

SHRA to EHRA Mass Conversion

Frequently Asked Questions

- 1) Why are some SHRA employees being given the option to become EHRA employees?**
 - a. The North Carolina General Assembly expanded the exemptions under the North Carolina Human Resources Act to include all positions that are exempt from the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA). This change in the law means that these positions will become EHRA non-faculty positions (“EHRA”) and be governed by the University’s human resources policies rather than be subject to the NC Human Resources Act (“SHRA” employees). The University sought this flexibility with respect to certain compensation and leave issues to be more competitive within the context of a highly competitive labor market.
- 2) Will affected employees be required to convert to EHRA status?**
 - a. Affected employees will have the option to convert to EHRA status or to stay SHRA for as long as they remain in their current position. No employee is compelled or required to change their status.
- 3) Will employees have another opportunity to convert, or do they have to make up their minds when this is first implemented?**
 - a. Eligible employees will have a 60-day election period to decide whether to convert to EHRA or remain SHRA. If an employee does not select to convert to EHRA by the end of the election period, they will remain SHRA for as long as they are in their current SHRA position. There will not be a second election period.
- 4) If I choose to change to EHRA status, can I reverse my decision later?**
 - a. No, once you elect to convert to EHRA status, you remain EHRA for as long as you stay in that position.
- 5) If I move to EHRA status, will I lose my longevity pay?**
 - a. EHRA employees are not eligible to receive longevity pay. If you choose to convert to EHRA, your new base salary will be adjusted to account for any longevity currently being earned.
- 6) What about longevity for the current year if I convert to EHRA?**
 - a. Eligible employees will receive a final, pro-rated longevity payment at the time they convert to EHRA status to cover the time period since their most recent longevity check.
- 7) If I move to EHRA status, what will happen to my current leave balances and leave accruals?**

- a. All of your current sick leave, vacation leave, and bonus leave balances will transfer with you to EHRA status. (All vacation leave will transfer; it is not capped at 240 hours.) Because EHRA employees do not receive other types of paid time off (holiday equal time off, adverse weather ETO, etc.), any accrued paid time off that you have will be paid out or forfeited as required by SHRA policies at the time of changing to EHRA status. Sick leave accruals remain 8 hours per month (pro-rated for part-time) as an EHRA employee. With respect to annual (vacation) leave, all EHRA non-faculty employees receive 24 days per calendar year (2 days per month) regardless of their length of state service.

8) What if I already earn 26 vacation days per year as a long-term SHRA employee?

- a. SHRA employees who currently earn 26 days of vacation leave per calendar year will retain their annual accrual of 26 days of vacation leave per year as an EHRA employee. This applies only to those who are earning 26 days of vacation leave at the time they convert to EHRA status.

9) If I choose to remain SHRA and my position is reclassified, will it be reclassified as EHRA?

- a. No, for SHRA employees who do not convert to an EHRA status position, their position will remain in the SHRA career banding classification system, even if it is reclassified. However, once the employee leaves the position, the position will convert to EHRA status.

10) If I choose to remain SHRA and apply for an EHRA position, can I remain SHRA if I am selected for the position?

- a. No, if an SHRA employee is hired into an EHRA position, then the SHRA employee must become an EHRA employee.

11) What happens if an employee converts to EHRA and their supervisor remains SHRA? Is there an issue with an SHRA employee supervising an EHRA employee?

- a. No, there is no rule that prevents an SHRA employee from supervising an EHRA employee.

12) If I have an active disciplinary action, will it remain active if I move to EHRA status?

- a. No, most EHRA employees are not subject to the same disciplinary policy and procedures as an SHRA employee, so there is no mechanism to enforce an SHRA disciplinary action for an EHRA employee. This means that at the time of transition from SHRA to EHRA status, any active SHRA disciplinary actions would become inactive. Even so, management may determine, based on current employee performance and conduct, if any similar documented expectations, such as an EHRA performance improvement plan or similar documentation, may be appropriate to issue to the employee, who is now in an at-will position.