

From: **Lori Preiss** <[lapreiss@ncsu.edu](mailto:lapreiss@ncsu.edu)>

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Subject: Updates to the EHRA Salary Adjustment Pre-Authorization Guidelines

Good morning,

As I discussed at the last HR Connections meeting, the Board of Governors recently approved changes to the **EHRA** salary adjustment pre-authorization guidelines by increasing the on-campus approval threshold and clarifying requirements for retention adjustments. The details are listed below. Please contact Mary Richardson, Ryan Bernarduci, or me with any questions. Please note that Human Resources secures approval from the Chancellor/designee and UNC General Administration on your behalf.

Thank you,

Lori Preiss  
Director  
EHRA Administration  
North Carolina State University  
Campus Box 7210  
Raleigh, NC 27695-7210  
[919-515-4315](tel:919-515-4315)

**EHRA Permanent Base Salary Adjustments (including competitive events and administrative and honorific supplements):**

The Chancellor or his designee may approve base salary adjustments up to 15% **AND** \$10,000 cumulatively over the employee's June 30<sup>th</sup> salary. Please note, the recommended salary adjustment must be in excess of both 15% and \$10,000 to require off-campus approval. For example: a \$12,000 salary adjustment which equals a 14% increase over the employee's June 30, 2015 salary would not require off-campus approval.

- BOT approval is required for salary adjustments that are equal to or greater than 15% **AND** \$10,000 cumulatively over the employee's June 30<sup>th</sup> salary, with the exception of adjustments related to external competitive events. However, external competitive events may still require GA/BOG pre-approval (see next bullet).
- Salary adjustments exceeding this threshold that are related to external competitive events require off-campus pre-approval and will be reviewed by the UNC System President or her designee; all others must be pre-authorized by the BOG Committee on Personnel and Tenure.
- An FTE increase or appointment length change with a commensurate salary adjustment does not require pre-authorization; however, these guidelines do apply if the rate of pay increases beyond a straight salary conversion.
- Temporary salary adjustments related to a temporary increase in job duties or responsibilities are not included when determining the pre-authorization threshold for permanent base salary adjustments.

**EHRA Temporary Salary Adjustments (including interim/acting appointments and temporary additional duties):** The Chancellor or his designee may approve temporary salary adjustments that do not exceed 25% over the employee's June 30<sup>th</sup> salary **OR** that do not exceed 9 months in duration.

- The UNC System President or her designee may pre-authorize temporary salary adjustments that exceed this threshold up to and including 30% **AND** that do not exceed 13 months in duration.
- The BOG Committee on Personnel and Tenure pre-authorizes all others.

**EHRA Critical Retention Adjustments:** The Chancellor or his designee may approve retention adjustments up to 15% **AND** \$10,000 cumulatively over the employee's June 30<sup>th</sup> salary.

- In the event of a documented job offer or verifiable active employment negotiations by a current employee with an outside entity, the UNC System President or her designee may pre-authorize any permanent base salary retention adjustment that is above 15% **AND** \$10,000 but not to exceed 30% of the employee's June 30<sup>th</sup> salary. The BOG Committee on Personnel and Tenure must pre-authorize all other retention adjustments.
- **Pre-emptive** retention adjustments (no documented job offer or verifiable active employment negotiations) above 15% **AND** \$10,000 cumulatively over the employee's June 30<sup>th</sup> salary must be pre-approved by the BOT and BOG Committee on Personnel and Tenure.