

**PROCESS FOR BOARD OF GOVERNORS MONITORING AND CONSULTATION FOR SELECTED SALARY
AND POSITION ACTIONS UNDER SECTION 35.24 OF THE CURRENT OPERATIONS
APPROPRIATIONS ACT OF 2017**

GENERAL FREQUENTLY ASKED QUESTIONS ~ UPDATED 7-14-2017

1. Q. Are grant-funded or other non-state funded positions included in the BOG reporting and consultation process?
A. *Yes. This process applies regardless of funding source.*

2. **UPDATED** - Q. Do campuses need to annualize the budgeted salary of part-time positions to determine coverage by the BOG reporting and consultation process?
A. *No. The relevant thresholds are based on the total annual compensation per the FTE. So, a .50 FTE (half-time) positions with a total annual salary of **\$50,000** does not fall under the BOG reporting and consultation process. But if this FTE at this identical compensation level were increased to 1.0 (full-time), it would then become subject to the process if a 5% or greater salary adjustment was proposed. The FTE increase itself does not trigger inclusion in the process, but once the FTE is increased, any 5% or greater salary adjustment proposed for this employee would then require BOG reporting and consultation. **NOTE: With regards to the position consultation process, there are additional Consultation expectations about new positions that change their FTE within 12 months of creation. See FAQ Question # 14.)***

3. Q. Are any short-term temporary salary increases exempted from the BOG reporting and consultation process?
A. *No, both temporary and permanent salary adjustments are subject to this process.*

4. Q. Footnote 2 appears to define “total annual compensation” to include all temporary salary increases. However, prior guidance from UNC-GA (e.g., 5/17/2017 process notes on the salary pre-approval process) does not include actions coded as 2b (temporary with an end date) in the “total cumulative salary”. Are these intended to be two separate definitions or should one be modified?
A. *Unfortunately, the legislation on the Consultation does not exclude temporary positions.*

So, yes, the broader definition of “total annual compensation” in the Consultation process is deliberate.

5. Q. Would a request to extend a previously approved temporary action (over \$100K and 5%) need to be included in the new Consultation process? Or, would this type of request be exempt since it was originally approved prior to the new process?
A. *An extension of the timeframe of an existing temporary increase may trigger the standing pre-approval guidelines but would not be a triggering event for the BOG reporting and consultation process. That process has no parameters around timing.*
6. Q. Are post-docs and adjuncts included in the BOG reporting and consultation process?
A. *Yes, both permanent and temporary positions meeting the relevant thresholds are subject to this process.*
7. Q. Do we report FTE changes or conversion periods under the new BOG reporting and consultation process?
A. *If there’s no change in rate of pay – if it’s just a basic, straightforward FTE conversion, then BOG reporting and consultation is not required. The process would cover any salary adjustments beyond that.*
8. Q. Are summer school payments included in the BOG reporting and consultation process?
A. *No. Task-based compensation, including summer school payments, course overloads, and overtime, are not considered under this process.*
9. Q. For items that are submitted for BOG reporting and consultation, how early can we make the effective date?
A. *As with the salary approval process, EHRA items reviewed under this process can be implemented with an effective date as early as the first of the calendar month. SHRA items are effective the day review concludes and is communicated.*
10. Q. Will the prescribed method permit the Consultation process actions to be submitted weekly with the regular submission and held for BOG review by the 1st/15th of the month, or must these actions be submitted separately?
A. *You can submit on a weekly basis, as you do now. We’ll hold them in a queue until the following bimonthly deadline.*
11. Q. Just to confirm, does the \$70,000 position budget threshold for this process apply to temporary positions as well as permanent positions?
A. *Yes, it covers all position types.*

12. Q. Are athletic director or head coach salary increases included in the BOG reporting and consultation process, even if the BOT and/or BOG have previously approved their contract?
A. *A salary adjustment that has been pre-determined and is part of an existing employment contract that has already received approval by a BOT and/or BOG does not need to be submitted for the new BOG reporting and consultation process. These are considered to have received their final approval under existing procedures prior to the implementation of this new process. However, going forward, any increase for an existing employee in these capacities as part of any contract renewal or other out-of-cycle salary adjustment will require BOG reporting and consultation if it meets the relevant thresholds.*
13. **NEW** - Q. Will the SHRA \$1,000 across-the-board Legislative Increase impact the yearly cumulative?
A. *No. You will be allowed to add the \$1,000 across-the-board SHRA LI into the June 30 salary, so that it won't impact the fiscal cumulative.*
14. **NEW** – Q. How are we defining “new position”?
A. *“New position” as used herein means a position that did not previously exist or a position that existed, but without any previously attached funding. Once a position is initially filled with an incumbent and/or later vacated, subsequent position title changes or reclassifications shall not themselves be considered a new position event. Any FTE or budget change that causes a position to exceed the \$70,000 threshold within 12 months of the position’s creation will require reporting and consultation; budget or FTE changes after 12 months shall not be covered by this process as the position shall no longer be considered “new”. A “new position” is irrespective of whether a constituent institution utilizes a position management system or assigns individual position numbers to certain position types. Faculty positions shall not be considered “new” when created in direct anticipation of an existing faculty member terminating employment due to retirement, voluntary resignation, or other circumstances and the result shall not result in any net addition of a full-time equivalent (FTE).*