

*Office of the Associate Vice Chancellor and Chief Human Resources Officer*

**DATE:** August 25, 2017

**TO:** Chancellor's Council

**FROM:** Michelle Lamb Moone, Associate Vice Chancellor and Chief Human Resources Officer

**RE:** **Board of Governors Monitoring and Reporting Guidelines for Human Resource (HR) Actions**

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I'm writing to update you about HR changes that have taken place due to the 2017 State Budget Act. These changes mandate additional Board of Governors (BOG) monitoring and reporting of certain salary and position actions.

Specifically, the following actions now require BOG approval prior to implementation:

- Newly-created positions with a proposed budget of \$70,000 and greater;
- Salary increases of 5% or greater for an employee whose salary will be \$100,000 or greater; and,
- Salary increases of 5% or greater for an employee whose salary is already \$100,000 or greater.

*This additional review and approval applies to both permanent and temporary positions.*

Please ensure that you provide ample time for both the new HR processes and the Chancellor's review when making these requests ([see attached Schedule](#)). UNCG Human Resources will conduct an internal equity and compliance review, which may require a department to edit and/or revise submissions. Once a position is submitted and reviewed by the BOG they have promised a 5-day turnaround to either approve it or send a request for more information.

**UNCG Human Resources will coordinate these reviews for EHRA non-faculty and SHRA salary actions and new positions; the Office of the Provost will coordinate these reviews for faculty salary actions and new faculty positions.**

Additional Guidance

In proposing new positions or changes to existing ones under this new guidance, consider the following:

- 1) How is the work currently being done and why is a new role or an increase required?
- 2) Are there any cost savings to the University; and, if so, how much and why?
- 3) Is the new role or change in role temporary; and, if so when will it end?
- 4) For market equity changes, are there impacts to other employees? And why is the change necessary now?

The HR Team is here to help you with this process and to provide guidance with the issues you need to consider. Please contact us as soon as possible to ensure we can help you to get to approval.

**CONTACTS**

For questions concerning the BOG Monitoring and Reporting Guidelines, please contact Victoria Benson, Deputy Chief Human Resources Officer at [v\\_benson@uncg.edu](mailto:v_benson@uncg.edu) or 4-4510.

For questions concerning faculty salary and position actions, please contact Andrea Whitley, Associate Vice Provost for Faculty Personnel Services at [arwhitle@uncg.edu](mailto:arwhitle@uncg.edu).