I. Policy

Sound management practices require the university to accomplish its goals through the effective analysis of work processes and delineation of duties and responsibilities among its employees. Nine-month teaching faculty duties and responsibilities are outlined in the faculty handbook. Individual positions, other than nine month teaching faculty, will have responsibilities identified in position descriptions and/or questionnaires. This will enable the University to organize its resources, determine needed skills and abilities when filling positions, facilitate employees’ understanding of their responsibilities, and enable the University to maintain an equitable and market-responsive classification and compensation system.

Administrative authority to submit requests for 1) the establishment of new EPA and SPA positions, 2) the reclassification of existing SPA positions, or 3) changes to existing EPA and SPA positions lies with the department head or director. Individual employees do not have authority to submit classification requests or change requests to their respective positions.

All position action requests must be approved by the respective division Vice Chancellor. All position requests must be verified for appropriate funding requirements by the University Budget Office.

II. Scope

This policy applies to all permanent and time limited EPA and SPA positions, regardless of the source of funds, in all university departments. It provides a uniform policy for the establishment of new EPA and SPA positions, the classification review of existing SPA positions, or changes to existing EPA and SPA positions.

III. Classification Responsibility
As part of the University’s Management Flexibility, Human Resources is responsible for determining whether newly established positions are EPA (exempt from the Personnel Act) or SPA (subject to the Personnel Act), in consultation with UNC-General Administration and the Office of State Personnel.

A. SPA Positions

   Human Resources is responsible for classifying or reclassifying SPA positions.

B. Nine-month Teaching Faculty Positions

   New nine-month teaching faculty positions are established and allocated to departments based on guidelines from the Vice Chancellor of Academic Affairs.

C. EPA Instructional and Research - Professional and Faculty Positions

   EPA status is determined by Human Resources based on the provision of G.S. 126-5 and the UNC Policy Manual 300.2.5[G].

D. EPA Senior Academic and Administrative Officers

   Human Resources, with the chancellor’s approval, evaluates requests for Senior Academic and Administrative officers and works with the UNC General Administration Human Resources Advisory Board (HRAB) as necessary to establish positions in this category, based on the provisions of G.S. 116 and the UNC Policy Manual 300.1.1.

IV. Position Studies and Reclassifications

A. SPA Reclassifications

   Departments may request Human Resources to study a position’s classification based on the assignment of additional (or different) duties or responsibilities to existing SPA employees or positions. The study may result in the position being reclassified to a higher salary grade, same salary grade, or lower salary grade. Policy 08.310 - Salary Adjustments for SPA Classified Employees provides guidance on salary adjustments related to position reclassifications.
B. EPA Reclassifications

EPA positions may be assigned additional (or different) duties or responsibilities. If there are enough changes to warrant a change in the title of an EPA position, the department must update the EPA job questionnaire. HR will confirm the position still meets the EPA requirements established by UNC General Administration. This reclassification process must be done within the guiding principles of the University EEO plan.

C. Faculty Promotions

Individual faculty may receive promotion from one rank to a higher rank. When this occurs, the promotion will be considered by the respective Dean and Provost in recommending annual salary increases as part of the BD-119 process.

D. Faculty Administrative Assignments

Following a competitive selection process, nine-month teaching faculty may be assigned additional duties that move them into a 10, 11, or 12 month EPA leave-earning status. Any change in duties that would result in a move to leave-earning status requires an EPA job questionnaire to document the additional duties and responsibilities. Any assignment that results in such a change in status must be in compliance with the University’s EEO policy. For example, any such status changes should result from a competitive selection process through which employees have an equal opportunity to compete for these career advancement opportunities.

V. Budget Revision Requirements for Position Actions

All position action changes must be verified for appropriate funding by the University Budget Office. Contact the University Budget Office for verification of funding requirements or if assistance is needed in determining if a budget revision is required. Based on individual position changes, a budget revision action may be required prior to the position action change. All required SRCI flexibility budget revisions must be approved prior to the initiation of the position action change. For general fund accounts, position action changes requiring a SRCI flexibility budget revision include the following:

A. Salary Adjustments for Reclassifications

B. Establishment of time-limited positions

C. In-range salary adjustments and career-banding adjustments

D. Retention salary adjustments

E. Abolishment of positions
F. FTE change outside of the expansion process.

VI. Appropriate Budget Revision Requirements

When additional salary funds are required for funding outside the reclassification system, for retention increases, or for labor market hiring; a budget revision is required. Creating a new position (outside of the enrollment change process) or abolishing a position will require a budget revision. A SRCI flexibility budget revision is necessary to make the appropriate operational funding adjustment. Contact the Budget Office if assistance is needed in determining if a budget revision is required.

Position Salary Distribution. Indicate the budget account number, and object code, along with the corresponding FTE and annual salary amount to be paid from funds in each account number indicated.

VII. Consultation

It is recommended that departments contact Human Resources for assistance when reviewing their organizational structure, position design, and potential recruitment requirements. During the expansion budget process, for example, Human Resources can advise on the type and level of a position being considered. Human Resources can also advise on funding requirements for new positions and other position changes. Position duties and funding source are both key components of the determination process. Department heads and directors are encouraged to consult with the University Budget Office in order to ensure appropriate funding requirements during the establishment of new positions and position action changes.

VIII. Position Documentation

A. Requests to Establish EPA SAAO, Instructional and Research Positions

Requests to establish EPA positions are done via an HR 3.30 form, and must be accompanied by an EPA duties questionnaire, an ADA checklist, and a current departmental organizational chart.

B. Requests to Establish or Study SPA Positions

Requests to establish or study SPA positions are done via an HR 3.30 form, and must be accompanied by an SPA position description, an ADA checklist, and a current departmental organizational chart.

C. Other Change Requests.

Other types of position changes, such as status change, FTE change, changes in funding sources, etc. require an HR 3.30, but typically do not require a job description. A budget revision may be required, however.
IX. Time Limited Positions

Departments may establish time-limited positions when permanent funding is not allocated. Appointments to such positions are made not less than six months nor more than 36 months. Funding for time-limited positions must be renewed each fiscal year with an HR 3.30.

X. Process

To establish a new EPA or SPA position, reclassify an existing SPA position, or change a position, the department head or director must complete Form HR 3.30, Position Action Request, and forward (with appropriate documentation as described in sub-section X below) through appropriate administrative channels for review and approval.

In addition to approval by the department head or director initiating the request, forms must be signed by the respective Dean or Assistant Vice Chancellor and the respective division director. Additional signatures (Vice Chancellor) are required: Provost (for all EPA positions) Sponsored Programs (for contract or grant funds). The University Budget Office will verify appropriate funding requirements and forward the approved HR 3.30 form to Human Resources.

A. When to Use Form

Form HR 3.30 must be used to establish a new EPA or SPA position or to request the reclassification review of an existing SPA position. Each form should describe only one position. This form should also be used if any of the following position changes are being requested:

1. Change funding of a position
2. Transfer of an existing position
3. Status/FTE change
4. Abolish a position
5. In-range salary adjustment, retention salary adjustment, career-progression adjustments.
6. Change from 9 month faculty position to 12 month EPA position
7. Change from 12 month EPA position to 9 month faculty position

B. Where to Obtain Form
Click here to go to the Position Action Request form in Adobe PDF format and then choose one of the following options:

1. Fill out the form on-line and print for signature, or

2. Print a blank copy of the form ready to fill out by hand or typewriter.

Form: Position Action Request
Form Instructions
Adobe PDF Form
(Fill out the form on-line and print for signature; or print a blank form and fill out by hand or typewriter.)

C. Where to Send Completed Forms

After completion of the form and approval by the requesting Department Head/Director, forms must be forwarded for additional approvals as indicated on the form. The Director of Budgets will forward approved forms to Human Resources for their final classification and approval.

D. Instructions

The university department requesting the position action should complete the form and must attach appropriate documentation. The instructions below represent only those items requiring additional clarification.

1. Position Number. Enter the assigned position number. Contact Human Resources for new SPA positions or the Provost's Office for new EPA positions.

2. Type of Position. Enter appropriate classification. If requesting a new position, contact Human Resources if assistance is needed in determining appropriate classification (9 month teaching faculty; 12 month instructional, research, or SAAO; or SPA). A copy of the job description and organization chart should be sent to Human Resources for review. A budget revision is required if sufficient funding is not available as requested in the "Position Salary Distribution" section.

3. Time-limited appointments are permanent appointments with a limited duration of not less than 6 nor more than 36 months and may be created when funding is time-limited or operational requirements for the position are time-limited. Funding for time-limited positions must be renewed each fiscal year and a new HR 3.30 form processed. Employees with time-limited appointments receive leave, retirement, and health benefits, but are not eligible for severance pay or priority reemployment at the end of the assignment.

4. Effective Date and Ending Date. An effective date must be indicated for the transaction requested. If this request concerns a time-limited position, an ending date is required.
5. Rank, Title or Classification; Proposed Type; Proposed Annual Salary; Proposed FTE; and Proposed Grade. Contact Human Resources or the Provost's Office if assistance is needed.

6. Budget Information. Identify the appropriate funding source [State Appropriated Funds (General Funds/Overhead Receipt Funds); Grants/Contracts; Receipt Supported Funds]. This should correspond to the account number specified in the "Position Salary Distribution" section. Give the name of the funding agency/area for receipt supported or grants/contracts positions.

XI. Changes in Employee Assignment

To change an employee assignment, departments must prepare the appropriate assignment form. For changes in EPA assignments, the appropriate forms are Form HR 1.35 (EPA Personnel Temporary Action Form) or Form HR 3.35 (EPA Permanent Personnel Assignment Form), as applicable. Both of these forms may be ordered from the U-Business Web site.

For changes in SPA assignments, contact Human Resources to obtain the appropriate Human Resources processing forms or if additional assistance is required.