

**SHRA SALARY
ADJUSTMENT MATRIX**

	Action type	Position Description	Employee Competency Assessment	Non-Faculty Salary Adjustment/Supplement Form	Effective date	System Notes
PROMOTION / LATERAL SALARY INCREASE	Promotion or lateral ¹ with salary increase of 20% or less cumulative from June 30	N/A	N/A	Required (Also requires hiring proposal)	As negotiated following all necessary approvals (always on a Monday)	Initiate Hire ePAR once the start date is finalized (ePAR must be fully approved in workflow prior to making any commitment to a person for an open position no later than 5:00 p.m. on Wednesday before the new employee orientation session).
	Promotion or lateral ¹ with salary increase greater than 20% cumulative from June 30	N/A	N/A	Required (Also requires hiring proposal)	As negotiated following all necessary approvals including UNC System Office (always on a Monday)	Initiate Hire ePAR once the start date is finalized (ePAR must be fully approved in workflow prior to making any commitment to a person for an open position no later than 5:00 p.m. on Wednesday before the new employee orientation session).
BRANCH / ROLE / COMPETENCY CHANGE	Branch/Role or Position Competency Change with salary increase of 20% or less cumulative from June 30	Required	New and previous with signatures from employee and two levels of management.	Required	Monday following all necessary approvals	Enter position ePAR first. Salary ePAR can be initiated following approvals, provided the position ePAR has written to the system and the effective date has arrived.
	Branch/Role or Position Competency Change with salary increase greater than 20% ⁵ cumulative from June 30	Required	New and previous with signatures from employee and two levels of management.	Required	Monday following all necessary approvals including UNC System Office	Enter position ePAR first. Salary ePAR can be initiated following approvals, provided the position ePAR has written to the system and the effective date has arrived.
INCREASE: DEMONSTRATED COMP.	Increase for demonstrated employee competencies of 10% or less ² cumulative from June 30	N/A	New and previous (strongly recommended at least 90 days apart) with signatures from employee and two levels of management.	Required	Monday following all necessary approvals	Salary ePAR can be initiated following notification of approval.
INCREASE: PERMANENT DUTIES	Increase for permanent additional duties of 20% or less ³ cumulative from June 30	Required	New and previous with signatures from employee and two levels of management.	Required	Monday following all necessary approvals	Salary ePAR can be initiated following notification of approval.
	Increase for permanent additional duties greater than 20% ³ cumulative from June 30	Required	New and previous with signatures from employee and two levels of management.	Required	Monday following all necessary approvals including UNC System Office	Salary ePAR can be initiated following notification of approval.
INCREASE: TEMPORARY DUTIES	Increase for temporary additional duties of 20% or less and twelve months in duration	N/A	N/A	Required with temporary additional duties documented in the justification	Monday following all necessary approvals	Salary ePAR can be initiated following notification of approval.
	Increase for temporary additional duties greater than 20% regardless of duration OR greater than twelve months in duration regardless of amount	N/A	N/A	Required with temporary additional duties documented in the justification	Monday following all necessary approvals including UNC System Office	Salary ePAR can be initiated following notification of approval.
ISE: MKT	Increase for equity or market rate of 20% or less cumulative from June 30	N/A	N/A	Required	Monday following all necessary approvals	Salary ePAR can be initiated following notification of approval.

Note: This information is based on guidelines as of January 2018. It is subject to change at any time.

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	Action type	Position Description	Employee Competency Assessment	Non-Faculty Salary Adjustment/Supplement Form	Effective date	System Notes
INCRE/ EQUITY/ RAT	Increase for equity or market rate greater than 20% ⁶ cumulative from June 30	N/A	N/A	Required	Monday following all necessary approvals including UNC System Office	Salary ePAR can be initiated following notification of approval.
INCREASE: RETENTION	Increase for retention of 20% or less ⁴ cumulative from June 30	N/A	N/A	Required	Monday following all necessary approvals	Salary ePAR can be initiated following notification of approval.
	Increase for retention greater than 20% ⁴ cumulative from June 30	N/A	N/A	Required	Monday following all necessary approvals including UNC System Office	Salary ePAR can be initiated following notification of approval.
	NOTE: The approval of the relevant Dean or Vice Chancellor is required for all salary increase actions.					
	NOTE: FTE changes with no change in annualized salary do not require pre-approval.					
	NOTE: All salary increases except promotions require a current performance rating of "Meets Expectations" or better and the most recent required employee competency rating to be on file.					
	NOTE: For probationary employees, the most recent required quarterly check-in must be completed, as well as an employee competency assessment					
	NOTE: Departments should exercise discretion in awarding adjustments to temporary employees for sound business reasons. The salary should remain within the defined range for the equivalent career banded classification.					
	NOTE: Employee Competency Assessments must be completed using only the competencies for the title as defined in the State profile					
	NOTE: Increases of 5% or greater (fiscal-year cumulative) which result in a salary of \$100,000 or greater require pre-approval from the BOG's Promotion & Tenure Chair. Contact your Classification & Compensation Consultant.					
	NOTE: Employees with a performance rating of "Not Meeting Expectations" or who are on leave without pay are not eligible for increases					
	¹ Increases are allowed for lateral transfers if justified by the application of the career banding pay factors.					
	² For overall employee competency ratings changes, increases should be 10% or less. For component competency changes, increases should be 5% or less.					
	³ For additional duties within the same classification, increases should be under 10%. Greater amounts can be considered on a case-by-case basis in exceptional circumstances.					
	⁴ Other conditions apply to retention increases. Please contact your Classification and Compensation Consultant.					
	⁵ Salary adjustments for position reclassifications are strongly recommended to be capped at 20%. Increases of more than 20% are generally competitive events.					
	⁶ Equity and labor market adjustments should be capped at 20% except in exceptional circumstances. An incremental approach should be used.					