



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

Date: 08-08-2024
To: Chancellors
From: J. Michael Vollmer, Chief Operating Officer, UNC System Office
RE: Revised Delegated Authority for Certain Personnel Actions under Section 600.3.4[R] of the UNC Policy Manual

Effective September 1, 2024, President Hans has approved revisions to Section 300 of the UNC Policy Manual that include a new regulation, 600.3.4[R] *Regulation on the Delegations of Authority and Granting of Management Flexibility on Human Resources Matters*. This regulation extends delegated authority for most personnel actions to the chancellors. A revised EHRA and SHRA Delegated Authority for Classification and Compensation Actions matrix is attached for reference. The following provides additional clarifications relative to this regulation and related HR matters.

Delegated Authority for Most EPS Salary Actions

Under these current delegations, relative to paragraph II.A.2 of the regulation, chancellors (or designees) may approve permanent non-promotional salary increases for Exempt Professional Staff up to a new base salary of \$125,000 within the established salary range and for proposed new base salaries over \$125,000 that: 1) Do not exceed 10% of the June 30 base salary, or 2) Do not exceed the 75th percentile of the range, or 3) Do not exceed both. This does not apply to head coaches or associate/assistant coaches for which delegations are otherwise specified in the regulation and policy.

Delegated Authority to Establish or Modify EHRA and SHRA Positions

Institutions with management flexibility may establish and modify all EPS positions that do not exceed a base salary of \$125,000. Positions that exceed that authority come to the president (or designee) for approval. All institutions have delegated authority to establish and modify SHRA positions that are FLSA non-exempt. FLSA exempt positions must be approved by the president (or designee). For all institutions, however, establishing or modifying any SHRA or EHRA positions that report directly to the institution's Chief Human Resources Officer must be approved by the president (or designee).

Delegated Authority for SHRA Salary Actions

All institutions have delegated authority for SHRA salary actions that:

- Do not exceed 15% above the market/reference rate (1.15 MI) or
- Do not exceed the market rate of a higher competency level, or the maximum of the range for positions at the advanced competency level.
- For all employees with salaries above \$125,000, salary actions cannot exceed 10% of the June 30 base salary.

All actions in excess of this authority must be approved by the president (or designee).

Delegated Authority for Temporary Salary Adjustments for SAAOs

With approval of the president (or designee), the chancellors at institutions with management flexibility may approve temporary salary adjustments for SAAOs for actions that are up to 36 months in duration or that are more than \$50,000 above the June 30 base salary, but not both. This authority cannot be delegated further.

Authority for Appointments for SAAOs

With approval of the president (or designee), the chancellor may make all permanent and temporary appointments and set non-salary compensation for all SAAOs, with the exclusion of the chancellors.

Authority for Permanent Non-Promotional Salary Increases for SAAOs

With approval of the president (or designee), the chancellor may make all permanent, non-promotional salary increases for SAAOs, with the exclusion of the chancellor, that do not exceed 10 percent of the June 30 base salary and do not exceed the 75th percentile of the salary range. Actions that exceed one but not both of these thresholds may be approved by the President (or designee) with formal endorsement of the applicable board of trustees. Actions that exceed both thresholds must be approved by the Board of Governors with formal endorsement of the applicable board of trustees.

Delegated Authority Retained by the Boards of Trustees

Boards of trustees of institutions with management flexibility retain delegated authority to confer permanent tenure upon the recommendation of the chancellor and consistent with the approved tenure policies and regulations of the institution. All boards of trustees retain delegated authority to approve bonus compensation for SAAOs, excluding the chancellor, and to approve contracts for athletic directors and head coaches that are longer than one year.

Abolishing Vacant Positions

Beginning January 1, 2025, only permanent SHRA and EHRA positions that are currently filled, that have been vacant fewer than twelve months, or that have been vacant greater than twelve months but are under active recruitment, may be retained. All other positions must be abolished. Reestablishing any of these positions must follow the current policies and procedures for establishing and modifying positions for that classification group.

Questions

If you have any questions regarding these changes to the UNC Policy Manual, please contact Keith Dupuis at kedupuis@northcarolina.edu or Chris Chiron at cschiron@northcarolina.edu.

Attachments

cc: Chief HR Officers
File