of the ePAR can be that day.

- The deadline to submit salary increases is 12pm on the Friday prior to the effective date
- SHRA salary increases cannot be retroactive

Schools and divisions are advised to exercise discretion with regard to granting increases to SHRA temporary employees

- SHRA salary increases must remain within the defined range for employees’ career-banded classifications
EHRA NON-FACULTY SALARY INCREASES

BOT, BOG, and President Approval
Qualifying Reasons
Out-of-Cycle Increases
Submission Process and Deadlines
Tips, Tricks & Things to Remember
INCREASES REQUIRING BOT, BOG AND/OR UNC SYSTEM PRESIDENT PRE-APPROVAL

- Board of Governors
  - Increases exceeding 25% and $25,000 require BOG pre-approval

- Board of Trustees and the UNC System President
  - Increases exceeding campus thresholds of 20% and $15,000, up to and including 25% and $25,000

Please note that calculations of the percentage increase amount are based on the employee’s previous June 30 base salary and not their July 1 or current salary
QUALIFYING REASONS FOR SALARY INCREASES

• Internal Competitive Event (1a) – includes waivers

• External Competitive Event (1b)

• Increase in job duties or responsibilities; includes reallocation or reclassification of job (2a)

• Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease (2b)

• Retention (3)  

• Equity/Labor Market (12)

• Correction of an administrative error (out-of-cycle)
OUT OF CYCLE SALARY INCREASES

Out of cycle increases are any adjustments to the base salary excluding adjustments that are:

- part of the normal EHRA Annual Raise Process
- a salary supplement that is not part of the employee’s base pay
- from a job change resulting from a competitive recruitment
SUBMISSION PROCESS AND DEADLINES

- For adjustments less than or equal to 20% and $15,000: Requests received in the Office of Human Resources by noon on Tuesdays will be received by Tuesday of the following week.

- For adjustments greater than 20% and $15,000: The EHRA Non-Faculty Human Resources Consultant will communicate deadlines with the appropriate Dean’s Office HR Consultant.
TIPS, TRICKS & THINGS TO REMEMBER

- Salary adjustments (except job changes) are effective on the first day of the month following receipt of all required approvals.

- Except when correcting an administrative error or other exceptional circumstances, **out-of-cycle salary increases** are authorized only on a current and not a retroactive basis.

- Actions requiring either BOT or BOG approval may not be effective until the day that the final Board approval is granted.
  - Please take into account the Board approval dates when determining the effective date for your proposed increases for actions that require this level of approval.
QUESTIONS?

THANK YOU FOR ATTENDING!
HELPFUL LINKS

• Salary Pre-Authorization Requirements for EHRA Non-Faculty Employees
• Salary Adjustment Matrix
• Requirements for Salary Adjustments and Position Approvals and Consultation
• OHR Website: https://hr.unc.edu/employees/class-comp/policies/salary-increase/