EHRA Conversion for Information Technology Professionals

Employee Information Session

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WSSU

Welcome

Today, we will be providing information and answering questions so you can make an informed decision for yourself.

Agenda

SHRA to EHRA Key Concepts and Differences
What This Change Means to You
Classification and Compensation
Employment Terms and Conditions
Performance Management
What's Next
Q&A
Contact Information

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SHRA & EHRA Key Concepts

➢ SHRA = Subject to State Human Resources Act

➢ SHRA = Personnel practices are governed by the NC Office of State Human Resources (OSHR) and apply across all agencies of State government

➢ EHRA = Exempt from State Human Resources Act

➢ EHRA = Personnel practices are tailored specifically for UNC campuses by the Board of Governors and are overseen by the UNC System Office

➢ IRIT = Instructional, Research and Information Technology

What is happening?

Employees in SHRA IT positions exempt from the Federal Fair Labor Standards Act (FLSA) are being offered the opportunity to change employment status from SHRA to EHRA.

FLSA non-exempt employees (those paid hourly and subject to overtime) are not affected.

No SHRA employee will be compelled to elect EHRA status as part of this implementation. All employee decisions regarding this matter are **voluntary**.

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Why is this happening?

In June 2017, the North Carolina General Assembly passed legislation extending EHRA status to FLSA exempt IT positions.

The University System pursued this flexibility in order to be more competitive in attracting and retaining employees in a highly competitive labor market.

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What does this mean to me?

This change in law means that, if you chose to convert from SHRA to EHRA, your position will become **E**xempt from the North Carolina **H**uman **R**esources **A**ct.

EHRA information technology positions are included in the **I**nstructional, **R**esearch, and **I**nformation **T**echnology category (IRIT).

Other EHRA positions include senior academic and administrative officers, faculty, academic advisors, coaches, and researchers.

When will this happen?

Eligible employees will be given three opportunities to convert to EHRA IRIT status:

- ➢an Initial 90-day election period

- ➢a second 45-day election period in fiscal year 2020-2021

- ➢a third 45-day election period in fiscal year 2021-2022

***After these three election periods are completed, no further election periods will be provided.

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Classification – EHRA Categories

➢ Senior Academic and Administrative Officers – Tier I

➢ Senior Academic and Administrative Officers – Tier II

➢ Instructional

➢ Research

➢ Information Technology

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Classification – EHRA IT Titles

Each SHRA position has been cross-walked to an EHRA IT
Professional Classification, such as:
IT Analyst/Programmer
IT Business Systems Analyst
IT Network Administrator
IT Project Manager
IT Security Professional
IT Web Designer
IT Database Administrator
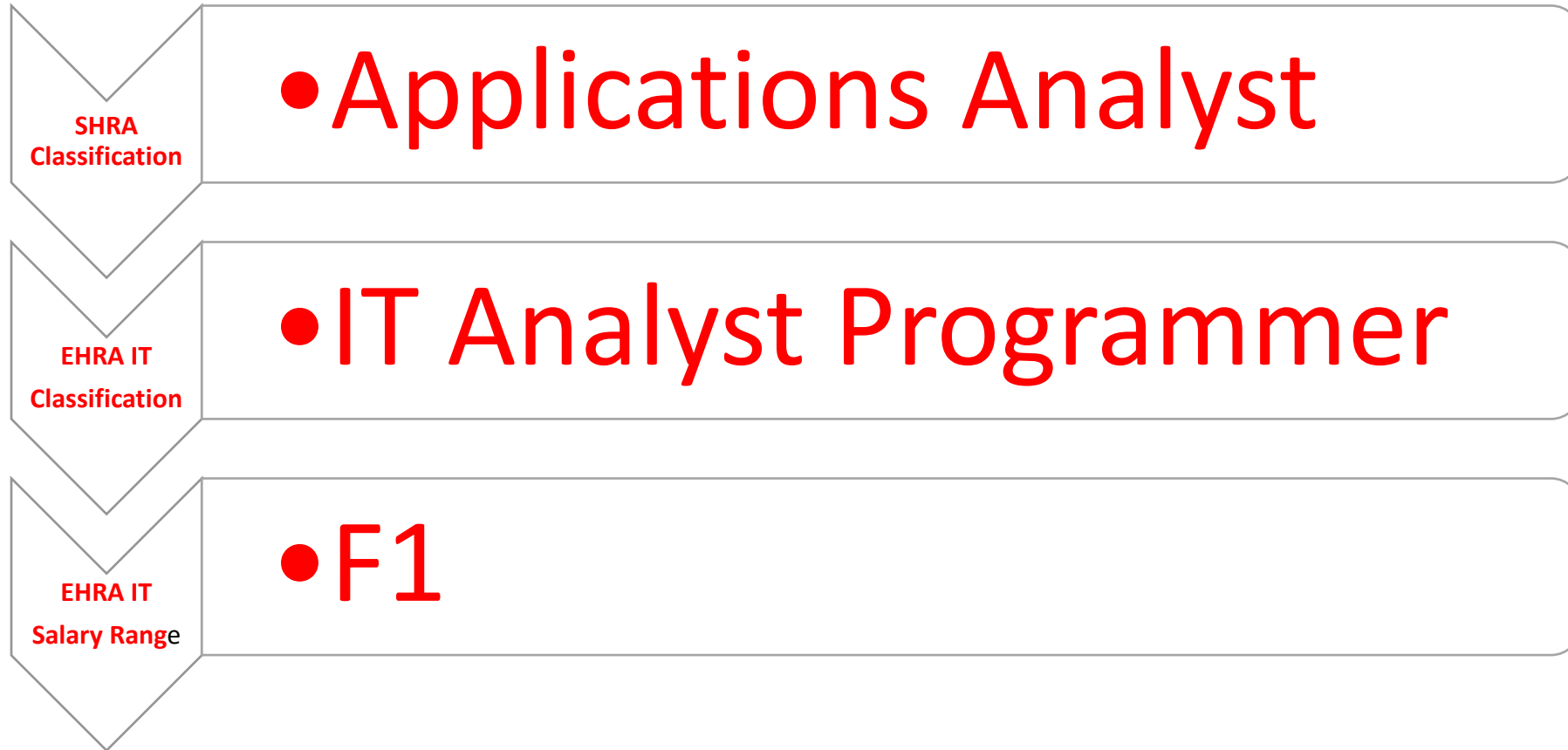IT Integration and Solutions Professional

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Classification - Mapping

Affected positions were mapped to EHRA IT titles
based on the following:
- ➢ Best match of current duties to new EHRA IT title
  and description
- ➢ Consistency with peer positions across campus

Positions were then mapped to the appropriate Job
Family Level in the EHRA Non-Faculty Compensation
Structure.

Classification – Mapping Example

SHRA Classification
- Applications Analyst

EHRA IT Classification
- IT Analyst Programmer

EHRA IT Salary Range
- F1

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Education Requirements

EHRA positions require a college degree and sometimes an advanced degree; however, the University recognizes that it is common for IT employees to qualify for positions with equivalent training and experience.

For EHRA IT positions, each classification's minimum education and experience includes an equivalency of training and experience for any degree or education requirement. However, some positions may require specific certifications.

Compensation -IT Salary Ranges

EHRA IT Professional Classifications - Salary Ranges
Rev. 09-01-2020

CLASSIFICATION TITLE	CUPA COMPARISON	INSTITUTION GROUP	MIN	MARKET RANGE		MAX
IT Analyst/Programmer I	461120, 465130	Group 1 (NCSU, UNC-CH)	64,573	76,409	83,944	103,316
IT Analyst/Programmer II	461120, 465130	Group 1 (NCSU, UNC-CH)	75,968	89,893	98,759	121,549
IT Analyst/Programmer III	461120, 465130	Group 1 (NCSU, UNC-CH)	87,363	103,376	113,572	139,781
IT Analyst/Programmer I	461120, 465130	Group 2 (ECU, NCA&T, UNC-C, UNC-G, UNC-W)	57,271	67,768	74,452	91,633
IT Analyst/Programmer II	461120, 465130	Group 2 (ECU, NCA&T, UNC-C, UNC-G, UNC-W)	70,747	83,713	91,971	113,195
IT Analyst/Programmer III	461120, 465130	Group 2 (ECU, NCA&T, UNC-C, UNC-G, UNC-W)	81,358	96,270	105,765	130,173
IT Analyst/Programmer I	461120, 465130	Group 3 (ASU, NCCU, UNC-P, WCU)	53,291	63,058	69,278	85,265
IT Analyst/Programmer II	461120, 465130	Group 3 (ASU, NCCU, UNC-P, WCU)	61,252	72,479	79,628	98,004
IT Analyst/Programmer III	461120, 465130	Group 3 (ASU, NCCU, UNC-P, WCU)	70,440	83,351	91,572	112,704
IT Analyst/Programmer I	461120, 465130	Group 4 (FSU, WSSU)	47,063	55,689	61,182	75,301
IT Analyst/Programmer II	461120, 465130	Group 4 (FSU, WSSU)	57,699	68,274	75,008	92,318
IT Analyst/Programmer III	461120, 465130	Group 4 (FSU, WSSU)	63,396	75,016	82,415	101,434
IT Analyst/Programmer I	461120, 465130	Group 5 (ECSU, UNC-A, UNCSA)	44,710	49,902	58,123	71,536
IT Analyst/Programmer II	461120, 465130	Group 5 (ECSU, UNC-A, UNCSA)	54,576	61,446	70,949	87,321
IT Analyst/Programmer III	461120, 465130	Group 5 (ECSU, UNC-A, UNCSA)	60,226	67,514	78,294	96,362
IT Analyst/Programmer I	461120, 465130	Group 6 (NCSSM)	42,474	45,028	55,217	67,959
IT Analyst/Programmer II	461120, 465130	Group 6 (NCSSM)	51,351	55,479	66,756	82,161
IT Analyst/Programmer III	461120, 465130	Group 6 (NCSSM)	57,215	62,009	74,380	91,544

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Addressing Equity

Pay equity is determined based on the salary rules relevant to each employee group.

The types of increases and salary ranges available to EHRA employees as compared to SHRA employees, may result in greater differences in employee salaries, even when performing similar work.

EQUITY

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Employment Terms & Conditions

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Employment Terms & Conditions

➢Appointments are at-will
➢Employed indefinitely, but may be separated for any permissible reason
➢Discontinuation is at the recommendation of the Department Head with the approval of the Chancellor or his/her designee. The Chancellor's designee is OHR
➢Before communicating an end of appointment decision for any permanent EHRA non-faculty employee, departments must obtain approval from the Office of Human Resources

Employment Terms & Conditions

Permissible appointment discontinuations reasons include:
- ➢Loss of state and/or non-state funding
- ➢Financial exigency or program curtailment or elimination
- ➢Unsatisfactory performance
- ➢Termination for cause (i.e. misconduct, neglect of duty, incompetence)

Impermissible appointment discontinuations may include:
- ➢Discontinuations based an employee's membership in a protected category (gender, race, ethic origin, etc.)

Employment Terms & Conditions

➢Required Notice
  ➢During the first year of continuous service as a permanent employee with the University - 30 calendar days

  ➢During the second and third years of continuous service as a permanent employee with the University - 60 calendar days

  ➢During the fourth and all subsequent years of continuous service as a permanent employee with the University - 90 calendar days

Performance Management

Performance Cycle: July 1st to June 30th

EHRA Non-Faculty employees receive an annual overall performance rating of:

> ➤ Exceeding Expectations: Routinely performs above expected performance of assigned duties and considered among the highest performing employees within the work unit.
> ➤ Meeting Expectations: Generally performs at, and on occasions may exceed, a successful level of performance of assigned duties.
> ➤ Not Meeting Expectations: Often performs below an acceptable level of performance of assigned duties or has demonstrated substantial performance deficiencies in certain assigned duties

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Active Disciplinary Actions

EHRA employees are not subject to the same disciplinary policy and procedures as an SHRA employee. At the time of transition from SHRA to EHRA status, any active disciplinary actions would become inactive.
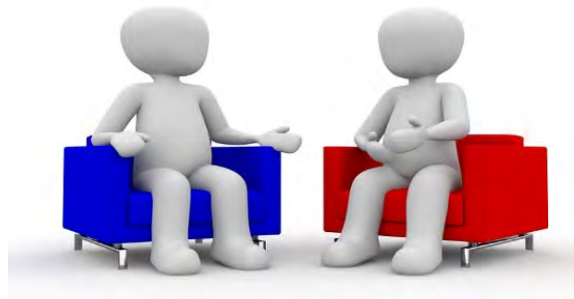
Non-Faculty Grievance Policy

➢Provides a formal process to address allegations that actions taken by management are impermissible under University policies.
➢Grievances are heard by a committee composed of ten (10) EHRA non-faculty employees of the University appointed by the Chancellor on the recommendation of the Vice Chancellor for Human Resources.
➢Grievable Issues:

> Complaints alleging discrimination
> Complaints alleging sexual or racial harassment
> Discharge for cause
> Discontinuation without appropriate notice
> Violations of First Amendment rights
> Retaliation for filing a grievance in good faith or for cooperating or participating in good faith in an investigation of a grievance

October 1, 2020 – December 4, 2020

➢Review related materials:
  ➢EHRA IT job classification and associated salary range
  ➢EHRA annual salary
  ➢Description of key differences in the terms and conditions of employment between SHRA and EHRA IRIT
  ➢Frequently Asked Questions (FAQs)
  ➢Complete election affirming voluntary decision to convert to EHRA IRIT or to remain an SHRA employee

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Benefits and Leave Administration EHRA IT Conversion Overview

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Vacation, Sick and Bonus Leave

SHRA Accrual Rate

- ✓ <5 years: 14 days/year
- ✓ 5-10 years: 17 days/year
- ✓ 10-15 years: 20 days/year
- ✓ 15-20 years: 23 days/year
- ✓ 20+ years: 26 days/year*

EHRA Accrual Rate

EHRA non-faculty employees accrue 24 days of vacation leave per year (pro-rated for part-time)

Vacation Leave, Sick Leave, and Bonus Leave will transfer

* *Employees with 20+ years of service will continue to earn 26 days of leave*

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Retirement: TSERS to ORP

UNC System Optional Retirement Program (ORP) was expanded to all employees hired on or after 1/1/2013
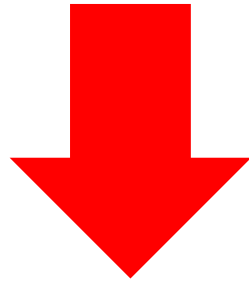
SHRA employees who receive a promotion, change positions or convert to EHRA on or after 1/1/2013 are given an opportunity to switch from TSERS to ORP

Retirement: TSERS to ORP

✓The employee is given 60 days from the conversion date to enroll in the ORP

✓Employee will remain in TSERS if no election is made

✓This decision is a lifetime election and irrevocable

✓Employees who are eligible to make a change, will have an opportunity to meet with Benefits staff members

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Questions?

For questions regarding the SHRA to EHRA
IT Conversion process, please contact:
Your Direct Supervisor,
or
The Office of Human
Resources/Classification & Compensation
Team at: 336.750.2830

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