EHRA IT Professional Classification Implementation

October 2018 Update
History

• June 2017: N.C. General Assembly passes legislation extending EHRA status to FLSA exempt IT positions
• November – December 2017: NC State information sessions held on campus
• January – May 2018: UNC System Office solicits feedback
• July 2018: UNC System Office releases implementation guidelines and related materials
What is EHRA?

- "EHRA" means Exempt from the North Carolina Human Resources Act.
- EHRA information technology positions are included in the Instructional, Research, and Information Technology category (IRIT).
- Other EHRA positions on campus include:
  - senior academic and administrative officers
  - faculty
  - academic advisors, public service and extension positions, coaches, and researchers
How does EHRA differ from SHRA?

- EHRA appointments are “at will”
- EHRA employees receive 24 days of vacation leave and 12 days of sick leave annually (pro-rated for less than 1.0 FTE or 9 month appointments)
- EHRA employees are not eligible for Longevity Pay
- The Annual Raise Process (ARP) can be applied differently to SHRA and EHRA employees
- Additional information on NC State Human Resources website: https://hr.ncsu.edu/ehra-conversion-for-information-technology-professionals/
EHRA IT Implementation Workgroup

- **Lori Preiss**, Director of Classification and Compensation, University HR, Committee Chair and Project Lead
- **Marie Williams**, Associate Vice Chancellor for Human Resources
- **Marc Hoit**, Vice Chancellor for Information Technology
- **Debbie Carraway**, Director of Information Technology, College of Sciences
- **Gwen Hazlehurst**, Assistant Vice Chancellor, Enterprise Application Services, OIT
- **Karen Horne**, Director of Business Services, OIT
- **Donna Petherbridge**, Associate Vice Provost for Academic Technology Innovation, DELTA
- **Julie Ricker**, Senior Classification and Compensation Consultant, University HR
- **Susan West**, Assistant Vice Chancellor, Technology Support Services, OIT
What’s next?

Supervisors complete a position description questionnaire (PDQ) for each employee they supervise. Completed PDQs are then reviewed by:

• Employee
• Unit/department
  – IT director (if applicable)
  – Senior administrator
  – HR lead

Expected timeline: October 2018 – January 2019
What’s next?

PDQs will be reviewed by the workgroup and subject matter experts in the following groupings:

1. IT Directors and Managers (approx. 56)
2. Business & Technology Applications Analysts, Specialists and Technicians (approx. 187)
3. IT Operations Analysts, IT Project Analysts/Managers, and IT Project Program Managers (approx. 11)
4. IT Security Specialists (approx. 8)
5. Networking Analysts and Specialists (approx. 19)
6. Systems Programmer Analysts and Specialists (approx. 98)
7. Technology Support Analysts and Specialists (approx. 143)
What’s next?

• Positions will be mapped to EHRA IT titles based on the following:
  – Best match of current duties to new EHRA title and description
  – Consistency with peer positions across campus

• Report with position mapping provided to department leadership for review and discussion.

• Expected timeline for work group/SME review and position mapping: November 2018 – March 2019
What’s next?

- Packets provided to eligible employees with the following information:
  - EHRA IT professional job classification and associated salary range determined for the employee’s position
  - EHRA annual salary
  - Description of key differences in the terms and conditions of employment between SHRA and EHRA IRIT
  - FAQs
  - Election form for the employee to complete affirming their voluntary decision to convert to EHRA IRIT or to remain an SHRA employee.

- Expected timeline: packets to employees no later than June 30, 2019
What’s next?

• Eligible employees will be given three opportunities to convert to EHRA IRIT status:
  – an initial 90-day election period beginning on or before July 1, 2019
  – a second 45-day election period in fiscal year 2020-2021
  – a third 45-day election period in fiscal year 2021-2022

• After these three election periods are completed, no further election periods will be provided
• Individual consultation sessions will be available to employees to go over packet materials and ask questions
• No later than December 1, 2018, all newly created or vacated FLSA-exempt IT professional positions must be filled as EHRA IRIT
It’s the employee’s choice.

No SHRA employee will be compelled to elect EHRA IRIT status as part of this implementation and all employee decisions regarding this matter must be voluntary and without coercion of any kind.

Please note: if you apply for and accept a job offer for a position posted as EHRA, you will convert to EHRA.
Communication

• We will keep you up to date on progress in the following ways:
  – Email
  – Website: https://hr.ncsu.edu/ehra-conversion-for-information-technology-professionals/

• Questions can be emailed to classandcomp@ncsu.edu