EHRA IT Professional Conversion

ECU Human Resources Classification and Compensation

April 2019
Agenda

- EHRA IT Professional Conversion
- Who is impacted
- How the EHRA IT Professional Classes were developed
- Position class determinations
- Election periods
- Employee Election Forms
- SHRA to EHRA policies/benefits
What does EHRA & SHRA mean?

**EHRA: Exempt from State Human Resources Act**
- EHRA policies defined for UNC campuses by the Board of Governors and are overseen by the UNC System Office

**SHRA: Subject to State Human Resources Act**
- SHRA policies governed by the NC Office of State Human Resources (OSHR) and apply across all agencies of State government
The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, exemptions, and youth employment standards for all employees.

What Does Exempt/Non-Exempt Mean?
- Exempt or not covered by FLSA (for overtime and minimum wage)
- Non-Exempt or subject to the FLSA = covered by the FLSA (also called Subject to the FLSA)
What is the EHRA IT Professional Conversion?

**FLSA Exempt IT professional positions will become EHRA non-faculty under UNC System Office’s human resources policies rather than be subject to the NC Human Resources Act (“SHRA”).**

Why is the conversion occurring?

- A change in the law occurred as a direct result of the 2017 Appropriations Act. The North Carolina General Assembly expanded the exemptions under the North Carolina Human Resources Act (“EHRA non-faculty” or “EHRA”) to include University information technology professional positions.
Why is this change occurring?

- The University system sought this flexibility with respect to certain compensation and leave issues to be more competitive within the context of a highly competitive IT labor market.

Who is impacted?

- FLSA Exempt employees in SHRA/CSS career banded information technology (IT) classifications are eligible
- FLSA non-exempt employees are not included
- ECU has approximately 200 positions affected by this change.
EHRA IT Professional Classifications
What processes took place to develop the new EHRA IT Professional Classes?

How were the ITEHRA classes and FAQs developed?

Who was part of the process?

What are the classifications?

- IT Architect/Engineer
- IT Auditor
- IT Business Intelligence & Data Analyst
- IT Business Systems Analyst
- IT Client Support Manager
- IT Database Administrator
- IT Instructional/Classroom Support Professional
- IT Manager
- IT Network Administrator
- IT Project Manager
- IT Security Professional
- IT System Administrator
- IT Web Designer/Developer
- IT Analyst/Programmer
How did ECU’s HR determine which EHRA IT class my position fits into?

• Each university was required to review each eligible position to assess the appropriate EHRA IT Professional Class.
• Determinations were made based upon examining and considering the following:
  ➢ Position’s job duties
  ➢ UNC System Office crosswalk
  ➢ EHRA IT classification descriptions
  ➢ EHRA IT salary ranges compared to Career Banding salary ranges
  ➢ UNC System Office distinction of Level I, II, III outlining supervisory duties, independent authority, and education/experience
• Each ECU department was required to review HR’s position class recommendations for their eligible positions.
Can you help me understand the EHRA IT Professional Salary Ranges?

• How were the salary ranges developed?
  - UNC System Office utilized salary data from the Office of State Human Resources (OSHR) as a starting point to develop the ranges, as OSHR has their own library of salary surveys and relevant market data.
  - UNC System office separated the salary ranges into peer groups, which is consistent with the non-faculty range methodology. ECU is within Group 2.
  - Each range has a minimum, a market range made up of the 50th to 75th percentile, and a maximum rate. No salary can be above the maximum of a range without prior approval by UNC System Human Resources.

• How often will the ranges be updated?
  - UNC system office will review EHRA IT salary ranges typically every other year as market conditions change.
<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>CUPA COMPARISON</th>
<th>INSTITUTION GROUP</th>
<th>MINIMUM</th>
<th>MARKET RANGE</th>
<th>MAXIMUM</th>
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<tr>
<td>IT Analyst/Programmer I</td>
<td>461120, 465130</td>
<td>Group 0 (UNC System Office)</td>
<td>62,998</td>
<td>74,545</td>
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Conversion Process
THE ANSWER IS…NO!! You do not have to convert to EHRA Non-Faculty through this process unless you chose to.

Employees who chose to convert will have 3 election periods of time:

1. 90 day employee election period - April 1, 2019 thru June 30, 2019
2. 45 day employee election period in 2020
3. 45 day employee election period in 2021

Employees electing to convert in 2019 will be made effective September 1, 2019.

Employees choosing to convert to EHRA NF may not reverse their decision later.
Will I receive a salary increase if I convert to EHRA Non-Faculty?

- Employees choosing to convert will not receive an automatic increase and their salary will be the same as their current SHRA salary.

- This initiative is being implemented as cost-neutral with no automatic increases.

- Salaries below the new minimums will not be required to adjust to the new minimum.

- Salary increases related to this initiative are the responsibility of each university and ECU has elected to implement this as cost neutral.
What happens to my position if I decide not to convert?

- You will remain SHRA/CSS as long as you remain in the current SHRA position.

- If you leave your current SHRA/CSS position, it will be converted to EHRA Non-Faculty.

- If you apply for and accept an EHRA Non-Faculty IT position, you will be required to convert to EHRA status at that time.

- If you choose to remain SHRA/CSS and your position is reclassified, your position will remain in the Career Banding classification system.
1. [My last name], have received notice that my current SHRA position listed above is eligible to change from one that is subject to the North Carolina Human Resources Act (SHRA status) to one that is exempt from the Act (EHRA status).

I understand that I have the option to retain my current SHRA status for the duration of my employment in this position or change to EHRA status. I further understand that I have until [date] to make my decision, and I understand that, if I choose to change to EHRA status, this decision is irrevocable for the duration of my employment in this position.

I understand that, even if I elect to retain my current SHRA status during the implementation of this opportunity, my institution, at its discretion, may provide additional opportunities for me to choose to retain my current SHRA status or change to EHRA status, and I further understand that if I still elect to retain my current SHRA status after these opportunities have been exhausted, then my decision will be irrevocable for the duration of my employment in this SHRA position.

I have received both a "Frequently Asked Questions" document regarding this position/classification conversion and a "Comparison of Employment Policies for SHRA and EHRA Non-Faculty Employees" document, which outlines certain differences in terms and conditions of employment between SHRA and EHRA employment, including:
- [List of differences]
- [List of differences]
- [List of differences]
- [List of differences]

After careful consideration of all the information I have received and reviewed, I hereby make the following election:

- [ ] I elect to exercise my option at this time to retain SHRA employment status in the position I now occupy.
- [ ] I elect not to exercise my option to retain SHRA employment status in the position I now occupy and choose to have my position and my employment convert to EHRA status.

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**Employee Name:**

**Employee ID:**

**Position #:**

**Proposed Effective Date:**

**Proposed Position Action**

<table>
<thead>
<tr>
<th>From Current SHRA Position</th>
<th>To Proposed EHRA Position</th>
</tr>
</thead>
</table>

**Classification Title:**

**Annual Salary:**

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**Employee Signature:**

**Date:**

**Employee's Supervisor Signature:**

**Date:**

**cc:** [List of contacts]

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Benefits
What happens to my benefits if I decide to convert?

- Other than vacation leave and longevity, EHRA has the same benefit programs as SHRA employees.
- All sick leave, vacation leave, and bonus leave balances will transfer with the employee to EHRA status.
- SHRA/CSS employees currently earning 26 vacation days per year will be “grandfathered in”, retaining their annual accrual of 26 vacation leave days per year as an EHRA employee.
- Accrue 24 days of annual leave per year (pro-rated for part-time). Annual leave accrues monthly (2 days per month).
What happens to my longevity if I convert?

- No longer eligible to receive longevity pay.
- Employee would receive a final pro-rated longevity payment at the time they convert to EHRA Non-Faculty status to cover the time period since their most recent longevity check.
Benefits continued......

- Employees converting to EHRA Non-Faculty status will be given the option to move from the Teacher’s and State Employees’ Retirement program (TSERS) to the Optional Retirement Program (ORP) if they have not already had the option to make that choice.

- No longer subject to the rules and regulations under the North Carolina State Human Resources Act and policies of the State Human Resources Commission.

- EHRA Non-Faculty employees are considered at-will. Subject to discontinuation (termination of employment) at any time.

- EHRA employees do not receive additional compensation for working on a holiday.
Career Banding System allows for Level Changes, Labor Market Adjustments, Skill Change, and Reclassifications.

What options do EHRA NF employees have?

- EHRA OFFERS THE ABILITY FOR AN EMPLOYEE TO RECEIVE A SALARY ADJUSTMENT FOR THE FOLLOWING:
  - Increase for permanent job duties or responsibilities
  - Temporary increase related to an increase in job duties or responsibilities
  - Retention
  - Equity
What happens when an EHRA Non-Faculty employee is terminated?

- EHRA Non-Faculty employees are considered “at-will”
- Employee will receive written notice
- Notice period is based on years of service:
  - 1st year of service requires 30-day notice
  - 2nd or 3rd year of service requires a 60-day notice
  - 4th year & subsequent years of service requires a 90-day notice
Questions?