

BOG APPROVAL PROCESS FOR SALARY INCREASES AT OR ABOVE 10%

Current Salary Codes

- 1a:** Promotion and Reallocation to a Higher-Level Class. Faculty RANK promotions do NOT require Board of Governors Approval for Campuses WITH Management Flexibility. Report promotions/reallocations resulting from INTERNAL POSTINGS or SEARCH WAIVERS here.
- 1b:** Competitive Promotion - Employee applies for a job vacancy, is selected competitively, and changes jobs. EXTERNAL POSTINGS ONLY. Also, please note that SPA Competitive events that involve an employee being hired from another state agency, or an employee at one campus accepting a position at another campus fall under the 10% review process.
- 2a:** Adjustment related to an increase in job duties or responsibilities
- 2b:** Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease. Temporary or “Interim” increases that will be in place 9 months or less will not require pre-Approval UNLESS the increase is over 25%.
- 3:** Retention. SPA Retentions must comply with OSHR policy & procedure before obtaining salary approval. EPA Retentions are as covered under BOG policy.
- 4:** Career progression adjustments for demonstrated competencies
- 5:** University Cancer Research Fund
- 6:** Distinguished Professors Endowment Fund
- 7:** Faculty Recruiting and Retention Fund (Specific allocation from UNC-GA)
- 8:** Non-State Funds Other (must explain in comments). Includes prevailing wage adjustments for foreign national employees paid on non-state funds; and equity adjustments.
- 9:** State Funds Other (must explain in comments). Tuition is considered State Funds. Includes prevailing wage adjustments for foreign national employees paid on state funds; and equity adjustments.

Related Links/Contacts:

- 1. Salary Guidelines for FY2013-2014 [http://www.northcarolina.edu/hr/unc/classcomp/2013-2014_Salary_Increase_Instructions.pdf].
- 2. Salary Increase Template: [http://www.northcarolina.edu/hr/unc/classcomp/BOG_Approval_Template_--_FY_2013-2014.xlsx]. Please refer to the “Guidance” tab on the spreadsheet for help in filling out the document.
- 3. Salary Approval Email: bogapproval@northcarolina.edu.
- 4. Questions on EPA Faculty increases: Samantha McAuliffe [slmcauliffe@northcarolina.edu].
- 5. Questions on EPA Non-Faculty and SPA Increases: Keith Dupuis [kedupuis@northcarolina.edu].

Definitions:

Appointment Conversions: If there is no change to the pay rate (e.g., monthly salary rate or hourly rate), pre-approval is not needed, and does not need to be calculated as part of the cumulative salary increase (examples include routine 9-to-12-month conversions and FTE adjustments).

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Chair Stipends: Department Chair stipends that will last longer than 9 months are not considered temporary payments and require pre-approval if they result in a salary that is at or above 10% of the June 30, 2013 salary. Stipends for individuals serving as an interim chair are subject to the rules regarding temporary increases.

Campus Approval: All salary increases must be approved by chancellors. Chancellor designees are not permitted.

Clinical Faculty Pay Plans: Since it is commonplace that substantial components of salaries of full-time faculty members in clinical departments of schools of medicine derive from receipts for patient care by approved institutional clinical practice plans, it is acknowledged that the total salary of faculty members for full-time service in these disciplines should reflect their levels of productivity. Thus, it is consistent that the salary of a faculty member in a clinical department be subject to a positive adjustment if there is a substantial increase in the individual's level of participation in the practice plan. These increases are exempt from the pre-approval process as they are contractual obligations.

Competitive Events. Salary Code 1B; to be considered a competitive event, the position must have been posted externally.

Course Overloads. Course overloads are considered task-based compensation and are not included in the 10% approval process.

Cumulative Increase. The salary pre-approval process is based upon the cumulative increase for the fiscal year, not the increase between the current & proposed salary. In other words, the policy examines the relationship between the proposed salary and the June 30, 2013 salary. The June 30, 2013, salary typically consists of all compensation being received on that date -- whatever amounts would have been reported as W-2 "wages, tips and other compensation" (not including overtime pay).

Effective Dates. Approved EPA increases will be allowed an effective date as early as the 1st of the calendar month in which approval is given. Approved SPA increases will be allowed an effective date as early as the date approved by the President's Office. Retroactive approval is not permitted for SPA actions; retroactive approval -- earlier than the first of the month in which approved -- for EPA increases for extraordinary circumstances will be at the discretion of the P&T.

Employee: Any permanent (benefits-eligible) full-time or permanent part-time employee with a recurring appointment of at least 9 months, a total FTE of .50 or more, and eligibility to participate in the State Health Plan. For this purpose, temps, student workers, post-docs (if not considered regular EPA employees) and part-time, per-course adjuncts/lecturers do not fall under these protocols.

Equity. Current legislation allows for equity increases regardless of funding source. Please use the appropriate "Other" salary code, and provide a detailed justification.

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Faculty Rank Promotions: Rank promotions for tenured faculty do not require BOG Approval for Campuses WITH Management Flexibility.

FTE Adjustments. If there is no change to the pay rate, pre-approval is not needed and does not need to be calculated as part of the cumulative increase.

Other Codes. Any salary increase using the “8” or “9” Other codes, which are heavily scrutinized, must be accompanied by a detailed justification.

Retentions. SPA and EPA increases must comply with applicable SPA and EPA policies, respectively. Salary adjustments will not be considered until policy requirements are satisfied. Please note: SPA retention requests or a given amount may require approval from the Office of State Human Resources (OSHR, formerly OSP). SPA policy can be reviewed here [link TBD].

Retroactive Increases: Retroactive approval is not permitted for SPA actions; retroactive approval for EPA increases will be at the discretion of the P&T.

SPA Policy/Increases. As a general reminder, SPA increases must comply with established OSHR policy in order to be considered for salary adjustments. As authorized by the Board of Governors, the President’s office will review all appropriate SPA increase at or above 10% once policy requirements are satisfied.

SPA Rehires. Former SPA staff – with a separation date effective July 1, 2011 or later – who are rehired into a position at the same or lower level than their previous position – are not eligible for an increase in pay. This applies to both your institution’s employees as well as SPA employees who were employed at another state agency/university.

SPA Transfers. Staff who transfer from one SPA position to another at the same or lower level are not eligible for an increase in pay. This applies to both current employees of your institution as well as employees who transfer from other state agencies / universities.

Summer Courses. Summer courses are considered tasked-based compensation and are not included in the 10% approval process.

Temporary Increases. Campuses, using sound judgment and based upon consultation with chancellors, will be allowed to proceed with temporary increases up to 9 months. Temporary increases longer than 9 months or at or above 25% of the June 30, 2013 salary require GA review and approval. Specific approval rules on increases over 9 months are pending.

Temporary Employees. An employee in a temporary job is subject to the same general salary increase prohibitions as a permanent employee: No increases during the same assignment with the same duties. However, if there is a valid change in duties warranting a salary adjustment, no BOG approval is required. An employee in a temp job who is selected in an open, competitive search for a ‘permanent’ (benefits-eligible) position, is not considered a salary increase as restricted by these guidelines, and no BOG preapproval is required.

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Examples of Good Justifications:

1. Competitive Events: in addition to providing details on the promotion itself, please add details regarding the competitive nature.
For instance, please add: "The position was posted externally; 17 people applied, and 5 were interviewed."
2. Additional Duties: please add clear details demonstrating the difference between the current & proposed responsibilities.
For instance: "Dr. Kildare was asked to assume the role of coordinating lab sections for introductory chemistry courses in addition to his instructional role in quantum and theoretical chemistry."
3. Temporary additional duties: please be sure to state how long the temporary duties are expected to last; and that the employee will revert to former salary when done.
For instance: "Due to retirement of current Head Lacrosse Coach, employee has been promoted to fill the Head Coach position until a permanent appointment is made. Employee's salary will revert when temporary duties cease. We expect this interim appointment to last at least 10 months."
4. Competency adjustments: this code should be used when the employee competency is changing. If the position competency is changing, the action is considered either a Promotion (Salary Code 1A) or Additional Duties (Salary Code 2A).
For instance: "Ms. Miller has been assigned the financial management of a variety of accounts for two different academic departments--Public Policy and Biology. Ms. Miller has completed training and certification in order to take on 90% of the work. Due to the complexities involved with managing the financial needs of two diverse departments, we propose to increase the employee's competencies within the Journey range."

Common Mistakes:

1. Campus emails request to an individual rather than the BOG approval email box. Please use: bogapproval@northcarolina.edu.
2. Campus fails to provide details on a competitive event (Salary Code 1B; see #1 above.). Campus fails to explicitly state that a competitive event was posted externally.
3. Campus requests effective dates outside that which is permissible for EPA/SPA employees.
4. Campus fails to provide a salary range. Salary ranges are needed for all requests. In the event that one is not available, an explicit reason must be provided in the justification. If you have any questions about ranges or justifications for non-tenure track faculty, please contact Samantha McAuliffe for assistance [slmcauliffe@northcarolina.edu].
5. The salary request does not attest that (a) the chancellor has reviewed the document, and/or (b) that all appropriate campus policies have been followed. Without confirmation that these two conditions have been met, the request must be returned to campus.
6. Campus does not indicate the current and new title. If the title does not change please list the current title again. Do not say "Same".
7. The current salary is different from the June 30 salary, but no explanation for this earlier increase is provided in justification.
8. Non-state fund sources are indicated, but campus fails to provide the non-state fund source.

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9. Please do not override the gray-shaded preset calculations on the Submission Template.
10. Please do not add or delete columns on the Submission Template. The template is uploaded directly into an MS Access database, and missing columns will corrupt the submission.
11. Please review your spelling and grammar. These requests are presented to the Board of Governors and they expect them to be proofed before they review them.

Request Submission Deadline: September 2013 – June 2014

Deadline – 12PM on Following Dates:	Meeting Date:
Tuesday, August 27, 2013	9/13/2013
Tuesday, September 24, 2013	10/11/2013
Tuesday, October 22, 2013	11/8/2013
Tuesday, November 26, 2013*	12/12/2013*
Tuesday, December 10, 2013	1/10/2014
Tuesday, January 28, 2014	2/14/2014
Tuesday, February 25, 2014*	3/14/2014*
Tuesday, March 25, 2014	4/11/2014
Tuesday, April 29, 2014*	5/9/2014*
Tuesday, May 27, 2014	6/13/2014
Tuesday, June 24, 2014*	7/11/2014*
Tuesday, July 29, 2014	8/15/2014
Tuesday, August 26, 2014	9/12/2014

**DENOTES A CONFERENCE CALL OF THE PERSONNEL AND TENURE COMMITTEE. PLEASE NOTE THAT THE MEETING DATE IS ONLY AN ESTIMATION; THE ACTUAL OFF-CYCLE REVIEW WILL BE SCHEDULED BASED ON THE AVAILABILITY OF P&T MEMBERS.*

Please note:

EPA Non-Faculty increases that are competitive events or under \$10,000 will be reviewed on a weekly basis. Please submit increases by **12pm on Tuesdays**. Barring holidays, we will attempt to have a response by the following Friday.

SPA Increases will be reviewed on a weekly basis. Please submit by **12pm on Tuesdays**. Barring holidays, we will attempt to have a response by the following Friday.

EPA Faculty increases that are competitive events or under \$10,000 will be reviewed on a semimonthly basis. Please submit increases by **12pm on the 2nd and 4th Tuesday** of every month with the exception of December when all requests will be reviewed on December 10, 2013. Barring holidays, we will attempt to have a response by the following Friday.