



The University of North Carolina
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Appalachian State
University

July 8, 2013

East Carolina
University

MEMORANDUM

Elizabeth City
State University

TO: Chief Academic Officers
Chief Business Officers
Chief HR Officers

Fayetteville State
University

FROM: Suzanne T. Ortega
Senior Vice President for Academic Affairs

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
At Raleigh

SUBJECT: Processing July 2013 Personnel Actions (REVISED)

University of
North Carolina
at Asheville

Due to Office of State Budget and Management revisions, this memorandum replaces the instructions provided in our July 2 memorandum. A copy of the revised memorandum from the Office of State Personnel is attached. [Attachment]

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

We realize that this is significantly different from the guidance last week. We ask that all campuses proceed in good faith to comply. We have included the following points in hopes of providing as much clarification as possible.

University of
North Carolina
at Greensboro

1. The University may proceed with salary adjustments that were offered in June, for individuals who applied for and accepted another University job. This falls under the category of promotions. We understand the practical matter that these current employees accepted the new job offer in good faith and have already resigned their current positions. These offers also pre-date the 10% salary process and were approved under the 2012-13 policies.
2. All other salary matters will fall under the presumed 10% process currently articulated in both versions of the budget bill.
3. Reclassifications, banding changes, retention, contractual obligations, and any other type of salary adjustment for an individual who is not changing jobs, are deemed to be frozen at this time.
4. Changes in faculty rank (that result in less than 10% salary changes) may proceed either per your campus Management Flexibility agreement or the Presidential review process as appropriate.

University of
North Carolina
at Pembroke

University of
North Carolina
School of the Arts

University of
North Carolina
at Wilmington

Western Carolina
University

Winston-Salem
State University

Constituent High School
North Carolina
School of Science
and Mathematics

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Affirmative Action
Employer*

5. Summer School additional teaching assignments are not subject to these restrictions.
6. FTE adjustments, such as when a faculty member changes from a 9 month to 12 month assignment and for which the salary adjustment is only due to the formulaic change for the additional 3 months, are not subject to these restrictions.
7. Department Chair and other such stipends or supplements that are less than 10%, and were not otherwise already handled as June 2013 actions, are not subject to these restrictions. This is because the individual has accepted a promotion to a new job assignment. For supplement requests for 10% and higher, please see below.
8. All University requests for SPA promotion exceptions for 10% and higher (including competitive events), that were not otherwise handled in the June actions, should be forwarded to [bogapproval@northcarolina.edu] following the established format. The spreadsheet and instructions will be provided separately. At this point, we cannot guarantee effective dates so please do not promise employees.
9. All University requests for EPA (faculty and non-faculty) promotion exceptions for 10% and higher (including competitive events), that were not otherwise handled in the June actions, should be forwarded to [bogapproval@northcarolina.edu] following the established format. The spreadsheet and instructions will be provided separately. At this point, we cannot guarantee effective dates so please do not promise employees.

Questions regarding Faculty should be sent to Suzanne Ortega or Samantha McAuliffe in Academic Affairs.

Questions regarding EPA non-faculty and SPA should be sent to William Fleming or Keith Dupuis in HR.

Once a budget is adopted, we'll provide further guidance.

Attachment

cc: Chancellors
President Thomas Ross
Charlie Perusse