




THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Office of Human Resources
Administration Department
(919) 962-3897 FAX (919) 962-1065

The University of North Carolina at Chapel Hill
CB# 1040, 720 Airport Road
Chapel Hill, NC 27599-1040

MEMORANDUM

TO: Deans, Directors, and, Departmental Managers

FROM: Jerry W. Howerton, Director of Position Management 

SUBJECT: Implementation of Range Revision for Accounting Classifications

The State Personnel Commission has approved a one grade Range Revision for the following Accounting series classifications: Accountants (0701-0705), Accounting Manager (0711-0713), Internal Auditor (0751-0752), Systems Accountants (0731-0732), Financial Planning Specialist (33770), Controller (34150), UNC Systems Accounting Director (32240), and Utilities Financial Manager (34334). The effective date for the University will be January 1, 2001.

For persons whose salaries fall below the new salary grade minimums, state and university policy requires that such a person's salary be brought up at least to the new salary grade minimum. There were no such increases required by this pay improvement. The employees eligible for a discretionary increases in your Division/Department and the positions affected are on Attachment 1. In keeping with University policy, the individuals eligible for the increases are those below the midpoint of the new salary range. These individuals can receive 5% or to the midpoint of that range, whichever is less. The increases are discretionary dependent upon your departmental approval. Incumbents that are awarded the increases and are paid from general ledger 2 state accounts may be reimbursed through the University pay improvement fund. All other employees receiving the discretionary increase, on all other funded accounts, are paid at departmental costs.

To implement the range revision please submit an electronic salary adjustment on the employee through HRIS with the reason of "range revision" and a funding increase to the affected position. If you are a non-trained department please submit a "Staff Personnel Action" Form PD-105 with an action code of "11" (Salary Range Revision) to the Employee Records Division, CB #1045, 725 Airport Road. These changes will be effective January 1, 2001.

For employees that are not eligible through the range revision implementation you may submit an inrange salary adjustment for reason of market comparison. These increases must follow the inrange increase policy guidelines to include: effective on current basis,

may not exceed a 10% increase in salary over the preceding twelve months, the incumbent must qualify for the amount to be awarded, and the amount awarded cannot exceed the maximum of the new salary range.

Please call Ms. Jessica Moore in HR-Position Management at 962-3891 if you have questions regarding implementation of the range revision or for Inrange adjustments. For questions about forms processing or electronic forms processing, please contact HR-Employee Records at 962-2894.

Attachments

cc: Drake Maynard
Connie Boyce
Ken Litowsky
Linda Proctor

