

Approval Chart - EHRA Non-Faculty Salary Actions

		Chancellor or designee (OHR)	Board of Trustees (BOT)	Office of the President	Board of Governors (BOG)
Action Type	Conditions				
Promotion & Tenure Consult is required in all instances where the June 30 or newly proposed total salary is \$100,000 or greater AND where the employee's newly proposed total compensation is 5% or greater than the June 30th salary					
Internal Competitive Event/Waiver (1a)	Less than or equal to 20% and 15,000	Y	N	N	N
Internal Competitive Event/Waiver (1a)	Greater than 20% and 15,000	Y	Y	Y	N
Internal Competitive Event/Waiver (1a)	Greater than 25% and \$25,000	Y	Y	Y	Y
External Competitive Event (1b)	Less than or equal to 20% and 15,000	Y	N	N	N
External Competitive Event (1b)	Greater than 20% and 15,000	Y	Y	Y	N
External Competitive Event (1b)	Greater than 25% and 25,000	Y	Y	Y	N
Increase in job duties or responsibilities; reallocation or reclassification of job (2a)	Less than or equal to 20% and 15,000	Y	N	N	N
Increase in job duties or responsibilities; reallocation or reclassification of job (2a)	Greater than 20% and 15,000	Y	Y	Y	N
Increase in job duties or responsibilities; reallocation or reclassification of job (2a)	Greater than 25% and 25,000	Y	Y	Y	Y
Salary Supplement with no specific end date (2b)	Less than or equal to 20% and 15,000 and does not exceed 12 months in duration	Y	N	N	N
Salary Supplement with no specific end date (2b)	Less than or equal to 25% and 25,000	Y	Y	Y	N
Salary Supplement with no specific end date (2b)	Greater than 25% and 25,000	Y	Y	Y	Y
Salary Supplement with a specific end date (2b)	Less than or equal to 25% and 25,000	Y	N	N	N
Salary Supplement with a specific end date (2b)	Less than or equal to 30% and does not exceed 13 months in duration	Y	Y	Y	N
Salary Supplement with a specific end date (2b)	Greater than 30% and exceeds 13 months in duration	Y	Y	Y	Y
Retention (3)	Less than or equal to 20% and 15,000	Y	N	N	N
Retention (3)	Less than or equal to 30% and \$25,000	Y	Y	Y	N
Retention (3)	Greater than 30%	Y	Y	Y	Y
Equity or Labor Market (12)	Less than or equal to 20% and 15,000	Y	N	N	N
Equity or Labor Market (12)	Greater than 20% and 15,000	Y	Y	Y	N
Equity or Labor Market (12)	Greater than 25% and \$25,000	Y	Y	Y	Y

Examples:

- 1) Employee's 6/30 salary is \$80,000 and receives 20% (\$16,000) increase; only OHR approval required
- 2) Employee's 6/30 salary is \$80,000 and receives 21% (\$16,000) increase; OHR, President and BOT approval required because exceeds 20% and \$15,000.
- 3) Employee's 6/30 salary is \$80,000 and receives 25% (\$20,000) increase; OHR, Chancellor or designee, President, BOT and P&T Consult required because exceeds 20% and 15,000 and salary equals \$100,000.
- 4) Employee's 6/30 salary is \$80,000 and receives 32% (\$25,600) increase; OHR, President, BOT, and BOG approval required because exceeds 20% and 15,000, 25% and \$25,000.
- 5) Employee's 6/30 salary is \$100,000 and receives 4.9% (\$4,900) increase; only OHR approval required
- 6) Employee's 6/30 salary is \$100,000 and receives 5% (\$5,000) increase; OHR and P&T Consult required because the adjustment is 5% or greater and salary is \$100,000 or greater.
- 7) Employee's 6/30 salary is \$100,000 and receives 15% (\$15,000) increase; OHR and P&T Consult required because adjustment is 5% or greater and salary is \$100,000 or greater.

NOTES

- ALL EHRA NON-FACULTY BASE & SUPPLEMENT INCREASES, REGARDLESS OF CUMULATIVE PERCENTAGE, REASON, OR DURATION, MUST BE EMAILED TO: epafsalaryrequest@unc.edu.
- **Increases below the external review (System Office, P&T Consult, BOT and BOG) thresholds for are reviewed weekly**
- All increases must be submitted AFTER consultation with your School's/Division's appropriate/specific policy.
- Chancellor or designee (OHR) approval is required for all salary increases, base and/or supplement. Please do not move a salary adjustment action through the system prior to receiving salary approval notification.
- University System Office (SO) Review & Personnel and Tenure Consultation is required for all salary increase requests where either the June 30 or newly proposed total annual compensation for the employee is **\$100,000 or greater** AND where the newly proposed total annual compensation for the employee is **5% or greater** of the June 30 total annual compensation.
- Board of Trustees (BOT) and Board of Governor's (BOG) review is required for all salary increase requests in which the cumulative percentages are **greater than 20% AND \$15,000** of the June 30th annualized salary.
- **Stipend/Supplements:**
 - Stipend/Supplements with an end date of 12 months or less, in which the salary is, or will be, greater than 5% AND \$100,000 but are less than 25% and \$25,000 require Review & Consultation
 - Stipend/Supplements with an end date of 12 months or less, that are greater than 25% and \$25,000 require BOG approval
 - Stipend/Supplements without an end date, in which the salary is, or will be, greater than 5% AND \$100,000 but are less than 25% and \$25,000 require Review & Consultation
 - Stipend/Supplements without an end date, that are greater than 20% and \$15,000 require BOG approval
 - Stipend/Supplements must be attached to a secondary appointment in ConnectCarolina.

Lump Sum Payments cannot be made for months prior to the effective date approved by the Chancellor/Provost, OHR, BOT and or SO/BOG Lump Sum payments cannot be made for secondary administrative appointments

Departments should **not** communicate an increase to an employee, or commit to a specific effective date, until confirmation of approval from the System Office has been received

EHRA Non-Faculty Salary Increase Submission Schedule FY 2019 - 2020

Submittal Deadline* To EHRA NF* (by noon)	System Office Review & P&T Consultation <i>P&T Consult required for 5% AND 100,000</i>	Board of Trustees Review Date	Board of Governor's Review Date	Earliest Effective Date Month ** <i>(Subject to receiving all required approvals)</i>
6-28-2019	7-9-2019	8-1-2019	NO BOG	7-2019
7-5-2019	7-23-2019	8-1-2019	NO BOG	7-2019
8-2-2019	8-13-2019	9-26-2019	9-20-2019	8-2019
8-16-2019	8-27-2019	9-26-2019	9-20-2019	8-2019
8-30-2019	9-10-2019	9-26-2019	9-20-2019	9-2019
9-13-2019	9-24-2019	9-26-2019	10-18-2019	9-2019
9-27-2019	10-8-2019	11-21-2019	10-18-2019	10-2019
10-11-2019	10-22-2019	11-21-2019	10-18-2019	10-2019
10-25-2019	11-5-2019	11-21-2019	11-15-2019	11-2019
11-8-2019	11-19-2019	11-21-2019	11-15-2019	11-2019
11-22-2019	12-10-2019		12-13-2019	12-2019
12-2-2019	TBD		12-13-2019	12-2019
1-3-2020	1-14-2020		1-17-2020	1-2020
1-17-2020	1-28-2020		1-17-2020	1-2020
1-31-2020	2-11-2020		2-21-2020	2-2020
2-14-2020	2-25-2020		2-21-2020	2-2020
2-28-2020	3-10-2020		3-20-2020	3-2020
3-13-2020	3-24-2020		3-20-2020	3-2020
3-27-2020	4-14-2020		4-17-2020	4-2020
4-10-2020	4-28-2020		4-17-2020	4-2020
4-24-2020	5-12-2020		5-20-2020	5-2020
5-8-2020	5-26-2020		5-20-2020	5-2020
5-22-2020	6-9-2020		TBD	TBD
6-5-2020	6-23-2020		TBD	TBD
6-19-2020	7-14-2020		TBD	TBD
7-2-2020	7-28-2020		TBD	TBD

** Meeting the Submission Deadline does not guarantee that the request will meet SO, P&T, BOT or BOG review dates.*

Incomplete or inaccurate submissions or questions about your request can delay submission to the System Office which may delay all external approvals.