



EHRA Non-Faculty

Part 1: Classifying and Creating through Orientation

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March 5, 2018

Goals of today's training ...

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

- Classifying and Creating Positions
- Recruitment
- Hiring and Orientation

Classifying and Creating Positions

EHRA Positions

EHRA = Exempt from the Human Resources Act

- **EHRA Faculty**

- Instructor, Assistant, Associate, Professor

- **EHRA Non-Faculty**

- Instructional, Research and Public Service (IRPS)
- Senior Academic and Administrative Officers (SAAOs)

- **EHRA Student**

- Fellow, Postdoc, Teaching Assistant

EHRA Non-Faculty Position Overview

- **EHRA Non-Faculty** employees are governed by a separate set of policies from SHRA employees and there are distinct differences between these two categories of employment including terms of appointment, leave policies, dispute resolution procedures, and certain employee benefits. An EHRA Non-Faculty employee's assigned job category is normally reflected in their appointment/contract letter.
- The University's EHRA Non-Faculty Employment policies are based on guidelines established for all of the UNC System campuses by UNC General Administration (GA).

Classifying and Creating Positions

In considering whether a position qualifies for a particular EHRA Non-Faculty classification category, an important guideline is whether at least **50% or greater** of the position's primary duties and functions satisfy the job content and criteria specified by the EHRA non-faculty guidelines.

EHRA Non-Faculty – Types of Positions

EHRA Non-Faculty positions are broadly divided into two categories:

- Senior Academic and Administrative Officers (SAAOs)
- Instructional, Research and Public Service (IRPS)

Types of Positions – SAAOs

Position qualifying for designation as Senior Academic and Administrative Officers (SAAOs) are specifically identified below or characterized by the duties and responsibilities noted:

- The chancellor, vice chancellors, provost, deans, and the directors of major administrative, educational, research and public services activities of the University designated by the Board of Governors.
- Associate and assistant vice chancellors and associate and assistant deans. The UNC System has also clarified that this also includes other derivations of the preceding titles including vice deans, executive associate deans, senior associate deans, and assistant and associate provosts.

Types of Positions – SAAOs continued ...

All positions to be classified as SAAO must be approved by the Office of Human Resources and The UNC System. These approvals therefore require a longer period of time than an EHRA Research or Instructional position.

To ensure a department does not unnecessarily invest a large amount of time going through the SAAO classification process, and thereby delaying recruitment, extra care should be exercised before presuming a position qualifies for SAAO status.

Types of Positions - IRPS

EHRA Non-Faculty positions qualifying for designation as “**Instructional, Research, and Public Service**” (IRPS) are categorized by the following:

- These positions deliver the core-mission activities of the University: creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to and uniquely supportive of that work. The purpose of each such position must be substantially engaged in the regular academic, educational, research, or public-service/extension activities of the University
- These positions require the exercise of professional expertise and discretion in determining the nature and content of the instructional-, educational-, research-, or public-service-related activities, and in evaluating the effectiveness of such activities, and/or involve significant and independent interaction with participants in the University’s instructional, educational, research, or public-service programs.

Types of Positions – IRPS continued ...

Most commonly in SOM, we see:

- **EHRA Non-Faculty Research** includes employees that engage in independent and creative research. Examples: Investigator, Research Associate, Scientist, Research Scientist, Bioinformatics Researcher, etc.
- **EHRA Non-Faculty Instructional** includes employees whose duties are directly related to the academic/educational experience. Academic Advisors, Student Support Services, Health Educator, Counselors, etc.

<https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/classification/ehra-positions/ehra-instructional-research-public-service/>

IRPS Position Requirements

EHRA non-faculty IRPS positions **generally require** post-baccalaureate credentials (e.g., Master's degree or higher), although a bachelor's degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree.

Specific examples include: information technology, admissions, financial aid, and athletics coaching and athletics management.

*Positions for which post-baccalaureate credentials are not required, or for which specific degrees or certification are required, have education and experience requirements listed online.

IRPS Position Requirements continued ...

- Departments may establish requirements at a minimum that meet requirements.
- Departments may exceed the minimum requirements if deemed appropriate based on specific operational needs.
- The specific nature of required experience, when applicable, is determined by the Department Head within the general parameters noted for each position.

EHRA-NF Salary Structure

- Positions are Classified into banded Job Families
- Salary structures include a Minimum, Reference Rate, and Maximum

Interactive, onyen-protected webpage:

<https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/salary-structure/>

PDF version: <https://hr.unc.edu/files/2018/01/EHRA-NF-Salary-Structure-2018.pdf>

How to: Classify and Create a New EHRA-NF Position

OHR will review any submitted EHRA Non-Faculty to determine if the position satisfies current classification guidelines.

Steps to follow:

1. Department identifies need
2. ePAR submitted – must include
 - Selection/Identification of position's Job Family/Band
 - % breakdown of duties
 - Educational Requirements
 - Qualifications and Experience
 - Org chart
 - Job Description attached, if applicable

How to: Classify and Create a New EHRA-NF Position continued ...

3. SOM-HR office to review submitted ePAR; communication if further information/documentation is required
4. OHR to review position
 - EHRA-NF office reviews (Contact: Carl Farmer)
 - OHR Office to review
5. Systems Office (SO to review position)
 - Reviews positions in P&T Committee on the 1st and 15th of each month
6. OHR reviews notification of position approval approximately 3-4 days following P&T review; ePAR will be approved.

How to: Classify and Create a New EHRA-NF Position continued ...

Review sample Add Position ePAR

Items to remember:

- Must include a current Org chart which describes reporting relationship up to Chancellor
- Must have at least 4 Principle Functions totaling 100%

How to: Changing a Current EHRA-NF Position

Any changes to the working title, reporting relationship, duties, or education/experience requirements of an existing vacant or filled EHRA Non-Faculty position must be reviewed to assess any impact to the assigned EHRA status. Significant changes may affect the position's continued eligibility for EHRA Non-Faculty status.

Examples of significant changes include, but are not limited to:

- no longer requiring a specific degree
- a major change in duties or reporting relationships
- substantially altering or eliminating experience requirements

OHR will review any submitted modifications to determine if the position continues to satisfy current EHRA non-faculty classification guidelines.

How to: SHRA to EHRA Non-Faculty Conversion

This process is used when a unit, school or division would like to convert an existing filled or vacant SHRA position to EHRA Non-Faculty status.

Note: if the position is filled, the unit, school or division should not discuss this with the employee except in general – that is, to relay looking into converting the position to EHRA non-faculty status. In some cases, the employee may be required to participate in the recruitment process in order to be considered for EHRA Non-Faculty status.

How to: SHRA to EHRA Non-Faculty Conversion

See Conversion Chart PDF at the link below:

[School of Medicine Human Resources EHRA webpage – SHRA to EHRA Position Conversion Process \(PDF\)](#)

Recruitment

Recruitment Process

1. HR Consultant will use PeopleAdmin to create posting using the **“Create Posting by Position Number”** function
2. Enter all pertinent recruitment information
3. Position must remain posted a minimum of 14 calendar days
4. Once posting minimum is met/a viable candidate pool is achieved (whichever comes later), submit Interim Selection Document noting applicants chosen for interview
5. Submit Additional Interim Selection Documents, if appropriate

Recruitment Process

Review sample PeopleAdmin requisition

Important items to note:

- Search Committee must include a minimum of 3 members, at least one female and one minority
- External postings suggested but not required
 - Inside HigherEd
 - HERC
 - Speciality specific – if desired
- Must have the Quicklink in the advertisement
- Must have correct, current EEO verbiage in advertisement

Important Considerations for Reorganizations/Promotions

The following are two important considerations for Department Heads contemplating a planned reorganization or promotions which directly impact one or more EHRA Non-Faculty positions:

- The creation of a substantially new or revised EHRA Non-Faculty position for which one or more employees within the work unit may have the requisite qualifications and experience may necessitate an internal competitive search process or a request to the Equal Opportunity and Compliance (EOC) Office for waiver of EHRA recruitment. The reassignment of duties and responsibilities among individuals at the same job level and status, when there are no other similarly situated employees who might be in a position to complete for such an opportunity, may not typically trigger this requirement. However, Department Heads should consult with the EOC Office early in their planning process when contemplating changes that may have equal opportunity impacts within their units.
- Commitments to individual employees or announcements of proposed organizational changes or promotions should not be communicated until approval for the proposed changes is granted by the relevant Dean or Vice Chancellor's Office as well as the EHRA Non-Faculty HR Office and the EOC Office when significant position changes, salary increases, or both are present. To do otherwise may risk the necessity to reverse a communicated job or organizational change after the fact.

Hiring and Orientation

Hiring and Selection

Once top candidate is identified via open recruitment in PeopleAdmin, the HR Consultant is responsible for:

1. Completing Hiring Proposal in PeopleAdmin; requires:
 - Selected Candidate
 - UNC Employee information, if current employee
 - Anticipated Start Date
 - Salary
2. Dispositioning all other applicants
 - Using appropriate non-selection reasons
3. Starting Background Check using CastleBranch online system
4. Preparing Appointment Letter
5. Communicating with applicant/Obtaining Applicant's signature on appropriate documents/asking to complete voluntary EEOC forms
6. Completing New Hire ePAR, once all items above are completed/approved.

Hiring and Selection – the Appointment Letter

Review template Appointment Letter

Items to Consider:

- All blanks must be complete
- Must match information on Hiring Proposal and New Hire ePAR
- Must include Funding Contingency information
- Appointment letter to be placed on appropriate letterhead
- Must have Employee's signature

Hiring and Selection – the ePAR

Review sample New Hire ePAR

Important items to include:

- Correct Supervisor
- Salary funding information
- Required documents (see next slide)

Hiring and Selection – the ePAR continued

Items Required to be attached:

- AP-2
- AP-2a
- Chair's Recommendation letter
- Appointment letter – must be signed by employee
- Employee's CV
- Background Check
- Degree Verification
- Approved Hiring Proposal
- Voluntary EEOC forms, if completed

Hiring and Selection – the ePAR continued

***New Hire ePARs must be fully completed in ConnectCarolina by noon the Wednesday prior to Monday start date.**

Example: - Anticipated Start Date is Monday, March 12th
 - ePAR must be fully approved/written to system by noon on Wednesday, March 7th

- Suggested that the New Hire ePAR be submitted no later than 8 am, Wednesday prior to start date
- Allows for the EHRA Non-Faculty Office/OHR to enroll the employee in Orientation.

Welcome to Carolina Blue Orientation

UNC-Chapel Hill offers the [Welcome to Carolina Blue orientation program](#) for new SHRA and EHRA Non-Faculty permanent employees. The classroom-based orientation provides an overview of the programs, services, policies and benefits offered by the University. Employees must attend a Welcome to Carolina Blue session before beginning work.

Orientation takes place every Monday at the Rizzo Conference Center.

Welcome to Carolina Blue Orientation continued

Program Agenda

8:00-8:30 a.m. – Registration & Parking

8:30-9:15 a.m. – UNC's History & Achievements

9:15-9:25 a.m. – Break

9:25-9:45 a.m. – Mission & Vision

9:45-10:40 a.m. – Employment Documents

10:40-10:50 a.m. – Break

10:50-11:40 a.m. – Benefits Review

11:40 a.m.-12:00 p.m. – Safety, Professional Development & Perks

12:00-1:00 p.m. Boxed lunch will be provided at the orientation session

Following - Report to work

Welcome to Carolina Blue Orientation continued

Where do the responsibilities lie?

Task	Orientation	Department
I-9	X	
Payroll documents (direct deposit and W-4s)	X	
Benefits Overview	X	
One Card	X	
Position Overview		X
Department/Division/Center/etc overview/tour		X
Parking assignment, if applicable		X
Onyen/email		X
EHS New Employee form		X
Badge		X

Review: Goals of today's training ...

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

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- Hiring and Orientation

EHRA Non-Faculty Part 2 – Coming Soon!

- Secondary Appointments
- Supplements
- Salary Increases
- Lump Sum Payments

Date/Time to be determined ...

Questions?

