



To: Deans, Directors and Department Heads
HR Facilitators

From: Joe Marro, Director of Employment & Staffing
Noreen Montgomery, EPA Non-Faculty HR Officer
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Date: July 23, 2009

Subject: **Federal Stimulus (ARRA) Funding for SPA and EPA Positions**

The Director of the Office of State Personnel recently issued a memorandum regarding posting for positions funded by federal economic recovery (stimulus) funds. The State's Office of Economic Recovery and Investment has confirmed that any* position established as a result of recovery funds must be posted with the North Carolina Employment Security Commission (ESC). The job posting must include the following text:

"This position is funded in whole or in part by the American Recovery & Reinvestment Act (ARRA)."

In order to ensure compliance with Federal and State requirements, the following procedures have been established for permanent EPA and SPA positions funded in whole or in part by the ARRA:

- Departments seeking to fill a **permanent EPA Faculty or EPA Non-Faculty position** paid with ARRA funds shall follow their normal posting procedures, adding the newly required text within the "Candidate Instructions" section of the posting in EPA RecruitmentWeb. The Equal Opportunity Office will coordinate with the Office of Human Resources to ensure the position is posted with the Employment Security Commission.
- Departments seeking to fill a **permanent SPA position** paid with ARRA funds shall follow their normal posting procedures, adding the newly required text within the "Work Environment" section of the posting on SPA RecruitmentWeb. The Employment & Staffing Specialist within the Office of Human Resources will coordinate posting the position with the Employment Security Commission.

Newly created SPA positions funded in whole or in part by limited duration funding under the ARRA (i.e., one to three year commitment) shall be created with a "time-limited" status. A comment should be noted in the HRIS system when the position is established stating: "*This position is funded under the American Recovery & Reinvestment Act (ARRA).*" If you need assistance contact your designated Classification & Compensation Specialist in the Office of Human Resources.

- Postings shall be submitted on your behalf, as indicated above, to the ESC daily at 3:00 p.m.

* We are awaiting final word from both the Office of State Personnel and UNC General Administration regarding the posting of temporary positions that would not otherwise normally be subject to competitive recruitment.

If you have any questions, please contact the Equal Opportunity Officer or your designated Employment & Staffing Specialist in the Office of Human Resources.