



EHRA Salary Increase Guidelines

<p>What are the Qualifying Reasons for a Salary Increase?</p>	<ul style="list-style-type: none"> • Internal Competitive Event – Employee applies for an internally recruited job vacancy, is selected competitively and changes jobs to a different position. • External Competitive Event – Employee applies for an externally recruited job vacancy, is selected competitively and changes jobs to a different position. • Increase in job duties or responsibilities; includes reallocation or reclassification of job – Substantive increase in the scope and/or complexity of the job. Minor changes in duties and responsibilities should be addressed during the Annual Raise Process. • Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease (<i>Temporary salary increases do not count cumulatively towards the permanent salary exception process</i>) • Retention – Requires documented job offer or <i>verifiable</i>, active employment negotiations by a current EHRA employee with an <i>outside entity</i>. • Equity – Used to address documented salary-equity issues when employees in the same position/job family/job level are performing very similar work with a similar level of competence and experience to those who have a higher pay rate and the pay discrepancy has no apparent justification. Justification for an increase due to internal-equity issues must identify the inequity and justify the rate of increase based on the relative job level, education, credentials, and/or experience of the affected employees. • Labor Market – Used address job equity in comparison to the market or “labor market,” which is defined as the area within which employers compete for labor. The market is composed of those institutions, businesses, and organizations from which University units recruit or would logically recruit job candidates. Justification for an increase due to the labor market and/or external-equity issues must be substantiated by market survey data if the position is not assigned to a job family/level in the EHRA (EPA) Compensation Structure. <i>Note: The proposed increase may not exceed the position’s assigned market reference rate.</i> <p>Schools and divisions are advised to exercise discretion with regard to granting increases to EHRA temporary employees and to remain within the defined range for the position’s assigned job family/level.</p>
<p>Justification for Increase</p>	<p>Increase requests should be non-routine in nature and have a specific and detailed justification. The following are justifiable reasons to propose a salary adjustment:</p> <ul style="list-style-type: none"> • Correction of an administrative error • To recognize permanent, newly added additional duties which are substantive in nature. (Temporary additional duties are compensated using an administrative salary supplement and not a permanent adjustment to base salary.) In the case of newly added duties, the duties in question should be demonstrated to substantially increase the scope and complexity of the employee’s position. Minor changes in duties and responsibilities should be addressed in the ARP process.



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	<ul style="list-style-type: none"> • To address documented salary equity issues including those caused by the salary of a newly appointed employee within a work unit. Equity may be used when a new hire has been appointed at a higher salary rate than existing employees in the same classification within a particular unit, department or division. Justification for an increase due to internal equity must identify the inequity and justify the rate of increase based on the relative job level, education, credentials and/or experience of the affected employees. • To address job equity in comparison to market or “labor market.” Labor market is defined as the area within which employers compete for labor. The market is composed of those institutions, businesses and organizations from which University units recruit or would logically recruit. Justification for an increase due to labor market/external equity must be substantiated by market survey data. • As a retention offer for an employee who has a documented, confirmable salary offer from an outside institution. In instances where an offer has not been presented, departments must be able to demonstrate that the intended salary increase recipient is considered a finalist for the external position. Justification for an increase due to retention should include an assessment of the individual’s merit and value to the institution and the circumstances warranting a retention adjustment. <p><i>Note: Across-the-board legislative increases do not trigger System Office pre-approval. Discretionary ARP increases, however, are subject to the pre-approval rules above.</i></p>
Process & Approvals	Please refer to the EHRA Non-Faculty Salary Approval Chart for additional information on required levels of review and approval.
Determining the Effective Date	Salary increases that only require approval by the EHRA HR Office can be retroactive to the first of the month in which the action was submitted to the EHRA HR Office. Salary increases that require UNC System Office approval can be retroactive to the first of the month in which the action was submitted to the System Office. Actions requiring either Board of Trustees (BOT) or Board of Governors (BOG) approval may not be effective until the day that the final Board approval is granted. For example, if BOT meets on January 15, an action requiring BOT’s approval may not have an effective date earlier than January 15. If BOG approval is also required for this action, and the BOG meets and approves the action on February 18, the earliest effective date for the action is February 18. Please consider the Board approval dates when determining the effective date for your proposed increases for actions requiring this level of approval.