

EPA (EHRA*) July 1 Salary Increase Guidelines

NC State University

September 17, 2014

There will be two types of salary increases for permanent, benefits-eligible EPA employees, retroactive to July 1, 2014, that total 3% of the EPA Salary Base:

- a. A \$1,000 cost-of-living adjustment (COLA).
 - b. A market / equity / merit pool (balance of 3% after \$1,000 COLA).
1. **ELIGIBILITY** (*For both adjustment types*)
 - a. The individual must have been continuously employed by NC State in a permanent, benefits-eligible position between September 1, 2013 (the prior year) and October 1, 2014.
 - b. Individuals whose employment terminates before October 1, 2014, will not receive any adjustments.
 - c. Any adjustment or combination of adjustments (COLA + merit + market + equity), including any separate adjustments that have been approved through University HR since July 1, 2014, may not exceed 9.9% of the June 30, 2014, base salary without the prior approval of the Chancellor and UNC-BOG, using the existing submission process through University HR.
 2. **FUNDING FOR INCREASES** (*For both adjustment types*)
 - a. The 3% amount from all funding sources and the amounts of 16030 state appropriated budget allocation will be provided to the colleges/divisions by the University Budget Office no later than September 18, 2014.
 - b. 16030 (Academic Affairs): 25% of the state appropriated funding will be allocated to the colleges/divisions based on their EPA salaries paid on state appropriated funds as of July 1, 2014, to one project as identified by each college/division. The remaining 75% – and 100% of non-state-appropriated positions – must come from college/division resources.
 - c. 16031 (Agricultural Research) and 16032 (Cooperative Extension): 100% of state- and non-state-appropriated funds must come from college/division resources.
 3. **COST-OF-LIVING ADJUSTMENTS (COLA)**
 - a. The \$1,000 adjustment will be applied to the June 30, 2014, annual base salary by University HR and OIT.
 - b. The \$1,000 adjustment will be prorated by FTE (e.g., an EPA employee with an 80% FTE will receive \$800).
 - c. Associated benefits costs are in addition to the \$1,000 and will be provided by the benefits pool for budget code 16030 for all personnel benefits pool eligible projects.
 4. **MARKET / EQUITY / MERIT ADJUSTMENTS**
 - a. While no specific allocations are mandated within this category, particular priority consideration should be given to individuals who:
 - i. are below the minimum of the position's designated salary range,
 - ii. have salary inequities relative to comparable positions in the unit, with confirmation by University HR,
 - iii. are below the market range for the position,
 - iv. have not received any other salary adjustments in the past two years,

- v. have demonstrated particular merit,
- vi. and faculty who have demonstrated excellence in teaching.
- b. After the \$1,000 COLA is applied, the University Budget Office will notify the colleges/divisions of the amount of the 3% pool remaining to provide the market/equity/merit increases no later than September 29, 2014.
- c. Each college/division must allocate the entire market/equity/merit pool amount for all funding sources.

5. IMPLEMENTATION OF SALARY ADJUSTMENTS IN THE HR SYSTEM

- a. The \$1,000 COLA adjustment will be applied centrally by University HR and OIT immediately following the September payroll lockout (before the HR System reopens) and will appear in October paychecks retroactive to July 1, 2014. This adjustment will be applied effective July 1, 2014, before any merit, market, or equity adjustments noted below are applied.
- b. Merit, Market, and Equity adjustments must be applied by the respective colleges/divisions before the October payroll lockout and after the \$1,000 adjustment, and will appear in October paychecks retroactive to July 1, 2014. All such adjustments must be entered with one of three unique action/reason codes:
 - i. Pay Rate Change - Legislative Increase – Equity
 - ii. Pay Rate Change - Legislative Increase – Market
 - iii. Pay Rate Change - Legislative Increase – Merit

6. MONITORING

- a. The HR System will be monitored by HR EPA Administration and the University Budget Office to ensure compliance with these guidelines. Any exceptions to these guidelines must be approved in advance by the Chancellor.

** The name of the State Personnel Act has been changed by the NC General Assembly to the State Human Resources Act. SPA employees are now "Subject to the State HR Act" (SHRA) and EPAs are "Exempt from the State HR Act (EHRA)".*