

October 6, 2009

MEMORANDUM

TO: Executive Officers, Deans, and Business Officers

FROM: Warwick A. Arden, Interim Provost and Executive Vice Chancellor
Charles D. Leffler, Vice Chancellor for Finance and Business

SUBJECT: 2009-10 Salary Increase Protocols for NC State University

We have received instructions from UNC-General Administration, the Office of State Personnel (OSP) and the Office of State Budget and Management (OSBM) about salary adjustments for 2009-10.

In essence, the NC General Assembly directed that the salaries of public employees, including employees of the University of North Carolina, that were in effect on June 30, 2009, remain the same for the 2009-2010 fiscal year. (*Sec. 26.1.A.(a)*)

The **only** allowable exceptions are those for:

1. A faculty member who is promoted **through the campus promotion and tenure process**.
2. A staff member who is **promoted**, or receives an in-range adjustment for job change, a career progression adjustment for demonstrated competencies, or other adjustment related to an increase in job duties or responsibilities.
3. An individual appointed to a **Distinguished Professorship** in accordance with statutory and campus processes.
4. A tenured faculty member who receives an increase from the UNC **President's Recruitment and Retention Fund** as part of a retention counter-offer. If the retention amount has a campus component, the campus funds **must** come from a non-state source.
5. A **proactive retention offer** or a **retention counter-offer** for a faculty member that is **campus-funded** (rather than funded by the President's R&R Fund above) may be provided so long as all the campus-based funds in the counter offer are from a **non-state source**. All the campus-based funds in a retention offer **must** come from non-state funding sources.

6. Fixed-term faculty for whom a subsequent appointment is extended in 2009-10 may be appointed, consistent with any operable Office of State Budget and Management memoranda; however, if they are **appointed to perform the same duties at the same FTE as in the previous appointment, then there should be no increase in salary.**

Please note that **any** salary increase from **any** funding source for **any** reason on incumbent personnel requires the **prior review and endorsement** by Human Resources, and approval of the Chancellor, appropriate Vice Chancellor or Dean.

All salary increases entered into the HR/Payroll system effective July 1, 2009 and after will be reviewed to determine that they meet one or more of the allowable exceptions and that the proper approval was obtained and documented. Any unauthorized or inappropriate transactions will be rescinded retroactively.

Adjustments that were approved and implemented by NC State (in accordance with NCSU expenditure guidelines in the June 22 Leffler/Arden memo) between July 1, 2009 and July 24, 2009 – when the Governor issued [Executive Order No. 20](#) reinstating salary restrictions – are, to the best of our knowledge, considered approved and are allowed to stand.

A copy of the 2009-10 UNC Salary Protocols for Faculty and Non-Faculty EPA Salary Increases may be viewed at: http://www.northcarolina.edu/cao/SalaryData2009-2010/Memo_to_Chancellors.pdf

A copy of the August 26, 2009, memorandum from Linda Coleman, State Personnel Director, and Charles Perusse, State Budget Director, may be viewed at: [http://www.fis.ncsu.edu/rm/budget_central/documents/2009%20-2011%20Budget%20Appropriations%20Bill%20Final_08-26-09%20\(3\).pdf](http://www.fis.ncsu.edu/rm/budget_central/documents/2009%20-2011%20Budget%20Appropriations%20Bill%20Final_08-26-09%20(3).pdf)

cc: Chancellor James H. Woodward