



EHRA Non-Faculty

Part 2: Secondary Appointments, Lump Sum Payments, Performance Evals, Salary Changes, and Separation

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Goals of today's training ...

Overview of EHRA Non-Faculty Policies and Procedures Pertaining to:

- Secondary Appointments and Supplements
- Lump Sum Payments
- Performance Evaluations
- Salary Increases
- FTE Changes/Impacts
- Separation

Secondary Appointments and Supplements

Salary Supplement

A **salary supplement** is an attachment to base pay, granted in a *recurring* monthly amount for the timeframe of the work performed, and is generally associated with added duties through a specific secondary administrative job or appointment.

It is used to compensate for added duties that will generally have a duration of 30 days or greater. Added duties of shorter durations (e.g., several days or weeks) should generally be compensated using overload.

Salary Supplement continued ...

- May be awarded for work performed within an employee's base unit or external to his/her assigned base unit.
 - Generally permitted in an employee's base unit only when the supplement is in recognition of a distinct administrative title that is in addition to the primary duties or some form of interim/acting assignment.
- Must have an associated secondary appointment or administrative title reflected in ConnectCarolina; will include supplement amount.

Salary Supplement – The Process

1. Unit send Salary Adjustment Request form to SOM-HR
 - If Questions: Contact Unit
2. SOM-HR forward to EHRA-NF for review and approval
 - If Questions: Contact Unit
3. EHRA-NF forward along to appropriate offices for review, if applicable
4. EHRA-NF/SOM-HR will notify Unit of approval
 - Submit New Hire ePAR for secondary appointment; attach:
 - a) Department Chair/Unit Director letter requesting/explaining appointment
 - b) Communication to/signed by employee; must include
 - i. Specific purpose of the supplement.
 - ii. Effective start date of the supplement.
 - iii. Amount of the supplement.
 - iv. Anticipated end date of the supplement or an open end date.
 - v. A statement that reads “This salary supplement is provided at the University’s discretion and may be modified or ended at any time and for any reason without notice.

Salary Supplement – The Process

- Who must review a salary increase?
 - [Approval Chart for EHRA Non-Faculty Salary Actions](#)
- Requests for Salary Increases are reviewed by EHRA-NF office on a bi-weekly basis:
 - Due in by the 1st/3rd Tuesday of the month for a 2nd/4th Tuesday Review by SO, respectively

Lump Sum Payments

Overload Payments

- **Overload** is a one-time lump sum payment in a *fixed* amount to compensate added duties that are typically of a more limited duration.
- It is generally awarded for work performed external to an employee's base unit. It may be awarded within the base unit only in extraordinary circumstances, such as a faculty member teaching a class due to the unexpected absence of a colleague or in the case of a critical University business need that cannot be reasonably met through any other means.

Overload Payments continued ...

- Compensation to teach classes for EHRA Non-Faculty employees shall be accomplished using overload under the provisions of this Policy and is not delivered as part of an employee's base salary, except in special circumstances approved by the applicable central office.
- The total of a full-time employee's overload pay in any fiscal year may not exceed 20% of his/her July 1st base salary if in a 12-month appointment or 25% of base salary in a 9-month appointment, unless an exception is granted by the applicable central office.
- Individuals who are in a paid or unpaid leave of absence status are not eligible for payment of overload.

Overload Payments – The Process

1. Unit in which work was performed (“Requesting Department”) prepares an “[EPA Overload Pay Request Form](#)”; gains appropriate signatures from Department Head
2. Requesting Department gains appropriate signature from Home Department Head
3. Requesting Department **must** send form to **SOM-HR for signature**
4. SOM-HR will send form to EHRA-NF office for signature
5. Form returned to Requesting Department
6. Requesting Department processes Lump Sum Payment ePAR; attach fully executed Overload form

Dual Employment

- Dual employment with another State agency* occurs when a permanent SHRA employee, regardless of FLSA status, is needed on temporary and/or part-time basis by another State agency. This is limited to a situation in which the employee possesses specialized knowledge, skills and/or abilities not readily available in the requesting State agency's recruitment area.
 - *This policy does not apply to any employment with a local Board of Education, the Community College System, **UNC Healthcare**, or a city or county government.
 - Additional employment with these organizations is considered secondary employment and is covered by the University's Secondary Employment policy.
- Dual employment is used for a critical need or a one-time, fixed-term assignment with specified beginning and ending dates, and cannot conflict with the employee's regularly assigned duties.

Dual Employment – The Process

1. Before an employee begins work in an dual employment assignment, he/she must complete the Dual Employment Request Form, gaining approval from:
 - Employee's department head
 - Head/Representative of requesting agency
 - OHR
2. Payment for an approved dual employment arrangement is processed through the State Budget Form **CP-30**, "Request for Additional Payment to Employee for Work Performed for Another State Agency."
 - The payment is made to the University and then by the University to the employee.
 - The requesting agency is responsible for the cost of the dual employment salary (agreed upon in advance) and the employer's Social Security contribution.

Performance Evaluations

EHRA-NF Performance Evaluations

Previous Method:

- Units/Supervisors conduct Performance Reviews Annually (July-June)
- Units/Supervisors can choose Performance Review template of their liking (options available online)
- Units/Supervisors maintain Performance Reviews internally
- Annually, Main Campus runs an audit and asks Units for random reviews

EHRA-NF Performance Evaluations

New Method for 2017-2018:

- Units/Supervisors conduct Performance Reviews Annually (July-June)
- ~~- Units/Supervisors can choose Performance Review template of their liking (options available online)~~
- Required/Standardized form (found online)
- Standardized Ratings: Exceeding Expectations, Meeting Expectations, Not Meeting Expectations
- ~~- Units/Supervisors maintain Performance Reviews internally~~
- ~~- Annually, Main Campus runs an audit and asks Units for random reviews~~
- Units must report overall rating to SOM-HR; SOM-HR send all ratings to OHR/SO

EHRA-NF Performance Evaluations - FAQs

Who should receive a Performance Review?

Permanent EHRA Non-Faculty Employees that have been in their position > 3 months

When are the annual evaluations due to be delivered to employees?

The performance cycle runs from July 1 – June 30. Review must be delivered to the employee no later than July 31.

EHRA-NF Performance Evaluations – FAQs continued ...

Will the revised EHRA Non-Faculty Performance Evaluation Program be online?

For the 2017 – 2018 performance evaluation cycle, schools/divisions will continue to use a paper process with a /revised tool. However, we anticipate that an electronic process will be implemented in the future.

Does the implementation of this new program impact EHRA Faculty employees?

No, the regulations apply to EHRA Non-Faculty employees only.

EHRA-NF Performance Evaluations

More information can be accessed:

- On SOM-HR EHRA [website](#)
- Via training:

Date	Time	Location
Friday, April 6	9:00 a.m. – 11:00 a.m.	AOB Training Room – 1501A
Thursday, April 12	2:00 p.m. – 4:00 p.m.	AOB Training Room – 1501A
Monday, April 16	9:00 a.m. – 11:00 a.m.	AOB Training Room – 1501A
Wednesday, April 25	2:00 p.m. – 4:00 p.m.	AOB Training Room – 1501A

(on-line module available May 1, 2018)

EHRA-NF Performance Evaluations

ACTIONS TO TAKE NOW:

1. Supervisor clean-up
 - Email to come from Kip Hutchins with requested information
 - Make necessary changes in ConnectCarolina
2. Continued communication with Units regarding changes

Salary Increases

Annual Raise Process (ARP)

- Occurs annually – various times, based on when information is received from State Legislature
- Contingent on Dean's approval and Office of Human Resources
- Separate process from the Compensation Plan Increases
- Salary changes (retroactively) effective 7/1/20XX
- State Legislature sets (potential) increase caps; for example, 7/1/2017 ARP increases were capped at 4.99%
- Information typically collected via spreadsheet and uploaded into ConnectCarolina by the ConnectCarolina team

Out-of-Cycle Increases

- Out-of-cycle increases are any adjustments to base salary excluding adjustments accomplished as part of the normal EHRA annual raise process (ARP), a salary supplement (which is not part of base pay) or from a job change resulting from a competitive recruitment.
- Out-of-cycle increase requests should be non-routine in nature and have a specific and detailed justification.

Out-of-Cycle Increases continued ...

Qualifying Reasons:

- Increase in job duties or responsibilities
- Temporary Adjustment related to an increase in job duties or responsibilities
- Retention
- Equity
- Labor Market

Out-of-Cycle Increases – The Process

1. Unit prepares a “Recommendation for EHRA Base Salary Adjustment or Supplement” (Rainbow form)
2. Submit Rainbow form to SOM-HR for review
 - If Questions: Contact Unit
3. SOM-HR will forward to EHRA-NF Office for review
 - If Questions: Contact SOM-HR/Unit
4. EHRA-NF forward along to appropriate offices for review, if applicable

Out of Cycle Increases – The Process

- Who must review a salary increase?
 - [Approval Chart for EHRA Non-Faculty Salary Actions](#)
- Requests for Salary Increases are reviewed by EHRA-NF office on a bi-weekly basis:
 - If received by the 1st/3rd Tuesday of the month will be sent forward for SO Review on the 2nd/4th Tuesday, respectively

Out-of-Cycle Increases – The Process

5. Once increase is approved, EHRA-NF will contact SOM-HR; SOM-HR will contact Unit
6. Unit should process Job Change ePAR ...
 - By appropriate monthly payroll deadlines
 - SOM-HR will attach copy of approved Rainbow form to action
7. Unit should notify employee

Increase due to Recruitment

Qualifying Reasons:

- Internal Competitive Event – Employee applies for an internally recruited job vacancy, is selected competitively and changes jobs to a different position.

- External Competitive Event – Employee applies for an externally recruited job vacancy, is selected competitively and changes jobs to a different position.

Increase due to Recruitment – The Process

1. Hiring Unit complete Hiring Proposal in PeopleAdmin, noting selected candidate
 - Includes employee's current Job Data
2. Prepares a “Recommendation for EHRA Base Salary Adjustment or Supplement” (Rainbow form); Submit to SOM-HR for review
 - If Questions: Contact Unit
3. SOM-HR will forward to EHRA-NF Office for review
 - If Questions: Contact SOM-HR/Unit
4. EHRA-NF forward along to appropriate offices for review, if applicable

Increase due to Recruitment – The Process

- Who must review a salary increase?
 - [Approval Chart for EHRA Non-Faculty Salary Actions](#)
- Requests for Salary Increases are reviewed by EHRA-NF office on a bi-weekly basis:
 - Due in by the 1st/3rd Tuesday of the month for a 2nd/4th Tuesday Review by SO, respectively

Increase due to Recruitment – The Process

5. Once hire/increase is approved, EHRA-NF will contact SOM-HR and Unit with approval
6. Unit will make formal offer to employee
 - Following correct steps for appointment, as discussed in Training Part 1
7. Unit should process New Hire ePAR ...
 - By appropriate monthly payroll deadlines
 - Attach copy of Appointment letter and documents, as discussed in Training Part 1

FTE Changes

Notifying Employees of FTE/Salary Changes

Whenever a permanent employee's FTE changes (up or down) or salary is reduced:

- A letter must be prepared and provided to the employee specifying the changed FTE and the new annual salary per the FTE
- The letter, once acknowledged by the employee by signature, should be attached to the job change action.

Suggested to give the employee a minimum 30-day written notice.

Notifying Employees of FTE/Salary Changes

- There is no required letter template for FTE and/or salary changes for EHRA non-faculty temporary or student employees.
- It is recommended that departments communicate such changes in writing to the affected employees and maintain a copy of this correspondence in the employee's departmental personnel file.

If a Unit or Supervisor is contemplating decreasing the salary (or changing the FTE) of any employee absent a funding contingency provision and a loss of funding, consult with SOM-HR prior to implementing or communicating any proposed change.

Benefits Impacts of FTE Changes

The appointing department should be aware of and discuss the benefits impacts of any FTE change with the affected employee to avoid any later misunderstandings regarding benefits eligibility, such as:

- Health Insurance
- State Retirement
- Vacation and Sick Leave Accrual
- Other Benefits Programs

Benefits Impacts of FTE Changes

FTE	Health Insurance	State Retirement (TSERS or ORP)	Vacation and Sick Leave Accrual
≥ .75	University pays employer premium; employee elects plan and pays appropriate employee premium	Employee contributes 6% pre-tax; Department contributes appropriate amount, per plan	Vacation accrual = 2 days (16 hours)/month Sick accrual = 1 day (8 hours)/month
< .75	<u>University contributions cease</u> ; employee can participate but responsible for paying both employer and employee premiums.	<u>Not eligible</u> to participate in the State or University retirement plans including the associated University contributions.	<u>Pro-rated</u> based on the FTE level.
< .50	Employee <u>loses all eligibility</u> to participate in SHP. *Optional 18 Month COBRA available (employee assumes full cost)	Employee is <u>not eligible</u> .	Employee is <u>not eligible</u> for any leave accrual.

Separation

[EHRA Non-Faculty: End of Appointment](#)



Separation

Before finalizing or communicating an end of appointment decision for any permanent EHRA non-faculty employee, departments must contact SOM-HR Office so that the proposed action may be prescreened.

Prescreening is required for at-will appointment ends, term non-reappointments, the exercise of a funding contingency due to loss of funding, and discharge for cause. End of Employment actions in these circumstances will not be approved by OHR until prescreening has been completed.

Prescreening is not required for EHRA non-faculty temporary or student employees, postdocs, or an employee who voluntarily submits their resignation in writing or by email.

Separation – Leave Accruals Payout

- Bonus leave when eligible for payout by UNC-Chapel Hill or for transfer into another position at UNC-Chapel Hill is paid out or transferred in full. Bonus leave is not subject to maximum payout or transfer limits.
- Annual (vacation) leave, when eligible for payout and when payout is chosen, is subject to a maximum payout limit of up to:
 - one day for each month worked less the total number of annual leave days taken during the employment period when the individual has been employed a total of 24 months or less by one or more local or state government agencies, or;
 - 240 hours for individuals employed more than 24 months by one or more local or state government agencies, or;
 - 240 hours for individuals in EHRA non-faculty Tier I appointments regardless of months of service.

Separation – Leave Accruals Payout

- If the leave payout is for a less than full-time employee, the previously stated limits are pro-rated based on the employee's FTE percentage.
- When the employee is eligible for and chooses transfer of leave to another leave earning position at UNC-Chapel Hill, the eligible leave balance may transfer in full without the previously noted limitations.
- The employee may negotiate with the Department Head the use of some or all available leave balances in determining the final termination date in lieu of payout for all or part of such leave balances. Any such arrangement is subject to mutual agreement between the employee and the Department Head. Otherwise, the payout of available leaves is the default option.

Separation – End of Employment Notification

- A **term employee** with an **expiring one-year term** requires no advance notice regardless of whether the employee has had one or more prior one-year term appointments.
- **Terms of two to five years' duration** require a 90-day notice of non-reappointment. If the written notification is not provided at least 90 days prior to the date of termination, the appointment must be extended for a period of 90 calendar days beyond the scheduled expiration date of the term. Such an extension should be communicated within the same written notification of the termination.
- Ending the employment of an **“at-will”** employee:
 - within the first 12 months of service requires a 30-day working notice
 - following a year of at-will service, a 90-day working notice is due the employee.
- If the original terms of appointment for either an at-will or a term appointment **include a funding contingency**, no advance notice is required when implementing a funding contingency. However, departments are advised to provide notice whenever possible, and a 30-day courtesy notice is recommended but not required or obligated.

Separation – Termination for Cause

For a termination for cause of an at-will or term appointment employee, contact SOM-HR Employee Relations Consultants (Derek Hoar or Lisa Voss) and SOM-HR EHRA Office.

The SOM E&MR and EHRA Teams, in coordination with the EHRA Non-Faculty HR Department, will assist the terminating department in preparing any required communications to the employee.

Questions?

