

NC STATE UNIVERSITY

**MEMORANDUM**

**To:** Deans and Vice Chancellors

**From:** Warwick Arden, Provost and Executive Vice Chancellor  
Charles Leffler, Vice Chancellor Finance & Business



**Date:** August 16, 2012

**Subject:** EPA Salary Increases effective July 1, 2012

During the 2012 Legislative Session, the General Assembly allocated funds to provide a 1.2% legislative increase to permanent\* state employees. NC State University centrally processed the 1.2% "across-the-board" increases for permanent SPA employees in July paychecks. The UNC Board of Governors authorized, and NC State will centrally process -- the 1.2% "pool" for permanent EPA employees as an across-the-board increase, retroactive to July 1st. No action will be required of campus units for the 1.2% EPA increase.

However, at their August 10, 2012, meeting, the Board of Governors further authorized UNC institutions to award up to an additional 1.8% of total EPA salaries, campus-resource permitting (or a total of 3%, including the 1.2% increase referenced above) for additional salary increases for reasons such as merit, market, retention, and equity. Such additional adjustments are to be implemented in September paychecks retroactive to July 1 and will require actions by the colleges and divisions. Detailed instructions and spreadsheets will follow in the next day or two.

The UNC Board of Governors' authorizations apply only to EPA positions, and, accordingly, this information applies only to EPA positions at NC State. Information on SPA salary actions for 2012-13 will be forthcoming in a separate communication.

For EPA positions, we will allocate to each college/division an amount of state-appropriated funds equal to 1% of the college/division's EPA salaries paid on state appropriated funds as of 7/1/12. Each college/division is responsible for providing a commensurate 1% pool for EPA salaries paid from non-state appropriated sources. In addition, each college/division **may** reallocate additional college/division resources, if available, up to 0.8% of total salaries paid from all funding sources for salary increases to reach a total college or division salary increase pool of up to 1.8%.

*[NOTE: The actual 1.2% State Appropriated budget allocations to units will occur as soon as these funds are transferred to NC State in September/October. The University Budget Office will notify colleges/divisions as soon as the funds are allocated. ]*

**The following guidelines apply to the EPA University (1.8%) pool:**

- Increases may **not** be awarded on an across-the-board basis.
- Increases may be awarded to **no more than one-third** of each college/division's EPA employees.
- No increase can result in a salary that is both **15% and \$10,000** (or more) above the individual's June 30 salary (*since such actions require pre-approval by both BOT and BOG*).
- For employees paid from multiple funding sources, salary increases must be charged **proportionately to the respective funding sources**.
- Actions using this additional 1.8% pool will be retroactive to July 1 and must be completed in time for the Sept 30 payroll cutoff.

In the next few days, the University Budget Office will provide via email your 1% and 0.8% totals, the amount of state appropriated budget being allocated to each college/division, a template to be returned showing the increases awarded and detailed instructions. The listing of due dates for each college/division (Attachment A) is attached to this memo.

**We recognize that the timelines for unit decisions and allocations of the up-to-1.8% pool will be very compressed in order to make the Sept payroll cutoffs.** Your close attention to ensure that every EPA action falls within the allowable parameters will be critical. Actions that fall outside the parameters or that exceed your authorized totals may result in overpayments that would need to be rescinded and collected from employees.

**HELP SESSION**

Two Q&A sessions will be held on Monday, Aug 20<sup>th</sup> -- at 1:30 pm and at 3:00 pm -- in Room 101 of the Administrative Services III building to answer any questions you or your staff may have on allocations, on the reporting templates, or on entering these actions into the HR System, etc. Attendance at this session is strongly encouraged.

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*\* NOTE: "Permanent" employees are those eligible to participate in State benefit programs (e.g., the state employee health plan) and who hold a recurring appointment of at least 9 months. Postdoctoral scholars are not considered permanent university employees; however, the institution has endorsed an equivalent 1.2% across-the-board adjustment for post docs effective July 1 from the funding source(s) from which the post doc is currently paid. This will require separate processing from EPA actions, but the goal is to implement the post-doc 1.2% adjustments in September paychecks.*

**Attachment A**  
**Deadlines for Completing the University Pool Salary Increase Data Entry**  
**2012-13**

OUC	College, Division, or Unit	Responsible Administrator	<b>Due</b> <b><u>ON</u> or <u>BEFORE</u></b> <b>5:00 p.m.</b> <b>If due date is Sept 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup>. Due by 8:00 a.m. if due date is Sept 10th</b>  Notify your budget analyst via email when you have completed *
01	Office of the Chancellor	Woodson	Wednesday, September 5
02	Office of the Provost	Arden	Wednesday, September 5
04	Graduate School	Arden	Wednesday, September 5
05&22	DASA & Housing	Mullen	Wednesday, September 5
06	ORIED	Lomax	Wednesday, September 5
08	University Advancement	Kessler	Wednesday, September 5
09	Continuing Education	Miller	Wednesday, September 5
4x	Finance & Business	Leffler	Thursday, September 6
10	Athletics	Yow	Thursday, September 6
25	Libraries	Nutter	Thursday, September 6
27	Legal Affairs	Goldgeier	Thursday, September 6
31	Undergraduate Affairs	Picart	Thursday, September 6
32	EMAS	Hunt	Thursday, September 6
33	DELTA	Miller	Thursday, September 6
38	Int'l Equity & Diversity	Woodard	Thursday, September 6
39	International Affairs	Li	Thursday, September 6
51	OIT	Hoit	Thursday, September 6
12	Design	Malecha	Friday, September 7
13	Education	Fleener	Friday, September 7
18	Textiles	Godfrey	Friday, September 7
20	Management	Weiss	Friday, September 7
11	CALS	Blankenship	Monday, September 10
14	Engineering	Martin-Vega	Monday, September 10
15	Natural Resources	Brown	Monday, September 10
16	CHASS	Braden	Monday, September 10
17	PAMS	Solomon	Monday, September 10
19	CVM	Lunn	Monday, September 10