



It is important to prepare for employees' questions. When approached by an employee, always listen first. Let the employee discuss their concerns. Once they are done, thank them for sharing and then provide a relevant and respectful response.

**1. CAN A VACANT POSITION BE DOWNGRADED TO A LOWER CLASSIFICATION TO KEEP THE BUDGETED SALARY WITHIN THE NEW RANGES?**

Yes. In order to downgrade the position's classification, the duties must also be downgraded in alignment with the lower classification.

**2. HOW DO I MAINTAIN EQUITY WITH NEW HIRES?**

Based on available funding, similarly classified employees performing similar work should be paid equitably while also taking into consideration employees' unique competencies, experience, education, etc. If hiring a new employee at the new market rate creates an inequity among employees performing the same work, the supervisor might consider hiring at less than the market rate in order to free up funding to increase seated peers' salaries.

**3. HOW DO I FIND FUNDS FOR INCREASES?**

If you're advocating for a specific position increase within your department, have discussions with your Dean, Department head, Department Chair or supervisor. Increases are typically funded during the Strategic budget allocation process and through permanent operational budget transfers/reductions. The UNC System office may also provide funding to the University that is managed by the Office of Budget and Planning as part of the budget process.

**4. I WOULD LIKE TO REQUEST A POSITION ACTION (REALLOCATION, COMPETENCY LEVEL CHANGE, CAREER PROGRESSION ADJUSTMENT) FOR ONE OF MY EMPLOYEES AND/OR VACANT POSITIONS. CAN I REQUEST AN INCREASE TO THE NEW MARKET RATE?**

Yes. Human Resources will review the request to ensure it doesn't create inequity within a work unit or to ensure there is a plan to correct inequity that may be created.

**5. I NEED TO POST A VACANT SHRA POSITION. WHAT SALARY RANGE SHOULD I PROPOSE FOR THIS ACTION?**

You may request a salary range from 85-100% of the new market rate.

**6. I HAVE A POSITION THAT IS CURRENTLY POSTED AND/OR CLOSED WITH THE FORMER MARKET RANGE INFORMATION. I WOULD LIKE TO USE THE NEWLY EXPANDED MARKET RANGE. DO I NEED TO REOPEN OR REPOST MY VACANCY LISTING?**

Yes. However, the position must be reviewed again and approved in Position Management. Subsequently, once approved in Position Management, the vacant position is reopened for a minimum of five (5) days to reflect the expanded range. Additional qualified candidates may be referred for consideration after the posted closing date.

**7. I AM READY TO SELECT A CANDIDATE FOR MY VACANT POSITION. MAY I REQUEST A SALARY AT THE NEW MARKET RATE?**

Yes. It is important to consider internal equity before doing so, making sure to avoid a situation where two similarly qualified employees performing similar work are paid different salaries.