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1. I have a vacancy. What do I do now?

Please forward the resignation letter to the HR Employment team in the Human Resources (HR) Department. If the department chooses to fill the position, the recruitment begins in PeopleAdmin, The University’s online automated applicant tracking system. The hiring manager will need to review the position description in PeopleAdmin and submit a Position Description (PD) Action to HR Classification and Compensation for review. Once HR has reviewed it, HR will forward the PD action back to the hiring manager or designated assistant/coordinator to submit to department budget and university budget. University Budget will send the PD Action back to HR if approved and HR will approve for posting. The Employment team will create a draft posting for review and approval.

If you search for the position number and it does not appear or if it is a new position, start the position as a new position and note position number in justification comments. There may be additional budget actions required for either a new or vacant position. Please visit PeopleAdmin for more detailed information.

All of our open positions are posted on the UNCW jobs website. The department may choose to post the position using additional sources. The HR Employment team can assist you with any questions about postings.

2. What if I need to assign the vacant position’s duties to an employee while recruiting to fill the vacancy?

If the department needs to assign the vacant position’s duties to another employee for an interim period of time, the request should be made to HR via email to the Classification and Compensation team. HR will review the request and assist with a recommendation on the salary. Interim appointments should be for the period required to fill the vacancy and may be requested up to 12 months. Approval for the interim appointment may require approval beyond the campus authority depending on the duration of the interim assignment and the salary increase for the employee. See question 19 for more details about interim/temporary salary adjustments.

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3. **What if I am not filling the vacancy and need to assign the vacant position’s duties to an employee?**

If the vacancy will not be filled, the additional duties will need to be posted internally to the staff in the department to be permanently assigned to an existing employee. The departmental staff will need to apply to the internal posting in order to be considered for the additional duties. Please refer to [Policy 08.110 Recruitment and Selection Plan for Permanent and Time Limited SHRA Employees](#). Please contact the [Classification and Compensation team](#) to discuss the request. Once the posting is completed and the employee is selected for the additional duties, the position description for the employee will need to be updated in PeopleAdmin to reflect the additional duties assigned.

4. **What should an employee or supervisor do if they feel that the duties of a position have greatly increased or an employee is working at a higher competency level and a salary increase maybe warranted?**

It is the responsibility of the supervisor and employee to identify significant changes in job responsibilities and to initiate a position description review. If an employee feels that their duties have changed significantly, the employee should contact their supervisor.

The supervisor may contact the HR Classification & Compensation team to understand the process for reviewing a job and to determine if a reclassification is warranted. If a reclassification is warranted, the action will begin in PeopleAdmin.

Please refer to [The Employment Services website for Hiring Officials and Supervisors](#) for available tools on position management, applicant tracking and workflows.

The PeopleAdmin action and HR forms (HR3.30 and HR3.35) need to have all approvals and be submitted to HR prior to the 15th of each month in order to be processed in the current month.

5. **Can a supervisor give an equity/market adjustment to an employee?**

Under current state guidelines, equity adjustments may be granted for employees where funding has been identified by the department. Also, refer to [Salary Equity Guiding Principles for SHRA and EHRA](#). The department should complete the appropriate form(s) (HR3.30 for SHRA/EHRA and HR3.35 for EHRA) and send form(s) with required signatures to HR. HR will request Chancellor’s approval for the salary increase. Departments should refrain from discussing the salary adjustment with the employee.
until all approvals have been obtained. Once the salary increase is approved, HR will notify the department and the department can notify the employee of the salary adjustment.

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6. I have completed and received an additional degree or certificate. Will I receive an increase?

We encourage employees to receive additional education however receiving a degree or certificate not required to perform the essential functions of the position would not be compensable therefore an employee would not receive a salary increase solely based on completing an additional degree or certificate.

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7. How often can a position be reviewed?

Typically positions are reviewed when the position has significant changes in job content or job context.

Position descriptions are also reviewed when a new position is created and/or prior to posting. At that time, the Classification and Compensation team will assess the changes and make a recommendation based on the changes or additional duties.

When a position is reviewed, the decision whether to reclassify a job is based upon a number of factors such as the addition of higher-level duties and required competencies.

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8. Can a position be reclassified to a career band that is at a lower salary than the current classification? (For example, Student Services Specialist to Administrative Specialist)

Yes, although infrequent, this may happen if the position duties are more aligned with a lower band and/or competency level than the current classification. HR Classification and Compensation will review the situation and the applicable pay factors (equity, competency level, funding, etc.) in order to make a recommendation on the employee’s salary impact.

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9. Does the performance evaluation of an employee have an impact on the classification of their position?

No. The performance evaluation process is a separate and distinct function from classification.

10. What is the difference between a promotion, reclassification and a lateral transfer?

A promotion is a competitive event that occurs when an employee applies for a job and is selected for a vacant or new position. For a SHRA employee, a promotion is moving from one career band to another career band with a higher market rate. For an EHRA employee, a promotion is moving from a position with a lower market rate to a position with a higher market rate.

Reclassification means there have been significant changes in the position duties and this may cause an increase or decrease in the salary range depending on the changes.

The position may also move laterally and remain in the same pay range.

11. How does my position get reviewed and who determines the proper salary for an employee at the University?

First, the position description is submitted to the HR Department via a position description (PD) action in PeopleAdmin to initiate a position description review. This action is started by the department (typically the hiring manager a.k.a. assistant/Coordinator). Once the position changes have been reviewed, HR and the supervisor discuss the classification recommendation and take the following pay factors under consideration:

- Financial Resources- amount of funding available for making the pay decision
- Appropriate Market reference rate- market rate applicable to the competency assignment
- Internal Pay Alignment- consistent alignment of salaries among employees who demonstrate similar required competencies in the same banded class within a work unit or organization.
- Required Competencies- functional competencies required based on the organizational business needs.
12. My position was recently reclassified. Am I entitled to an annual merit increase?

The General Assembly determines the availability and provides parameters for merit salary increases for regular full-time and part-time University staff members. Reclassification of your position will not affect your eligibility for merit increases, unless conditions for inclusion are identified by the General Assembly.

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13. What is the relationship between duties and competencies?

**Competencies** are the identified set of knowledge, skills, abilities, and behaviors needed to perform the job duties or responsibilities of a job.

**Job Duties** are the actual tasks typically performed by employees in that job title.

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14. What is the difference between the Job Title and a Working Title?

The job title is the career band title or position classification associated with a job based upon the required competencies and responsibilities of that position.

A working title typically further defines the specific duties of a job within a specific unit. They must conform to other similar working titles in the department and may not be inappropriately titled for the position (e.g., may not represent another banded classification title). These titles, which are approved by appropriate management, may be used for the UNC Wilmington online directory or marketing purposes.

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15. What is involved if my position is reclassified from an EHRA position to an SHRA position or vice versa?

If your position is reclassified from an EHRA position to SHRA because it no longer meets one of the definitions for EHRA Non-Faculty positions you, as the incumbent, will be given the option to be “grandfathered” as an EHRA non-faculty employee in that position or to move to SHRA status. Your choice will be recorded on the EHRA Non-Faculty to SHRA Election Form.

Should you decide to move to SHRA status, you should consult with Human Resources Benefits team members to understand the impact to your employment status and benefits.
with this change. **A comparison of SHRA and EHRA employment policies is available for review.** Should you decide to stay in the EHRA non-faculty status, then the position will revert to SHRA status when it becomes vacant.

If your position is determined to meet the EHRA Non-Faculty status and you elect to remain in an SHRA status, your choice will be recorded on the SHRA to EHRA Non Faculty Election Form. The position will be evaluated for the appropriate SHRA classification. The position will be converted to EHRA Non-Faculty when it becomes vacant.

**16. I want to supplement an employee’s pay. How do I do this?**

Please refer to Policy 08.135 Supplemental Payments for UNCW Employees for guidelines regarding supplemental pay. Employees that are exempted from overtime pay based on the Fair Labor Standards Act (FLSA) regulations may be eligible for supplemental pay. Non-exempt employees are not eligible for supplemental pay.

**17. What is the approval process for EHRA Non-Faculty Salary Increases?**

In July 2016, the Board of Governors increased the EHRA salary preauthorization threshold for the UNC University System President to 25% and $25,000. The President extended authority to the Boards of Trustees of constituent institutions up to 20% and $15,000. UNCW’s Board of Trustees approved increased delegated authority to the Chancellor or the Chancellor’s authorized designees up to the approved new limits. This delegation shall remain in effect until modified or rescinded by the board of governors, president or board of trustees.

This means that the Chancellor or authorized designee may approve base-salary adjustments up to and including 20% and $15,000 cumulatively for the fiscal year to date, based on the prior June 30 base salary. If an increase is greater than 20% and $15,000, the request will need to be submitted to UNC General Administration (GA) for approval.

**18. What is the approval process for SHRA Equity Increases?**

Any salary equity increase in any amount for a career-banded title should be submitted, using the HR3.30, to the appropriate Vice Chancellor to approve, then to budget and then to HR to process.
For any permanent base-salary increase, GA pre-approval is required when the cumulative amount of all permanent increases for the fiscal year to date exceeds 20% of the most recent June 30th base salary. Current or prior temporary salary increases do not count toward this calculation.

If there is a career-banded title for which we do not have campus delegated authority (or which results in an exemption to any standing Office of State Human Resources [OSHR] policy), the request must go to GA Human Resources for pre-approval. GA will consult directly with OSHR as needed to obtain any required pre-approvals for the career-banded title to be used.

19. What is the approval process for temporary salary adjustments?

For any temporary salary adjustment, GA pre-approval is required when the cumulative amount of all currently active temporary salary adjustments in the current fiscal year exceeds 25% of the most recent June 30 base salary for EHRA and exceeds 20% of the most recent June 30 base salary for SHRA. Any individual temporary adjustment that exceeds 12 months in duration also will require GA pre-approval, regardless of the amount of that adjustment. Permanent base-salary adjustments in the current fiscal year do count toward these calculations.