

Employee Name		Employee ID	
Position #		Proposed Effective Date *	

Proposed Position Action	From Current SHRA Position	To Proposed EHRA Position **
Classification Title		
Annual Salary		

I, _____, understand that my current SHRA position listed above is eligible to change from one that is subject to the North Carolina Human Resources Act (SHRA status) to one that is exempt from the Act (EHRA status).

I understand that I have the option to retain my current SHRA status for the duration of my employment in this position or change to EHRA status. **I further understand that my choice to change to EHRA status is irrevocable for the duration of my employment in this position.**

I understand that my institution, at its discretion, may provide additional opportunities for me to change to EHRA status.

I have received a link to the UNC Omnibus Bill- SHRA to EHRA Conversion located on the NC A&T Hub, which includes a “Frequently Asked Questions” document regarding this position/classification conversion and a “Comparison of Employment Policies for SHRA and EHRA Non-Faculty Employees” document, which outlines certain differences in terms and conditions of employment between SHRA and EHRA employment, including:

- classification titles and salary ranges and
- statutorily mandated and other employer-provided benefits

After careful consideration of all the information I have received and reviewed, I hereby choose to have my position and my employment convert to EHRA status.

_____	_____
<i>Employee Signature</i>	<i>Date</i>
_____	_____
<i>Employee's Supervisor Signature</i>	<i>Date</i>
_____	_____
<i>Human Resources Signature</i>	<i>Date Received</i>

* The effective date will be the first day of the month following the month Human Resources receives the signed form.

** Employees should work with their supervisor, who will work with Human Resources to determine the new EHRA Non-Faculty classification and salary. Note that a change in employee type does not guarantee a change in salary.

PLEASE RETURN THE COMPLETED FORM TO HR@NCAT.EDU