



The passage of House Bill 259 (Current Operations Appropriations Act of 2023) enacted a biennial budget for FY23-24 and FY24-25 which provides an Annual Raise Process (ARP) for both EHRA and SHRA employees. The FY24-25 budget provides a base salary increase of 3% for eligible Faculty, SAAO, EPS, and SHRA permanent employees. Although the Appropriations Act for the Annual Raise Process does not include a provision for temporary employees to receive the Legislative Salary Increase, the UNC System Office has empowered campuses with the discretion to provide wage increases to temporary salaried and hourly employees using available institutional funds. North Carolina A&T State University is committed to providing a 2% across-the-board increase on the base salary of temporary (non-student) employees. The following document provides rule highlights and answers to some frequently asked questions. Please note that additional FAQs for supervisors are highlighted in the document.

FREQUENTLY ASKED QUESTIONS

1. WHO IS ELIGIBLE FOR THE LEGISLATIVE SALARY INCREASE (LSI)?

All benefits-eligible employees shall receive the Legislative Salary Increase (LSI) – a 3% across-the-board mandatory base salary increase calculated against the June 30, 2024, base salary with a July 1, 2024, effective date. The Appropriations Act for the Annual Raise Process does not include a provision for temporary employees to receive the Legislative Salary Increase, but institutions do have discretion in offering wage increases to temporary employees using available funds.

2. SINCE TEMPORARY EMPLOYEES ARE NOT ELIGIBLE FOR THE ANNUAL RAISE PROCESS, WILL THEY RECEIVE ANY TYPE OF CONSIDERATION FOR A SALARY INCREASE?

Yes. Given recent developments with inflation and other cost of living factors, North Carolina A&T State University is committed to providing a 2% across-the-board increase on the base salary of temporary (non-student) employees. Increases for temporary employees have an effective date in September.

3. WILL THE SALARY INCREASE BE MADE RETROACTIVE?

No. The LSI is effective as of July 1, 2024. N.C. A&T has worked diligently to deliver the salary increase in a timely manner in the July payroll. As a result, there is no need for a retroactive payment. With regards to temporary employees, the salary adjustment will be made effective in September. Since campuses have the discretion as to when and how to implement any potential adjustment for temporary employees, the increases for temporary hourly and salaried employees will be implemented in the September 22nd and September 30th payroll cycles, respectively.

4. CAN EMPLOYEES RECEIVE A BONUS BASED ON OUR OWN ELIGIBILITY REQUIREMENTS?

No, the annual raise process does not provide for a bonus for permanent employees and campuses do not have the authority to offer temporary employees bonuses.

5. IS LSI ELIGIBILITY BASED ON A PERFORMANCE RATING OF AT LEAST "MEETS EXPECTATIONS"? WHAT ABOUT EMPLOYEES FACING DISCIPLINARY ACTION?

LSI eligibility this year is not based on performance ratings and does include active employees facing disciplinary action. All eligible employees will receive the LSI regardless of active or pending disciplinary status.

6. ARE LAB SCHOOL EMPLOYEES ELIGIBLE FOR THE LSI?

The state-mandated LSI should be applied to all UNC laboratory school employees, such as our Aggie Academy, as it would with all other university SHRA and EHRA employees.

7. I AM SEPARATING FROM THE UNIVERSITY BY OR BEFORE JULY PAYROLL. WILL I BE ELIGIBLE FOR THE LSI?

LSI-eligible employees who separate from the state system – meaning employees who did not transfer to another campus or state agency – after June 30, 2024, but prior to the July 2024 payroll implementation of the mandatory 3% LSI are due a pro-rated LSI payment. NCA&T will deliver this pro-rated amount in a lump sum payment as part of the employee’s final paycheck.

For employees who transfer to an institution from another qualifying campus or state agency, the current employer is responsible for paying the full LSI for which the employee is eligible.

8. ARE COMMUNITY COLLEGE TRANSFERS ELIGIBLE FOR THE LSI?

There are different types of Community College transfers and hires: they may come from the NC Community College System Office, for instance, which is subject to the State HR Act, or from an actual NC Community College campus, where the employees are exempt. Each type of transfer or hire comes with unique LSI rules, and campuses are expected to examine each instance on a case-by-case basis. Transfer eligibility does not include teachers under the Department of Public Instruction (working outside the UNC System) or county employees.

9. WHAT HAPPENS IF I RECEIVE A SALARY INCREASE AFTER JUNE 30, 2024 THAT IS HIGHER THAN THE 3% INCREASE – WILL I RECEIVE THE INCREASE AGAIN ON TOP OF THE NEW SALARY?

No. The 3% LSI is calculated using the June 30 salary. If you have been offered a new role or salary that already incorporates fair market pay and exceeds the June 30th + 3% salary increase, then the LSI is rendered potentially redundant and non-applicable. Here are a few examples:

Employee A: Other Salary Increase after the LSI

Employee A’s June 30th salary is \$50,000. The 3% LSI will result in a new salary of \$51,500 effective July 1, 2024 (\$50,000 + 3%). However, Employee A was approved for a salary increase (regardless of the reason) to \$60,000 effective July 15. Then Employee A will receive the LSI on the salary of \$51,500 from July 1st to July 15th and begins receiving the new salary of \$60,000 effective July 15th.

Employee B: Other Salary Increase effective July 1

Employee B’s June 30th salary is \$45,000. The 3% LSI will result in a new salary of \$46,350 effective July 1, 2024 (\$45,000 + 3%). However, Employee B was approved for a salary increase (regardless of the reason) to \$60,000 effective July 1st. In this scenario, the 3% LSI is redundant as the new higher salary exceeds the June 30th salary with the LSI. Employee B will receive the new salary of \$60,000 effective July 1.

10. CAN YOU CLARIFY WHETHER EMPLOYEES ON LEAVE – PAID OR UNPAID – ARE ELIGIBLE?

Employees currently on disability or who are on a leave of absence (paid or unpaid) are eligible for the mandatory legislative increase if they satisfy all other criteria as set forth in the ARP instructions. Employees on leave with pay will receive the LSI in their July paycheck. Employees on leave without pay will receive the LSI upon return to work, if they meet all other eligibility requirements. The payments are to be made on a current basis, and are not retroactive.

11. WILL EMPLOYEES WITH CONTRACTS (E.G. ATHLETIC COACHES) RECEIVE THE LSI IN ADDITION TO THEIR ANNUAL CONTRACTED SALARY INCREASE?

Unless the coaching contract for a particular coach or athletic director has specific stipulations on how to handle coinciding annual performance increases and legislative salary increases, the LSI should be awarded as it is with all SHRA and EHRA employees.

12. SUPERVISORS FAQ: MY EMPLOYEE(S) POSITION IS NON-STATE FUNDED. AM I STILL REQUIRED TO IMPLEMENT THE LEGISLATIVE SALARY INCREASE?

Yes, all eligible permanent Faculty, SAAO, EPS, and SHRA employees will receive a 3% across-the-board mandatory base salary increase calculated against the June 30, 2024, base salary with a July 1, 2024, effective date. While the 2023 State Appropriations Act only provides funding to increase the salaries for state-funded positions, supervisors of full or partial non-state funded positions (e.g. grants, auxiliary, receipts, cost-sharing, etc.) must identify the source of funding to cover the mandatory legislative increase. The same expectation applies to identifying funds for the 2% increase for non-state funded temporary positions.

13. SUPERVISORS FAQ: I AM STILL IN THE PROCESS OF HIRING TEMPORARY INSTRUCTORS FOR THE FALL 2024 SEMESTER. AS A TEMPORARY EMPLOYEE, WILL THEY RECEIVE THE 2% INCREASE AS WELL?

Yes, all salaried temporary (non-student) employees with an active job as of August 31, 2024, will receive a 2% increase in their base salary, effective September 1, 2024.

14. SUPERVISORS FAQ: STUDENT EMPLOYEES WERE NOT PROVIDED WITH SALARY INCREASES. AM I PERMITTED TO INCREASE MY STUDENT EMPLOYEE'S SALARY?

While state appropriation funds are not available for student employee's salary increases, departments may consider providing appropriate increases to their student employees based on their current available department funding. Please be consistent in your approach.

15. SUPERVISORS FAQ: WILL THE UNIVERSITY MAKE THE FUNDING PERMANENT OR REOCCURRING FOR NON-STATE FUNDED POSITIONS TEMPORARY EMPLOYEES?

No. Institutional funding provides increases for state-funded salaries for temporary employees in a one-time allotment. Beyond FY24-25, departments will need to identify and secure a reoccurring funding source to maintain the salary with the 2% adjustment beyond the current fiscal year.

16. SUPERVISORS FAQ: IS ANY ACTION REQUIRED FOR SUPERVISORS?

No. HR will make changes directly in Banner. Salary increases for the LSI do not need to be submitted in AggieTalent (PeopleAdmin) for permanent employees. New Electronic Personnel Action Forms (EPAFs) and Internal Salary Authorization Forms (ISAFs) are not required for temporary employees.

17. SUPERVISORS FAQ: THE LEGISLATIVE SALARY INCREASE WILL RAISE MY EMPLOYEE'S SALARY BEYOND THE POSITION'S SALARY RANGE. AM I ABLE TO REQUEST ANOTHER SALARY INCREASE IN THE FUTURE? SHOULD I REQUEST TO RECLASSIFY MY EMPLOYEE'S POSITION TO A HIGHER CLASSIFICATION AND COMPETENCY LEVEL TO KEEP THEIR SALARY WITHIN THE RANGE?

The mandatory legislative increase must be implemented even if it results in a new base salary that exceeds an established salary range. However, if the LSI results in a salary range beyond the employee's salary range for their classification and competency level, the supervisor cannot request an additional salary increase because the employee's salary exceeds the max of the salary range. Assuming they remain eligible, the employee could receive further legislative increases that continue to raise their salary further beyond the max of the range.

Exceeding the salary range for a position is not a qualifying reason to reclassify a position. However, significant increase or change in duties, scope, competencies, departmental changes, restructuring, or professional growth relative to the primary duties of the position may create the need to update an existing position description and competencies. Depending on the changes, a position may need to be reclassified to a different career band or level. Salary changes may occur as part of the position update request. Supervisors will need to evaluate the potential changes to the position and can consult with one of their Classification & Compensation Consultants in Human Resources. If the position's duties and competencies have significantly changed, it may be appropriate to request a salary adjustment.