
EHRA Non-Faculty Positions

I. Introduction

- a. “EHRA” means Exempt from the State Human Resources Act
- b. EHRA Non-Faculty (EHRA-NF) employees are state employees
- c. Categories
 - i. Non-Faculty Instructional, Research and Public Service (IRPS) positions
 - ii. Senior Academic & Administrative Officer (“SAAO”) positions (Tier I and Tier II)
 - I. The College has one SAAO Tier I position (Dean Guskiewicz). All other SAAO positions in the College are Tier II positions.
- d. To determine whether a position qualifies for EHRA-NF status, **at least 50%** of the position’s primary duties/functions must be upper level (ex: instituting policy, upper-level decision making; **not** administrative)
- e. EHRA-NF positions may not include teaching as a principal function of the position. Teaching can be mentioned in the position summary, but should include the following language (example): *This position may provide opportunities for teaching. This would be accomplished through a secondary faculty appointment.*
 - i. EHRA-NF employee must be given a secondary faculty appointment in ConnectCarolina in order to teach and may be paid via LSP/Overload.

II. Non-Faculty Instructional, Research and Public Service (IRPS) positions

- a. Positions deliver the core-mission activities of the University: creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to and uniquely supportive of that work.
- b. The purpose of each such position must be substantially engaged in the regular academic, educational, research, or public-service/extension activities of the University
- c. There are various individual subcategories of IRPS positions, each with respective specific criteria
- d. The majority of the positions we create in the College fall under the IRPS category
- e. EHRA Research or Instructional employees may be appointed to “term” appointments
- f. [EHRA-NF Research Position Characteristics](#)
 - i. The position must require substantial independence in creativity or research efforts and in the interpretation and dissemination of research results.
 - ii. The duties must be integral with the University’s instructional or research activities and represent an extension of the regular academic and educational experience provided by the University.
 - iii. The position must require that a substantial portion of the total work commitment is devoted to those research activities.
 - iv. For positions that permit candidates demonstrating comparable “independent research productivity”, this is to include independent research design, implementation of research procedures, analysis of data, and interpretation of research results.
 - v. Subcategories: Academic Computing Management; Academic Research; Community Service; Institutional Research; Research Administration; Technology Transfer

III. Senior Academic & Administrative Officer (“SAAO”) positions

- a. Positions that fall in this category include: the chancellor, vice chancellors, provost, deans, and directors of major administrative, educational, research and public services activities of the University designated by the Board of Governors; associate and assistant vice chancellors; associate and assistant deans; vice deans, executive associate deans, senior associate deans, and assistant and associate provosts; members of the chancellor’s professional staff.
- b. Positions include those responsible for the administrative direction of separately designated divisions or departments of institutional activity commonly associated with institutions of higher education; those positions whose primary responsibility is to attract external funds for and/or market the University; and, other officers holding positions characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercising substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources.

- c. All positions to be classified as SAAO must be approved by the Office of Human Resources and The UNC System
- d. SAAO positions may only be appointed as “at-will” employees

IV. EHRA-NF Appointments & Compensation

- a. EHRA-NF appointments can be funding contingent
 - i. Permits early discontinuation of the appointment contrary to the normal appointment terms
 - ii. Must be included in the appointment letter (template on Intranet) or reappointment letter
- b. The FLSA minimum is \$23,660 annually regardless of work schedule, both for permanent and temporary employees. The UNC minimum is \$30,000 on an annualized basis. However, unlike the FLSA minimum, this \$30,000 EHRA non-faculty salary minimum is adjusted to take into account employee work schedule and does not apply to temporary appointments

V. EHRA-NF Position Conversion

- a. EHRA-NF to SHRA Position Conversion
 - i. When an EHRA non-faculty position potentially returns to SHRA status based on loss of certain EHRA-qualifying titles or other changes in position attributes (e.g., job duties or reporting relationship) over time.
 - ii. If the position is occupied, the incumbent will then be given the option to be “grandfathered” as an EHRA non-faculty employee or to move to SHRA status. The employee’s choice should be recorded on the EHRA Non-Faculty to SHRA Election Form. Should the employee wish to stay in the EHRA non-faculty status, then the position reverts to SHRA status at the time the incumbent leaves the position.
- b. SHRA to EHRA-NF Position Conversion
 - i. If the position is filled, the EOC Office determines recruitment requirements. If there are similar positions to the one converted, an internal recruitment may be required.

VI. Process for Updating/Creating EHRA-NF Positions

- a. Submit [Position Authorization Form](#) to HR Consultant for Dean’s Office approval
 - i. Forms must be signed by the appropriate Senior Associate Dean
- b. Submit position description and org chart to HR Consultant
 - i. There is no set template for EHRA-NF position descriptions like there is for SHRA permanent positions. However, keep in mind that you need to identify the principal functions and percentages.
 - ii. The org chart should show reporting up to the Chancellor and should not include any color. Be sure to highlight the position somehow.
- c. For positions budgeted at \$70,000 or greater, keep in mind that there are specific submission deadlines as these positions must be reviewed by P&T Committee. There is also a form that the HR Consultants must complete, which may require some additional information from the department.
 - i. Deadline for campus to submit actions to OHR: Seven days prior to the 1st and 3rd Tuesday
 - ii. Deadline for OHR to submit actions to UNC System Office: 1st and 3rd Tuesdays at noon
 - iii. P&T Consultation Dates: 2nd and 4th Tuesdays of teach month

Helpful Links

- <https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/appointment-end-of-appointment/>
- <https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/appointment-end-of-appointment/funding-contingencies-ehra-non-faculty-appointments/>
- <https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/compensation-program-for-ehra-non-faculty-employees-irps-saao-tier-ii/>
- <https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/ehra-non-faculty-compensation-pay/>
- <https://hr.unc.edu/employees/class-comp/policies/salary-requirements/>