

*Office of the Associate Vice Chancellor and Chief Human Resources Officer*

**DATE:** July 28, 2017

**TO:** Provost, Chancellor's Council, Deans, and Directors

**FROM:** Michelle Lamb Moone, Associate Vice Chancellor for Human Resources

**RE:** 2017-2018 Legislative Increase (LI) Guidelines for SHRA Employees

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The Appropriations Act of 2017 (SB 257) became law (SL 2017-57) on June 28, 2017 and is effective July 1, 2017. The Act provides a salary increase, effective July 1, 2017, for all eligible State employees subject to the North Carolina Human Resources Act.

The salaries in effect June 30, 2017 for eligible employees shall be increased by \$1,000 with no consideration of the maximum of the range. A pro-rata percentage applies for eligible part-time employees.

**Eligibility**

- Employees with permanent (full-time/part-time), probationary, and time-limited appointments are eligible, including those permanent full-time employees who work a 9-, 10-, or 11-month work schedule.
- Employees on approved leave of absence without pay should receive the legislative increase upon reinstatement.
- Employees are eligible for the increase without consideration of performance ratings or disciplinary actions.
- The increase does **NOT** apply to employees separated from state service prior to July 1, 2017 or to employees hired effective July 1, 2017 or later.

*Please note: All eligible full-time and part-time permanent SHRA employees will receive the Legislative Salary Increase on August 31, 2017 and will be retroactive to July 1, 2017. No action will be required by you to initiate this increase for employees.*

**Special Annual Leave Bonus**

All leave-earning employees (SHRA and EHRA) shall receive three (3) days of "special" bonus leave (pro-rated for part-time employees), effective July 1, 2017.

- This leave is distinct from previous bonus leave allocations and will be recorded separately from other leave allocations.
- This leave may be retained for the duration of the employee’s State employment in any leave-earning position.
- Upon separation or retirement, the bonus leave is forfeited and is **NOT** paid out.

*Please note: The additional three (3) days of “special” bonus leave will be reflected in the July 31, 2017 paycheck for leave-earning SHRA and EHRA employees. Employees may record any leave taken/used beginning July 1, 2017 on the applicable Monthly Time Leave Record or Report using earning code of 196 - Annual Special Leave. Leave applied to 196 - Annual Special earning code will be reflected in the August monthly payroll.*

### **EHRA Actions**

Further instructions on the Annual Raise Process (ARP) and EHRA salary increases are forthcoming.

### **CONTACTS**

For questions concerning the eligibility requirements of the Legislative Increase or Special Bonus Leave, please contact Victoria Benson, Deputy Chief Human Resources Officer at [v\\_benson@uncg.edu](mailto:v_benson@uncg.edu) or 4-4510.

For questions concerning how to enter the 196 - Annual Special Leave or entry to PHATIME, please email [payroll1@uncg.edu](mailto:payroll1@uncg.edu) or contact Cheterica Crawford at 4-5760.

**Copy to:**        **Franklin D. Gilliam, Jr., Chancellor**  
                       **Andrea Hunter, Chair, Faculty Senate**  
                       **Joshua Green, Co-Chair, Staff Senate**  
                       **Staton Noel, Co-Chair, Staff Senate**

