



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

DARRYL BASS

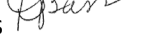
VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER

140 Friday Center Drive, Chapel Hill, NC 27517

Phone: 919.962.4651 – Fax: 919.843.2318 | Email: dbass@northcarolina.edu

MEMORANDUM

TO: Chief Human Resources Officers

FROM: Darryl Bass 
Vice President and Chief Human Resources Officer

DATE: September 2, 2022

SUBJECT: *Implementation of Section 300.2.14.2[R] of the UNC Policy Manual
“Regulation on Delegated Authorities Regarding Non-Base Salary Compensation
for University Employees Exempt from the State Human Resources Act”*

Please know that President Hans has authorized a new regulation regarding non-base salary compensation for EHRA employees, and the regulation is now available on the UNC Policy Manual [website](#) for immediate implementation.

Section 300.2.14.2[R] of the UNC Policy Manual, “Regulation on Delegated Authorities Regarding Non-Base Salary Compensation for University Employees Exempt from the State Human Resources Act,” establishes three types of bonus pay programs for EHRA employees: sign-on bonuses, retention bonuses, and performance-based bonuses. The final language of this new regulation reflects consideration of comments and recommendations received from the UNC institutions on an earlier draft of the regulation.

Through this regulation, the President has delegated authority to the boards of trustees to establish these bonus pay programs at their institutions, and this delegation also authorizes the boards to further delegate approval of bonus actions to their respective chancellors or chancellors’ designees by title. Boards of trustees cannot, however, delegate approval to the chancellors for bonuses provided to Tier I Senior Academic and Administrative Officers. As always, the UNC Board of Governors retains authority on compensation decisions for the chancellors.

Institutions may approve bonus pay under this regulation within the following amounts:

- Any sign-on bonus may not exceed the lesser of \$25,000 or 20 percent of the annualized base salary of the new position.
- Any retention bonus may not exceed the lesser of \$25,000 or 20 percent of the employee’s current base salary.
- Performance-based bonus compensation awarded in a single fiscal year may not exceed either 20 percent of the employee’s current base salary or \$50,000.

Any individual employee may receive only one sign-on or retention bonus within a 24-month period. An individual employee may receive no more than one performance-based bonus per fiscal year, and such a program should align with the institution's EHRA performance management program.

Performance-based bonuses may be incorporated into EHRA performance plans for FY 2022-23, with any allocation of these bonuses contingent upon meeting the requirements established for the fiscal year. Performance-based bonuses under this regulation cannot be issued for performance during FY 2021-22; however, performance-based bonuses up to 5% of the employee's base pay may be provided as allowed under the previously issued Annual Raise Process instructions.

There is no automatic entitlement to sign-on, retention, or performance-based bonuses by any employee of the University.

System Office Human Resources will incorporate reporting of bonuses into the monthly salary reporting process. Technical details on the changes to the database will be communicated to Class & Comp employees through the Comp Network.

If you have any questions regarding the information provided in this memorandum, please direct them to Jessica Moore (jmoore@northcarolina.edu) or Keith Dupuis (kedupuis@northcarolina.edu).

Make it a great day!

cc: Chiefs of Staff
Chief Financial Officers
Norma Houston
Michael Vollmer
Jennifer Haygood