



SHRA Salary Increase Guidelines

<p>What are the Qualifying Reasons for a Salary Increase?</p>	<ul style="list-style-type: none"> • Additional job duties, when there is a substantive increase in the scope and/or complexity of the job. This includes temporary adjustments with a defined start and stop date. <i>Please note: Such an increase may not be justified solely on the basis of increased work volume. Temporary adjustments may not be provided for training new employees in their job duties. Also, employees may not receive temporary increases for performing the duties of vacant positions which they supervise.</i> • Position reclassification, where application of the career banding pay factors will determine the base salary • Competitive-hiring events, where application of the career banding pay factors will determine the base salary • Equity, when employees in the same position/branch/role/competency are performing very similar work with a similar level of competence to those who have a higher pay rate and the pay discrepancy has no apparent justification • Labor Market, when an employee’s salary is less than the position’s assigned market rate. Managers may request a salary increase up to <i>115% of the assigned market rate.</i> • Employee retention, when employees have a documented offer for a comparable position (i.e., not an obvious promotion) outside of state employment and have given that documentation to their managers and the employee has skills or knowledge that would be difficult to replace • Increase in SHRA employee competencies, when there is a documented change in component competency ratings; describing how a role has evolved into a higher competency reviewing the Competency Profile • Change in FTE due to a schedule change, when there has been no change in annualized compensation <p>Please note: Schools and divisions are advised to exercise discretion with regard to requesting increases to SHRA temporary employees and to remain within the defined range for employees’ career-banded classifications.</p>
<p>Which Increases Require UNC System Office Pre-Approval?</p>	<p>Any salary increase in any amount for a career-banded title for which we do not have delegated authority (or which results in an exemption to any standing OSHR policy) must go to UNC System Office Human Resources for pre-approval. That office will consult directly with OSHR as needed to obtain any required pre-approvals.</p> <p>For any permanent base-salary increase, System Office pre-approval is required when the proposed salary exceeds 115% of the assigned market rate for the classification. In cases where the proposed salary is in excess of \$135,000, then System Office pre-approval is required for a salary exceeding 105% percent of the assigned market rate. (Note that for some classifications, 115% of the market rate would exceed the maximum of the range. In those cases, the range maximum is the limit.)</p>



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For any **temporary salary adjustments**, System Office pre-approval is required when the amount of the temporary adjustment combined with the base salary exceeds 115% of the assigned market rate for the classification, or if that amount exceeds the next-highest competency market rate. Any individual temporary adjustment that exceeds 12 months in duration also will require System Office pre-approval, regardless of the amount of that adjustment.

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.