



April 24, 2009

**BERNADETTE GRAY-LITTLE**  
*Executive Vice Chancellor and Provost*  
[gray-little@unc.edu](mailto:gray-little@unc.edu)

**MEMORANDUM**

TO: Vice Chancellors, Deans in Academic Affairs and Health Affairs, Associate and Assistant Provosts, Directors of Centers and Institutes, AHEC Director, Other University Directors, Department Chairs and Division Heads

FROM: Bernadette Gray-Little, Executive Vice Chancellor and Provost  
Richard Mann, Vice Chancellor for Finance and Administration

SUBJECT: Revisions to Personnel Section of Emergency Budget Guidelines

---

The Office of State Budget and Management has issued additional guidance regarding personnel expenses as follows:

- Salary reallocations to state funds are permitted as long as the total salary amount is in the current employment agreement. For example, salary reallocations to bridge research projects or to conduct departmental research in the summer are permitted as long as the salary reallocation does not result in a salary increase. Salary reallocations can only be applied on a current basis. Retroactive adjustments cannot be made.
- For those positions which are not teaching faculty, public safety officers, or health care providers, employment offers may not be extended until further notice, including appointments with start dates on or after July 1.
- Employee insurance payments, worker's compensation claims, disability payments, and other similar payments require advance approval by OSBM.

The revised guidelines will be posted to the Carolina Budget Information Web page, accessible from [www.unc.edu](http://www.unc.edu), the main Web site. If you have questions regarding these changes, please contact Roger Patterson, Associate Vice Chancellor for Finance at [roger\\_patterson@unc.edu](mailto:roger_patterson@unc.edu).

BGL/RLM:st

copy: Chancellor Holden Thorp  
Elmira Mangum, Senior Associate Provost  
Roger Patterson, Associate Vice Chancellor for Finance