

**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost  
Charles A. Maimone, Vice Chancellor, Finance and Administration

SUBJECT: Annual Raise Process (ARP) and Release of 1% Salary Hold

DATE: January 29, 2020



Last fall, NC State leadership asked campus units to hold back one-percent of their existing State Appropriated salary budgets in anticipation of potentially supplementing the 0.5% Annual Raise Process (ARP) pool specified in the 2019-21 Biennial Budget. The North Carolina General Assembly ended this year's session on January 14, 2020 without further action pertaining to the Governor's veto of the 2019-21 biennial state budget.

At this time, the UNC System, including NC State University, does not have the authority to implement an ARP nor special bonus leave for this fiscal year (FY19-20).

Without authorization of an ARP, we recognize the challenges that our university faces in maintaining salary equity within our institutional peer group as well as competitive pressures to retain top talent. Therefore, campus units should immediately release the 'hold' on their one-percent for ARP and use the university's existing guidelines to pursue salary adjustments to address labor market, equity, retention and other critical compensation needs in accordance with the university's regular salary administration procedures.

The University Budget Office and University Human Resources stand ready to assist you with required procedures. For Budget related questions, please contact Sharon Wright, University Budget Office (919-515-6458, [swright@ncsu.edu](mailto:swright@ncsu.edu)). For Human Resources related questions, please contact Lori Preiss, University Human Resources (919-515-4315, [lapreiss@ncsu.edu](mailto:lapreiss@ncsu.edu)).

cc: W. Randolph Woodson, Chancellor  
Barbara Moses, Associate Vice Chancellor, Budget and Resource Management  
Marie Williams, Associate Vice Chancellor, University Human Resources