

QUESTIONS AND ANSWERS
FROM THE 1.8% EPA ANNUAL SALARY INCREASE INFORMATION SESSIONS
(August 20, 2012)

- 1. When will units receive budget for the annual salary increases?** As soon as it is transferred to NC State, the state appropriated budget for the salary increases will be allocated to campus. We anticipate that this will happen in September or October.
- 2. Who is eligible for the increase?** All EPAs who, at June 30, are eligible to participate in the State benefit programs. A list of eligible employees was provided on the EPA Distributions tab of the unit template. Please note that while this is a list of the employees who meet the 6/30 salary and 7/1 distribution criteria, there are other variables that may impact an employee's eligibility.
- 3. Are salary supplements considered in these calculations?** Yes, calculations are based on the EPA employee's base salary, including supplements, as of 6/30 and distributions as of 7/1. All EPA employees eligible for these increases with supplements were designated as effective for more than one year.
- 4. Can an across-the-board approach be used in allocating the college/division salary increase pool?** No, an across-the-board approach cannot be used. As a reminder, no more than 1/3 of each college/division's EPA employees may receive this increase. Additionally, no increase can result in a salary that is both 15% and \$10,000 above the employee's 6/30 salary.
- 5. Why can an increase not be 15% and \$10,000 above the employee's 6/30 salary?** This would require Board of Trustees and Board of Governors approval and neither board will meet again before the due date. The 15% and \$10,000 threshold applies to cumulative increases awarded within the fiscal year. This includes the 1.2% LI and temporary supplements.
- 6. The 1% state appropriated allocation amount was adjusted to reflect the removal of the dean and/or the direct reports to vice chancellors. Will an adjustment need to be made to the .8%?** No. An adjustment is not necessary for the .8% pool. There was no budget allocated nor funds redirected for the .8% pool. We do, however, ask that you adjust your template to reflect the net of the deans/VCs adjustments on the *1% of all funding sources*. (Please note this necessary adjustment will also impact your 1.8% pool total increase amount on the EPA Increases tab of the template.)
- 7. Can columns and rows be added to the template?** In order to preserve the formulaic calculations in the template, columns may only be inserted to the right of the existing information on the template. Please do not insert columns within the information that was on the template received from the University Budget Office. Rows may be added as needed but units are still advised to validate their totals.

- 8. Is campus required to use the full 1% for state appropriated increases and contribute 1% from other funding sources? .8% increase from all funding sources?** Allocation of the full 1% from all funding sources is expected. Exceptions should be documented on the Certification sheet and approved by the Chancellor, Provost, or Vice Chancellor for your unit. The .8% allocation is at the discretion of the unit.
- 9. How will benefits be handled?** The University will transfer to the Personnel Benefits pool the amount of benefits associated with the 1% state appropriated increase. Colleges/divisions are responsible for benefits associated with the .8% and all benefits for increases from non-state funding sources.
- 10. When should the HR actions associated with the 1.00% and .8% salary increases be entered into the HR system?** Units may begin entering HR actions on August 28. All actions must be entered by the unit due dates on Attachment A of the instructions.
- 11. Are Post Docs eligible to receive the 1.8% increase?** Post Docs are not eligible for this increase. However, they may be eligible for the 1.2% across-the-board increase which is being handled by the Graduate School – Integrated Support Service Center.
- 12. Are House Officers eligible for the 1.2% across-the-board increase?** Classified as trainees, House Officers are ineligible for the 1.2% across-the-board increase.
- 13. Can some of the 1% legislative increase be held back by the units and used to cover the SPA salary actions that are referred to in the memo from Provost Arden and Vice Chancellor Leffler?** Units are expected to allocate the full 1% on all funding sources for EPA employees. If you are requesting an exception, this should be clearly articulated on the Certification document. However, exceptions to use some of the EPA 1% increase funds for future SPA increases are discouraged. Allocation of the .8% is not required.
- 14. If an individual were benefits-eligible at 6/30, but became ineligible at 7/1, is he/she eligible for the increase?** No. If an individual was eligible at 6/30, they are included in the list on the EPA Distributions tab; so, the college/division will need to identify those individuals who are ineligible.
- 15. What if the employee's salary is funded with state-appropriated, but split funded between departments?** The home OUC (or the OUC who owns the position) will receive the budget; so, it will be necessary for the departments to consult with each other to handle this type of situation.
- 16. Will the 1% state appropriated allocation be made to units under budget codes 16031 and 16032?** Yes, from 16031 and 16032 reserves.
- 17. How were the categories of merit, market, equity, and retention determined?** These categories were provided in the instructions from the Board of Governors as allowable reasons for allocation of this increase pool.

- 18. If an EPA employee has been identified to get a salary increase but the employee is on scholarly leave, can the unit withhold the salary increase until the employee returns from leave?** Please clearly articulate this on the Certification document.
- 19. The first 7/1 row in the HR system should be the 1.2% across-the-board legislative increase. The second row should be the 1% (and optional .8%) increases. What steps should be made if there are future dated rows other than the ones just mentioned?** The increases for employees that have other future dated rows should be sent to HR (Brian Simet) to be entered.
- 20. Are retirees eligible?** The 2nd and 3rd year phased retirees are included in the eligible EPA employees. Retirees in the 1st year of the phased retirement are not included.
- 21. Is it permissible to use part of the 1% salary increase pool to fund previously awarded increases that were funded with non-state appropriations?** These funds should not be used to replace non-state funding that has already been awarded for retention or any other reason.
- 22. Comment relative to the 1.2% across-the-board legislative increase: There are instances for which the 1.2% across-the-board legislative increase should not be applied.** For example, a Principal Investigator may not have the funds on their grant to award salary increases. Additionally, some grants may have specific stipulations that restrict an across-the-board salary increase. Further, some folk may be limited to receiving raises on the anniversary date of their employment or some other pre-determined date.
- 23. Why should the increases be entered as a dollar amount in the HR System rather than as a percentage?** Increases entered as percentages would calculate on top of the 1.2% across the board salary increases applied programmatically.