MEMORANDUM

TO: All University Faculty and Staff

FROM: Elizabeth A. Hardin
Vice Chancellor for Business Affairs

DATE: July 6, 2011

SUBJECT: Fiscal Year 2011-2012 Salary Administration

Salary Restrictions Extended and Expanded

This update extends salary guidance previously provided by memorandum dated August 27, 2010. Additional information on the University’s budget reductions will be shared when we receive a final allocation of those reductions from the UNC General Administration. We expect to receive that information later this week.

The FY 2011-12 Budget has now become law. Unfortunately, no legislative salary increases were approved for the fourth straight year, a reflection of the continued weak state economy. The key salary administration requirements of this year’s legislation include the following:

- As noted, no legislative salary increase was enacted.
- Salary increases are severely restricted, with allowances only for specific, extraordinary circumstances.
- Any salary increase of 10% or more, including those for competitive promotions, must be pre-approved by the Board of Governors or UNC President.

UNC Charlotte will continue its current practice of administering salary adjustments consistently for all EPA and SPA employees without regard to source of funds to ensure internal equity as we make salary decisions. Therefore, no requests for equity or market salary adjustments from non-state funds may be submitted for approval except in the most compelling circumstances and only with pre-authorization as outlined below.

Summary of Allowable Salary Adjustments

<table>
<thead>
<tr>
<th>Type of Salary Adjustment (see note 1)</th>
<th>Applies to:</th>
<th>State Funding</th>
<th>Non-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard increase for promotion in rank</td>
<td>Faculty</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Written counter-offer from another university</td>
<td>Faculty</td>
<td>From R&amp;R funds only (see note 2)</td>
<td>Yes</td>
</tr>
<tr>
<td>Retention offer meeting all mandatory standards</td>
<td>EPA &amp; SPA Staff</td>
<td>No</td>
<td>Limited; Requires Pre-authorization</td>
</tr>
<tr>
<td>Promotion through a competitive search.</td>
<td>EPA &amp; SPA Staff</td>
<td>Yes, but 10% or greater must be pre-approved by BoG/President</td>
<td>Yes, but 10% or greater must be pre-approved by BoG/President</td>
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</tbody>
</table>
**Significant Job Change SPA:** Increase related to reclassification/reallocation due to job change or for career progression for demonstrated increased competencies required for the position

<table>
<thead>
<tr>
<th>SPA Staff</th>
<th>Yes, but 10% or greater must be pre-approved by BoG/President</th>
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**Significant job change EPA**

<table>
<thead>
<tr>
<th>EPA Staff</th>
<th>Yes, but 10% or greater must be pre-approved by BoG/President</th>
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**Equity adjustments based on internal or market comparisons**

<table>
<thead>
<tr>
<th>EPA &amp; SPA Staff</th>
<th>No</th>
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</table>

**Student Adjustments (for GA’s, GTA’s, GRA’s, Post-Docs)**

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<thead>
<tr>
<th>Students</th>
<th>Normal stipulations</th>
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### Notes:
1. Salary adjustments of 10% or greater must be approved in advance by the UNC Board of Governors or President.
2. The UNC President’s Recruitment & Retention Fund was not replenished this year, leaving limited funds for retaining faculty who receive a written counter-offer from another university.

**Approval and Reporting Processes**

Any request for salary adjustment paid from state or non-state funds must be authorized in advance on our campus. This is a two-step process:

1. The Provost (for all Academic Affairs units) and appropriate Vice Chancellors (for other divisions) must pre-endorse any request for salary adjustment based on the information in the table above by receiving in writing compelling examples and evidence that an exception is warranted. If the request is based on a substantial increase in duties, the requester should submit in writing the significant increase or change in complexity of duties. Also, this specifically includes any request for exception in using non-state funds.

2. The use of funds for salary increases must also be pre-approved by the appropriate Vice Chancellor/Provost by signing the BD101 form.

EPA requests should be sent to Ramah Carle, who will coordinate for review and pre-approval by the Provost and/or Chancellor and with UNC-GA on increases intended to be 10% or greater.

SPA requests should be sent to Gary Stinnett, who has delegated authority from the Chancellor to act on his behalf and coordinate with UNC-GA on increases intended to be 10% or greater.

**Quarterly Review**

As also required in the budget bill, every salary adjustment will be reported quarterly through UNC-General Administration to the Office of State Budget and Management (OSBM) and Office of State Personnel (OSP).
Please know that the Chancellor’s Cabinet and human resources leaders, in both Academic Affairs and Business Affairs, recognize the significant hardship these legislative mandates cause. We need your cooperation to implement these policies as smoothly as possible, despite the challenges.

**Please direct questions (nicely please) to**

**SPA:** Gary Stinnett, AVC-HR, extension 7-0643.

**EPA:** Dawn Tench, EPA Personnel Manager, Academic Affairs, extension 7-5773.

**Position budgets:** May be referred to the respective college and division business officer first, then to Hong Vu, Budget Office, extension 7-5593.