Subject: FORMAL NOTICE: Revisions to Campus Salary Increase Guidelines

To: Deans, Directors and Department Heads Human Resources Facilitators

From: Bruce W. Carney, Executive Vice Chancellor and Provost Brenda Richardson Malone, Vice Chancellor for Human Resources

We have recently received additional guidance from UNC General Administration regarding the FY 2011-2012 pre-approval salary increase guidelines. Accordingly, we want to update you regarding several specific changes and new requirements:

1) Any schedule (FTE) change for a permanent benefits-eligible Faculty, EPA Non-Faculty, or SPA employee that results in any salary increase that is 10% or greater of the 6/30 base salary on a cumulative basis fiscal year to date will require pre-approval of the UNC President. As an example, if someone's 6/30 base salary is .50 FTE at a gross salary of $40,000 and the work schedule is increased 7/1 or later to 1.0 FTE with a new resulting gross salary of $80,000, this Salary/FTE change must first receive UNC GA pre-approval prior to being communicated to the employee or processed. Even though the annualized salary amount in this example remains unchanged, the employee's gross salary due to the FTE change does result in a salary increase of 10% or greater (e.g., $40,000 to $80,000 or 100%) therefore triggering the pre-approval requirement. Since the pre-approval requirements are based on the amount of cumulative increases during a fiscal year, increases due to FTE (work schedule) changes are handled the same as all other increase types as far as calculating cumulative fiscal year increase amounts. This means that pre-approval for a straight FTE conversion that results in a cumulative fiscal year increase of 10% or greater must receive pre-approval before the conversion can take place. Note that since temporary employees are not presently subject to the UNC GA pre-approval requirements, FTE changes for temporary employees which result in salary increases will require campus approval but not submission to UNC GA. The above change is effectively immediately for any Salary/FTE change actions not already processed in our personnel systems as of the date of this memorandum. Actions already in process do not need to be retracted or resubmitted for this pre-approval.

2) Salary code 2 (additional duties or responsibilities) has been split into 2a and 2b. 2a should be used for permanent duties and responsibilities; and 2b should be used for temporary increases which would revert back once the duties and responsibilities cease.

3) Units should write a paragraph or two that justifies the increase and the salary code. For instance; salary code 1b (employee applies for a job vacancy; is selected competitively, and employee changes jobs) should make specific mention of the competitive selection process; salary code 2a or 2b should detail what those increased duties or responsibilities are in the context of current duties or responsibilities. Please note that with regard to salary code 1b, GA has indicated that the justification should explain the basic detail of the competitive selection process that was conducted including how many applicants applied and were interviewed but not get into detailed comments about why the selected candidate was preferred over the other candidates.
4) UNC General Administration has excluded from their salary pre-approval process any supplemental payments made to UNC-Chapel Hill clinical faculty in the School of Medicine under the provisions of the Clinical Faculty Compensation Plan. This exception was granted since the plan has itself been approved separately by the Board of Governors. This change was previously communicated through the School of Medicine management chain and such actions are no longer required to be sent to GA for the pre-approval process. But we did want to take this opportunity to formally announce this additional change since our last official transmittal of the campus salary increase guidelines.

A revised version of the salary increase pre-approval form that addresses the added pre-approval scenario involving a salary change due strictly to an FTE change as well as the split of salary code 2 has now been released and posted to the OHR and Academic Personnel web sites. Please begin to use this new version immediately and do not submit prior versions of the form from this point forward. OHR will also be shortly updating the FY 2011-12 salary increase guidelines document to reflect these changes and post this updated document to the OHR and Academic Personnel web sites for future reference.

In the meantime, we wanted to make you aware of these changes. If you have questions regarding any faculty salary actions, contact Academic Personnel. For SPA FTE-related salary increases, contact OHR Classification and Compensation and for EPA non-faculty FTE increases, contact the EPA Non-Faculty HR unit.

Revised form: [http://hr.unc.edu/n/CCM3_033362](http://hr.unc.edu/n/CCM3_033362)

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