May 11, 2015

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor

Charles D. Leffler, Vice Chancellor for Finance and Business

SUBJECT: Limits on Salary Actions with Effective Dates of July 1, 2015 or later

Please see the attached memorandum from UNC General Administration. Effective immediately, and until salary guidelines for the next fiscal year have been issued by the State and by UNC-GA, campuses are asked to restrict their requests for, and commitments of, salary increases that would have effective dates of July 1, 2015, or later.

Campuses are instructed not to approve any further salary adjustments of less than 10% at the campus level – or to request UNC-GA approval of adjustments of 10% or more – with July 1 or later effective dates, *except* if the adjustment falls into one of the scenarios described in the attached memo.

These restrictions continue to allow for consideration of competitive search recruitments with significant job changes, retention counteroffers, promotions in faculty rank, and similar, but they curtail actions such as minor reclassification, merit, and equity adjustments with effective dates of July 1 or later. These restrictions cover all positions, regardless of source of funds.

We expect that these restrictions will remain in place until the State has passed an official budget for fiscal year 2015-16 and issued guidance and funding to the UNC-GA Board of Governors, and until UNC-GA issues subsequent guidance to the campuses. UNC-GA has indicated it will monitor salary activity closely for compliance.

If you have questions, please contact Human Resources’ Talent Solutions at 919-515-7175 or EPA Administration at 919-513-7630.

cc: Barbara Carroll, Associate Vice Chancellor for Human Resources

Steve Keto, Associate Vice Chancellor for Finance & Resource Management

Kathy Lambert, Senior Director, Human Resources

Barbara Moses, University Budget Officer

College & Division Financial and HR Leads

Attachment