



Date: July 13, 2018

To: Chief Human Resources Officers
Academic Personnel Leads

From: Matthew S. Brody, Vice President for Human Resources 

Subject: EHRA Information Technology Professional Classifications Implementation Guidelines

This document and its attachments outline details for the implementation of the new EHRA information technology (IT) professional job classification and salary structure. As you will recall, the University recently received statutory authority to apply EHRA non-faculty status to IT professional positions exempt from the Fair Labor Standards Act (FLSA). The attachments to this memorandum include the following items for your reference:

- Classification Definitions and Leveling Guide
- Career Banding Crosswalk
- Conversion Reporting Template
- FAQs
- Salary Ranges
- Sample Employee Election Form
- SHRA/EHRA Employment Policy Comparison

I would call your attention in particular to the attached frequently asked questions (FAQ) document, which contains significant detail regarding the implementation of this new job classification. All of the attached items are also posted on the [UNC System Human Resources website](#). A few highlights of the EHRA IT professional job classifications and their implementation follow:

1. EHRA IT professional job classifications are part of the EHRA non-faculty instructional, research, and information technology (IRIT) category and will be subject to all University policies and procedures applicable to this category of employees.
2. Each constituent institution will determine whether to begin the conversion of existing FLSA-exempt SHRA IT employees to the new EHRA job classifications during fiscal year 2018-2019 or during fiscal year 2019-2020.
 - The decision to begin the position conversion in either of the fiscal years noted above is at the discretion of the chief human resources officers in consultation with their chancellors.
 - This flexibility is intended to permit institutions sufficient time to make all necessary preparations and to establish the necessary communications with affected employees and their managers.
 - By August 31, 2018, the chief human resources officers must report to UNC System Human Resources their institutions' chosen implementation timeframes.

3. During the applicable fiscal year, the constituent institution must offer each current FLSA-exempt SHRA IT employee the opportunity to convert to EHRA non-faculty status.
 - An initial 90-day election period will be offered to each eligible employee.
 - The constituent institution human resources office will provide each eligible employee with an information package (in writing and/or electronically), which includes at least the following items to assist the employee in making their election decision:
 - Disclosure of the EHRA IT professional job classification and associated salary range determined for the employee's position;
 - Disclosure of the EHRA annual salary determined for the employee, even if no changes were made to the employee's existing SHRA salary amount;
 - A description of the key differences in the terms and conditions of employment between SHRA and EHRA non-faculty;
 - A list of FAQs regarding the EHRA IT professional classification conversion; and
 - An election form, which requires the employee's signature affirming the employee's decision either to convert to EHRA non-faculty status or to remain an SHRA employee. Each employee offered the opportunity to convert to EHRA non-faculty status must complete the election form.
4. After the initial year's election period, each institution will offer all remaining FLSA exempt SHRA IT employees two subsequent opportunities to elect EHRA non-faculty status—one window of opportunity in each of the following two fiscal years.
 - Each of these subsequent opportunities will be offered as a 45-day election period.
 - After these two additional election periods are completed, no further election opportunities will be offered.
 - University IT employees who are in FLSA non-exempt positions, as well as FLSA exempt IT employees who choose not to convert to EHRA status, remain subject to the North Carolina Human Resources Act (SHRA), and their positions remain within the University's SHRA career banding program.
5. Market-based salary ranges are provided for each EHRA IT Professional classification. These are broad-banded ranges that can accommodate a wide range of talent from early career employees to senior-level practitioners.
 - These EHRA IT Professional salary ranges are mandatory unless a constituent institution with management flexibility chooses to develop its own IT professional salary ranges using a documented and industry-accepted compensation methodology.
 - Any campus-developed IT professional salary ranges must be reviewed and pre-approved by System Office Human Resources prior to implementation.

6. There is no automatic salary increase entitlement as a result of an employee electing to convert from SHRA to EHRA non-faculty status as a consequence of this implementation.
 - Department heads may request approval from the institution's human resources office for salary adjustments due to labor market and/or equity reasons, but these adjustments must adhere to regular EHRA salary increase guidelines and receive approval through the regular EHRA salary increase request process (e.g., such as approvals through the System Office compensation database) before any salary commitment may be communicated to an employee.
 - System Office Human Resources, when entering information about salary adjustments into the compensation database, will provide a special salary adjustment reason code specifically to address these requests.
7. System Office Human Resources has provided a crosswalk of SHRA career-banded IT professional classifications to applicable EHRA non-faculty IT professional classifications.
 - This is not a mandatory crosswalk, but rather intended as an aide that can be used by constituent institution human resources offices.
 - Each position eligible for conversion will need to be assessed on a case-by-case basis, using a consistent and documented process to determine the most appropriate EHRA IT professional classification.
 - System Office Human Resources has provided job classification descriptions, minimum education and experience requirements, and a job leveling aid to assist constituent institution human resources officials in carrying out this process.
8. Each constituent institution will be required to complete and submit to the System Office an employee election summary report each fiscal year, which documents the conversion of employees to EHRA IT professional status at their institution.
9. **No later than December 1, 2018**, all newly-created or vacated FLSA-exempt IT professional positions must be filled as EHRA non-faculty and may no longer be filled as SHRA. Any positions already posted and under recruitment as of December 1, 2018 may continue to be filled as SHRA.
10. This SHRA/EHRA election process is not a grievable issue under university policy. As provided by the institution's EHRA non-faculty grievance policy, allegations of discrimination in salary due to a protected status of an employee may be covered.

As a reminder, no SHRA employee will be compelled to elect EHRA non-faculty status as part of this implementation, and all employee decisions regarding this matter must be voluntary and without coercion of any kind.

If you have questions regarding the implementation of this program, please contact Jessica Moore or Keith Dupuis in the UNC System Office Employment, Classification, and Compensation unit.

cc: President Margaret Spellings
Chancellors
Chiefs of Staff