

**Salary Pre-Authorization Requirements for Employees Subject to the NC Human Resources Act**

Salary Increase/ Adjustment Type	Authority Delegated to Institutions with Salary Authority	Authority Retained by UNC System HR
<ul style="list-style-type: none"> <li>• <b>Permanent Salary Adjustments</b> Internal and external hiring, reallocation, career progression, additional duties, reclassification, or other salary actions</li> </ul>	<ul style="list-style-type: none"> <li>• Not to exceed 15% above the market/reference rate (1.15 MI) or</li> <li>• Not to exceed the market rate of a higher competency level or the maximum of the range:               <ul style="list-style-type: none"> <li>○ For contributing-level positions, not to exceed the journey market rate.</li> <li>○ For journey-level positions, not to exceed the advance reference rate.</li> <li>○ For advance-level positions, not to exceed the maximum of the salary range.</li> <li>○ Salary increases cannot exceed the maximum of the salary range.</li> </ul> </li> <li>• For highly compensated employees as defined by the IRS (currently \$135,000), up to 5% above the market/reference rate (1.05 MI)</li> </ul>	<ul style="list-style-type: none"> <li>• Exceeds 15% above the market/reference rate (1.15 MI) or</li> <li>• Exceeds the market rate of a higher competency level or the maximum of the range:               <ul style="list-style-type: none"> <li>○ For contributing-level positions, not to exceed the journey market rate.</li> <li>○ For journey-level positions, not to exceed the advance reference rate.</li> <li>○ For advance-level positions, not to exceed the maximum of the salary range.</li> <li>○ Salary increases cannot exceed the maximum of the salary range.</li> </ul> </li> <li>• For highly compensated employees as defined by the IRS (currently \$135,000), more than 5% above the market/reference rate (1.05 MI)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Temporary Salary Adjustments</b></li> <li>• <b>Supplemental Salary Adjustments</b></li> </ul>	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>

*\*Salary determination shall apply the defined career banding pay factors (financial resources, appropriate market rate, internal pay alignment [equity], and required competencies).*