

**Procedures for Seeking EPA Determination for New Positions and
Confirming EPA Determination for Vacant Positions**

(Adopted by the Office of the Provost, September 10, 2003
Amended by the Office of the Provost, February 18, 2004)
Amended by Human Resources October 31, 2012

Positions in the Instructional or Research Domains

When one seeks to establish a new position or to confirm the classification of an existing position that is or will soon be vacated¹, he or she must prepare a job description and submit it to one of the personnel offices.

If one seeks to establish an SPA position (or has no preference), the manager uses the forms provided by the Office of State Personnel. These forms, together with an organizational chart showing the reporting relationship of the position in question, are sent to the Associate Vice Chancellor for Human Resources (or designee) in Human Resources. Human Resources reviews the description and accompanying materials and, most often, classifies the position as SPA, establishes the salary range, and works with the unit in the recruitment and selection process.

If one seeks to establish an EPA Instructional or Research position, a request form, a position description, and an organizational chart are submitted to Human Resources. These materials may be found at <https://hrs.uncg.edu/Files/>. These materials should have already undergone a review at the unit level and bear the signature endorsement of the unit manager (dean, director, associate provost, associate vice chancellor, etc.). Those seeking to establish new positions are encouraged to make reference to the "Guidelines on Interpreting General Statute 126-5(c1)(8): Instructional and Research Staff Exempt for the State Personnel Act," (which can be accessed online at [http://intranet.northcarolina.edu/docs/legal/policymanual/300.2.5_\[G\].pdf](http://intranet.northcarolina.edu/docs/legal/policymanual/300.2.5_[G].pdf)) and to describe explicitly how the position fits within the guidelines for EPA designation.

The materials are received in Human Resources by the Associate Vice Chancellor (or designee). The materials are reviewed against the "Guidelines on Interpreting General Statute 126-5(c1)(8): Instructional and Research Staff Exempt for the State Personnel Act". If the position clearly falls within these definitions, the position is determined to be in the EPA domain, and the unit manager is notified. A Position Action Form (PAF) (<http://web.uncg.edu/hrs/Forms/#cc>), outlining the funding source for the position, should then be provided by the unit manager to Human Resources.

If the position has attributes that fit within the "Guidelines on Interpreting General Statute 126-5(c1)(8): Instructional and Research Staff Exempt for the State Personnel Act" but also has attributes normally seen in the SPA domain, Human Resources will make a determination based on these attributes.

A Vice Chancellor (or other direct-report of the Chancellor) may appeal the determination decision to the Chancellor. In this event, the Chancellor would hear justifications provided by the requesting Vice

¹ Vacant positions determined as EPA under the Instructional & Research definitions (OP Policy 300.2.5[G]) must also be studied to confirm the determination if the position has not been studied for determination within the past 18 months. In these cases, the unit manager must submit the position description and organizational chart to the Human Resources for review. As described in the procedural statement above, Human Resources will communicate the determination decision to the unit.

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Chancellor and the Associate Vice Chancellor for Human Resources. The Chancellor may then make a determination decision or contact the Office of the President for assistance.

EPA determination decisions are communicated to the requesting unit manger by Human Resources.

Senior Academic and Administrative Officer/Tier II Positions

When one seeks to establish a new position that has responsibilities and other characteristics that seem to meet the qualifications necessary for determination as Exempt from the State Personnel Act (EPA) by virtue of inclusion on the roster of Senior Academic and Administrative Officer/Tier II (SAAO/Tier II) positions, the following steps are to be taken:

A request form, a detailed position description, and an organizational chart reflecting position titles, position numbers, position designations as EPA/SPA/SAAO and employee names, are forwarded to Human Resources. These materials may be found at <http://web.uncg.edu/hrs/Forms/#cc>. A written statement justifying the SAAO/Tier II determination must also be presented. This statement must make reference to the specific provisions or criteria of the Board of Governors Policy 300.1.2, "Evaluation of Positions for Designation as Senior Academic and Administrative Officer". (This document may be accessed on-line at <http://intranet.northcarolina.edu/docs/legal/policymanual/300.1.2.pdf>.)

If the position is endorsed as SAAO/Tier II by Human Resources, the Chancellor's approval is sought. If the Chancellor approves of the position in the SAAO/Tier II domain, the position description and organizational chart are forwarded by the Associate Vice Chancellor of Human Resources to the University of North Carolina's Human Resources Advisory Board for EPA Personnel (HRAB-EPA).

The HRAB-EPA's review is forwarded to the President, who is authorized by the Board of Governors to act on the request. Determination decisions are communicated to the Senior Associate Provost by the University President.