





Executive Vice Chancellor
 And Provost
 and
 Vice Chancellor for
 Finance and Administration

Holladay Hall
 Raleigh, NC

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
 Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Newly Revised SHRA and EHRA Salary Approval Requirements

DATE: June 16, 2022

In April, the UNC Board of Governors approved revisions to sections 200.6 and 600.3.4 of the UNC Policy Manual. These revisions, which went into effect May 10, 2022, rebalanced delegated authority for approvals of EHRA salary actions.

ERHA Salary Preapproval Requirements

Delegated authority to develop EHRA (SAAO Tier II and IRIT) salary ranges will revert to the UNC System Office of Human Resources. Institutions with existing authority to develop EHRA salary ranges will continue to utilize the current ranges until they are fully replaced by newly developed UNC System salary ranges.

EHRA Position and Salary Action Delegated Authority

Any delegated authority listed below does not permit exceeding the relevant salary range established by the UNC System Office/institution for the position in which an individual is serving in an interim or acting capacity.

SAAO Tier 1 Positions		
Authority Delegated to BOT (with no further delegation)	Authority Delegated to the President (requires BOT endorsement)	Authority Retained by BOG (requires BOT endorsement)
All promotional salary increases (hire actions)		
Permanent nonpromotional increases that do not exceed either 10% of the June 30 base salary or the 75th percentile of the range (market/equity increases)	Nonpromotional salary increases that exceed 10% of the June 30 base salary or the 75th percentile of the range	Nonpromotional salary increases that exceed 10% of the June 30 base salary and the 75th percentile of the range
Temporary salary adjustments with a duration of up to 36 months or up to \$50,000 annually above the June 30 base salary	Temporary salary adjustments with a duration of over 36 months and/or over \$50,000	

	annually above the June 30 base salary	
	Emergency retention increases in consultation with the CUP chair	
		All other salary actions are otherwise not delegated to BOTs or the president

SAAO Tier II Positions	
Authority Delegated to BOT (and may be delegated to the Chancellor)	Authority Delegated to the President
All promotional salary increases (hire actions)	
Permanent nonpromotional salary increases up to a new base of \$125,000 that do not exceed 10% of the June 30 base salary or exceed the 75th percentile of the range	Permanent nonpromotional salary increases that both exceed a new base of \$125,000 and either exceed 10% of the June 30 base salary or exceed the 75th percentile of the range
Temporary adjustments to interim or acting assignments with a duration of up to 36 months or up to \$50,000 annually above the June 30 base salary	Temporary adjustments with a duration over 36 months or greater than \$50,000 above the June 30 base salary

IRIT Positions	
Authority Delegated to BOT (and may be delegated to the Chancellor)	Authority Delegated to the President
All promotional salary increases	
Permanent nonpromotional adjustments within established salary ranges	
Temporary adjustments to interim or acting assignments with a duration of up to 36 months or up to \$50,000 annually above the June 30 base salary	Temporary adjustments with a duration of over 36 months and greater than \$50,000 above the June 30 base salary

IRIT Head Coaches/Associate/Assistant		
Authority Delegated to BOT (and may be delegated to the Chancellor)	Authority Delegated to the President	Authority Retained by BOG
All promotional salary increases		
Permanent nonpromotional salary adjustments that do not exceed 25% of the June 30 salary and do not exceed \$25,000		Permanent nonpromotional salary increases that exceed 25% of the June 30 salary and exceed \$25,000
Temporary salary adjustments related to interim, acting or other time-limited assignments or appointments with a duration of up to 36 months or up to \$50,000 annually above the June 30 salary	Temporary salary adjustments with a of duration over 36 months and \$50,000 annually above the June 30 salary	

EHRA Faculty	
Authority Delegated to BOT (and may be delegated to the Chancellor)	Authority Delegated to the President
All promotional salary increases	
Permanent salary increases for distinguished professorships	
Permanent nonpromotional adjustments within established salary ranges	
Academic department chair or department head increases not greater than \$50,000 annually above the June 30 total compensation	Academic department chair or department head increases greater than \$50,000 annually above the June 30 total compensation
Temporary adjustments with a duration of up to 36 months or up to \$50,000 annually above the June 30 base salary	Temporary adjustments with a duration over 36 months and greater than \$50,000 annually above the June 30 salary

SHRA Position and Salary Action Delegated Authority

SHRA position and salary actions that do not exceed 115% of the established market reference range can be approved under campus authority if it does not exceed the maximum salary for the range and does not exceed the market reference rate of a higher competency level. Any delegated authority listed below does not permit exceeding the maximum of the relevant salary range established by the UNC System/Office of State Human Resources for the position in which an individual is serving in an interim or acting capacity.

Salary actions for highly compensated SHRA employees, as defined by the IRS (currently \$135,000 a year), that exceed 5% above the market reference range will require approval by the UNC System.

Adjustment Type	Authority Delegated to BOT (and may be delegated to the Chancellor)	Authority Retained by UNC System HR
Internal and external hiring, reallocation, career progression, additional duties, reclassification or other salary actions	<ul style="list-style-type: none"> • Not to exceed 15% of the market reference rate • Not to exceed the market reference rate of a higher competency level or maximum of the salary range • For positions with a base of \$135,000 or greater, up to 5% above the market reference rate 	Anything that exceeds the benchmarks in column to left

If you have any questions on the new position and salary action guidelines, please contact Margaret Erickson, assistant vice chancellor for HR Operations, at meericks@ncsu.edu.