

SHRA to EHRA Position Conversion Process

Process Step	Responsible	Details
1 - Initiate Position Action	Dept/EHRA NF	<p>Department submits a New Position action in ConnectCarolina designating the new EHRA NF responsibility requirements along with a current organization chart. Org. chart must show proposed SHRA to EHRA converted position as well as the status of all other positions (SHRA or EHRA). CV/Resume and a current SHRA job description must be attached.</p> <p>If position meets EHRA designation, and employee cv/resume meets stated position requirements, EHRA NF HR Consultant emails department notification of receipt and approval of conversion request. Process continues to Step Two.</p> <p>If position does not meet EHRA designation, or employee cv/resume does not meet stated position requirements, position action is denied, department is notified and process ends. EHRA Non-Faculty notes (whichever circumstance applies) "Position does not satisfy criteria to be designated as EHRA" or "Incumbent does not meet the education/experience requirements of this position".</p>
2 – Disclosure Memorandum	EHRA NF	EHRA Non-Faculty Consultant drafts Disclosure Memorandum and sends to the Department for completion. <i>Information included or collected in the Disclosure Memorandum includes: Longevity Pay information, Appointment type of "At-Will" or "Term", Funding contingency, and Proposed annual salary.</i>
3 – Salary Increase Approval	Department	If the employee will receive a salary increase as the result of the SHRA to EHRA Conversion, a <i>Recommendation for Salary Adjustment/Supplement Form</i> must be completed and returned with the Disclosure Memorandum. Please place "TBD" in the effective date box on the Recommendation for Salary Adjustment/Supplement Form.
4 – Official Notification of Conversion	EHRA NF	<p>After receiving completed Disclosure Memorandum and all required salary approvals have been obtained, Consultant may send official offer letter relaying the terms of the offer. EHRA NF HR also provides information regarding the differences between SHRA and EHRA status.</p> <ul style="list-style-type: none"> ◊ Employee may negotiate changes in terms proposed with the supervisor/Department Head. However, changes in salary will require approval before being communicated to the employee ◊ Changes must be communicated to EHRA NF (by revising the Disclosure Memorandum and salary recommendation form and resubmitting to our office) ◊ EHRA NF HR will send a follow-up letter to the employee communicating the change(s) in writing.
5 – Conversion Meeting	Dept/EHRA NF	<p>Conversion meeting is scheduled by the EHRA NF Consultant and includes employee, a representative from Benefits Services. <i>(During this meeting or within a specified time-frame following the meeting, the employee will elect to remain SHRA or convert to EHRA).</i></p> <ul style="list-style-type: none"> ◊ If the employee elects to convert to EHRA status, the department must initiate a lump sum payment for the longevity/compensatory time for employees who transition from SHRA to EHRA through a position conversion, if applicable. The department will notify EHRA NF that the lump sum payment has been processed and approved or that no lump sum payment is required. ◊ If the employee elects to remain SHRA, position is disapproved, department is notified and process ends. EHRA Non-Faculty notes "Position satisfies criteria to be designated as EHRA; however, incumbent has elected to remain SHRA". EHRA Non-Faculty flags position for restudy upon vacancy.

6 – Position Effective Date Change	EHRA NF	◊ EHRA NF will recycle the new position to the department to update the effective date of the position to the conversion effective date. Once the change is made, the position will be approved.
7 – Transfer Action	Dept	Department enters transfer action of employee into the newly approved position. Contract Letter must be uploaded to transfer action. AP2 and AP-2a are not required.