

## **Additional NCSU Campus FAQs Presented to UNC General Administration**

**How much time will be given to employees to make the decision to convert to EHRA or remain SHRA once they receive official notification?**

The UNC system has not yet made a firm decision on this. However, it is anticipated that there will be a time-limited window of 60 to 90 days. Once more detailed guidelines are drafted by UNC General Administration, they will be circulated to system universities for feedback.

**Will employees converting to EHRA be obligated to remain in a position for a period of time?**

Not with regard to this change. Employment and notice periods will conform to standard EHRA and SHRA processes.

**What kind of structure would there be in the new EHRA IT titles?**

This is still being studied by UNC General Administration. As a starting point, the Office of State Human Resources' current EHRA IT classification structure is being carefully reviewed. To date, this is still considered "in-progress."

**Will there be standard titles for employees in particular skillsets, or, will this be flexible based on case by case analysis? How will employees know if something is a promotion or more advanced position than their current? How will this affect potential salary increase limits when changing jobs?**

UNC General Administration anticipates there will be standard classification titles, but campuses still will have the flexibility to establish working titles for each position, as they do now. It is also anticipated that for each specific classification, there will be two to three levels to reflect a career and salary progression. When moving between general classification types, the salary range midpoint will serve as a guide as to whether the new role represents a relative promotion from a compensation perspective.

**If reclassifications are made in the future from SHRA IT non-exempt to IT exempt (now EHRA), will the same process (i.e. notification, letter, employee-decision) be used going forward? Will universities have any authority to retain an IT position as SHRA if it becomes exempt if a business need arises to do so?**

Every campus should have an existing, standing process for offering the employee an option when their currently SHRA position converts to EHRA. This established process would be used in the future for SHRA to EHRA IT conversions.

Once an employee vacates a position, if it is FLSA exempt and in an IT classification, the position will be converted to EHRA status. By obtaining this authority, the UNC system has made the decision going forward to treat these positions consistently as far as our HR practices.

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### **What about later options, later classifications, or in-process classifications?**

All IT positions going forward (new and those in process) will be evaluated for potential EHRA designation.

### **Are in-process classification changes to be considered?**

Yes. UNC General Administration has given direction to campuses that the EHRA designation may be used.

### **Will a degree be required if I look to transfer or be promoted into an EHRA position?**

To date, this is not yet known. The necessity for a bachelor or graduate degree for certain classifications will be considered carefully by UNC General Administration to determine if substantially equivalent training and experience will be sufficient requirements for future EHRA IT vacancies.

### **Will employees converting to EHRA be given a contract? What are the terms of appointment? Can funding contingencies be added to non-state supported positions?**

IT positions converting will adopt existing EHRA processes. EHRA IT positions will be non-faculty positions and serve "at will" (not contracted) appointments. Existing EHRA offer letters (non faculty) will be used for the terms and conditions of employment for impacted IT positions.

### **How would salaries be set?**

There will be standard salary ranges for the EHRA IT classifications established by UNC General Administration. Salary administration would follow the same campus-level process that it does now for other EHRA non-faculty positions.

### **If two peer positions make different decisions (one stays SHRA and one converts to EHRA), can the new EHRA IT ranges be considered for salary equity purposes when setting the salary for the SHRA employee? Does the employee who chose to remain SHRA remain entirely fixed to the SHRA range?**

EHRA IT positions will use the new EHRA IT ranges and SHRA IT roles will use the legacy career banding classification. Certainly, the salaries of two individuals performing the same role (SHRA and EHRA) would be a factor in salary setting from an equity perspective, but the salary ranges for each may ultimately enforce some limits. However, it will be a voluntary decision to remain SHRA and it is understood that in choosing that, there may be less salary flexibility for the employee over time. For example, there is no performance based Annual Raise Process (ARP) for individuals who choose to stay in SHRA positions that could have converted. Instead, they will be governed by the annual SHRA legislative increase process. On the other hand, these individuals would still retain eligibility for SHRA longevity pay.

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### **Will any budget be provided to make salary adjustments to those below the minimum of the range?**

There has been no information provided by UNC General Administration that indicates additional monies will be provided in this process. The salary ranges have not yet been determined for the EHRA IT titles.

### **How will employees converting to EHRA be evaluated in their positions?**

For individuals remaining SHRA, the standard SHRA Performance Appraisal Process will be used. For individuals converting to EHRA, they will adhere to EHRA non-faculty practices and procedures for performance evaluation. It should be noted that the UNC system is in the process of implementing an EHRA Performance Appraisal Process. Those converting to EHRA will fall under this process when it is implemented.

### **Are performance pay increases or bonuses allowed for EHRA?**

EHRA IT positions will have the same criteria for salary increase considerations as other EHRA non-faculty positions. These criteria can be changed at any time by UNC General Administration or legislation, but currently performance is addressed through the Annual Raise Process (ARP).

### **Do I have grievance rights as an EHRA employee?**

Individuals who elect to convert to EHRA will fall under EHRA grievance processes and procedures. Individuals who remain SHRA will continue to follow and adhere to SHRA grievance processes and procedures.