

# **FAQs: Temporary Restrictions Until a FY 2021/22 State Budget is Adopted**

University of North Carolina System | Salary and Hiring Actions | Revised 7/19/21

## **Salary Actions**

### **What salary actions are restricted until a new State Budget is adopted by the General Assembly?**

The following salary actions (increments) are temporarily frozen: additional duties, reclassifications, pre-emptive (e.g., speculative) retention, labor market, equity, and SHRA employee competency assessments, regardless of funding source.

### **What salary actions are still permitted while these restrictions are in place?**

Using currently budgeted funds, the following salary actions are permissible: SHRA and EHRA Non-Faculty promotions due to competitive event or waiver of recruitment, faculty promotions, retention in the event of a competitive outside offer or documented evidence of an active outside recruitment, extensions of existing temporary salary adjustments for interim/acting appointments, adjustments required under the terms of an existing employment agreement or contract, or legal settlements.

### **Are stipends for secondary faculty administrative appointments (e.g., chairs, associate chairs, graduate education directors/coordinators, etc.) permitted while these restrictions are in place?**

Yes, using currently budgeted funds. While these assignments may not be assigned a position record or position number, for purposes of these restrictions, these are considered filling a vacancy.

### **Do the temporary salary restrictions apply to graduate students, temporary employees, and/or postdocs?**

Yes, any stated restrictions apply to all categories of employees, temporary or permanent, including student employees (e.g., graduate students, postdocs, etc.).

### **Can retroactive effective dates for actions that are now temporarily frozen be honored?**

Following the lifting of the freeze, we will honor retroactive effective dates if the action was within fund availability and the reason for the delay was the OSBM freeze itself.

### **Are we allowed to process lump-sum or project-based pay, such as conducting non-credit seminars, workshops and training?**

Yes, using currently budgeted funds.

**Are we allowed to process summer session courses or course overload payments?**

Yes, using currently budgeted funds.

**Can we submit dual employment payments from other state agencies/universities?**

Yes, using currently budgeted funds as long as the other agency or university has no restriction in place to the contrary.

**Are basic appointment conversions or FTE changes (with no additional increase to rate of pay) allowed?**

Yes, using currently budgeted funds.

**Does the freeze affect salary requests that have already been approved?**

Any action which has been approved and submitted for payroll processing prior to the freeze being communicated to campuses may proceed. All other pending actions should be reviewed for compliance under freeze guidelines and stopped if applicable.

**Position and Hiring Actions**

**Can we create new positions?**

The freeze does not affect position requests.

**Can we hire into vacant positions?**

Yes, as long as the position's funding is provided for in the institution's current operating budget and is not impacted by either a proposed budget addition or cut in the unadopted State Budget for Fiscal Years 2021-2022.

**Can we increase the position budget of a vacant position to respond to changing business needs or a candidate's salary requirements?**

Yes, as long as the added funding is provided for in the institution's current operating budget and is not the subject of a proposed budget cut or addition in the pending State Budget for Fiscal Years 2021-2022. Funding may also be added to a position using Non-State appropriations as long as these appropriations are not in any way impacted by the unadopted Fiscal Years 2021-2022 State Budget.

**Can we hire into vacant positions on newly obtained contract or grants?**

Constituent institutions are able to accomplish hiring in relation to new contracts and grants obtained as of July 1, 2021, as long as such hiring does not rely on or is not in any way impacted by the unadopted State Budget for Fiscal Years 2021-2022. Hires using contracts and grants that were awarded in prior fiscal years are also unaffected. Institutions must be prepared to produce documentation on all grant-funded hiring effective July 1, 2021, or later for the duration of the temporary budget restrictions. This includes positions hired and the amounts and sources of funds used for such position, if requested.

**How should increases that are required by the terms of a federal grant for postdoctoral trainees be handled when related to complying with a mandated minimum salary requirement?**

If the increase is mandated by the terms of an existing federal grant and is required to be accomplished at the time of reappointment (as opposed to a later date on a retroactive basis), then the increase may be processed without delay as long as there is no associated commitment of State appropriations. Any such increases that may be accomplished at a later date should be delayed until a new State Budget is adopted.