

**Classification and Appointment Authorization Requirements
for Employees Subject to the NC Human Resources Act**

Position Type	Authority Retained by Board of Governors	Authority Delegated to Institutions with Position Authority	Authority Retained by UNC GA HR
<ul style="list-style-type: none"> Human Resources Consultant Human Resources Manager 	<ul style="list-style-type: none"> Advance reporting and consultation with Board of Governors required for establishing new positions (temporary and permanent) ¹ budgeted at \$70,000 or more ² 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> All Position Actions
<ul style="list-style-type: none"> All Other Classifications 		<ul style="list-style-type: none"> Refer to the University Delegated Authority for Career-banding Classifications (revised 4/10/2015) 	<ul style="list-style-type: none"> All Position Actions not authorized on the Delegated Authority document

1 "New position" means a position that did not previously exist or that existed without any previously attached funding.

2 The BOG reporting and consulting requirement also includes new positions established with a budget below \$70,000 when the resulting salary offer is \$70,000 or more. BOG reporting and consulting must be completed before a non-conditional salary offer can be made.

**Salary Pre-Authorization Requirements
for Employees Subject to the NC Human Resources Act**

Salary Increase/ Adjustment Type	Special Legislative Provision for BOG Monitoring	Authority Delegated to Institutions with Salary Authority	Authority Retained by UNC GA HR
<ul style="list-style-type: none"> Permanent Salary Adjustments 	<ul style="list-style-type: none"> All cumulative salary adjustments fiscal year-to-date of 5% or greater for salaries that are \$100,000 or greater (or would become \$100,000 or greater with the salary action) must have advance reporting and consultation of the Board of Governors This includes permanent and temporary actions on permanent and temporary positions All other salary actions follow the guidelines provided in the columns to the right 	<ul style="list-style-type: none"> Not to exceed 20% cumulative salary adjustments fiscal year to-date for salaries remaining below \$100,000 	<ul style="list-style-type: none"> In excess of 20% cumulative salary adjustments fiscal year to-date
<ul style="list-style-type: none"> Temporary Salary Adjustments 		<ul style="list-style-type: none"> Not to exceed 20% cumulative salary adjustments fiscal year to-date or 12 months duration 	<ul style="list-style-type: none"> In excess of 20% cumulative salary adjustments fiscal year to-date or 12 months duration