Memorandum

To: Chancellors  
From: William L. Roper  
Date: March 26, 2020  

Subject: Updated Guidance re: Suspension of All Non-Essential Human Resources Actions

This memorandum serves to supplement the guidance provided in my previous memorandum of March 24, given some of the questions we have received. Please note the following:

- This suspension of HR activity is not designed to be a total hiring freeze but does intend for the chancellor or his/her designee to carefully evaluate each position proposed for continued recruitment and/or hiring to assure that the position is either related to COVID-19 response or otherwise necessary for the continued effective functioning of the University. It is understood that certain administrative, operational, and faculty positions will fall within this category and may still need to be filled in spite of a pause for other more discretionary human resources actions.
- This pause is not intended to delay faculty promotions and related promotional increases per your institution’s tenure code and related procedures.
- This pause is not intended to prohibit acting or interim appointments and associated pay actions when such an assignment is necessary for the conduct of the University’s operations.
- Institutions are authorized to proceed with graduate student and teaching assistant hires or extensions for upcoming terms when determined necessary for the continued conduct of instructional activities, including on-line classes.
- Institutions are authorized to reappoint existing fixed term faculty members so long as appropriate funding contingencies are provided for in any reappointment.
- Institutions are authorized to implement hires which are fully grant funded as long as appropriate funding contingencies are provided for in any appointment. This does not mean however that non-essential salary or position actions should be proposed on grant funded positions for the time being.
- Adherence to all regular University salary increase and position approval protocols and procedures remain in effect for those actions that must continue.
- This pause is being implemented to defer discretionary hiring, to temporarily avoid non-essential salary actions, and to limit position actions which are not immediately necessary to sustain the University’s operations or respond to COVID-19.
- Institutions are asked not to grant blanket exceptions to these provisions except for positions dealing with health and safety. All other positions, including permanent, temporary, full- and part-time, should be evaluated on a case by case basis.
These temporary guidelines are intended to assure that extra care and discretion is exercised for all human resources actions that are accomplished for the duration of this event. The implementation and oversight of this directive for each institution is delegated to each chancellor and their direct designees.

Chief Human Resources Officers and members of their teams may direct questions regarding interpretation of these guidelines to System Office Human Resources at SystemHR@northcarolina.edu. System Office Human Resources will provide further interpretive guidance and FAQs to Human Resources Offices regarding these instructions as needed.

I appreciate your assistance and that of your teams in carrying out this directive.

cc: System Office Senior Team
    Chief Academic Officers
    Chief Human Resources Officers
    Chief Financial Officers
    General Counsels