

This document replaces prior guidance regarding the suspension of all non-essential human resources actions and reflects related directives issued by the Office of State Budget and Management on April 23, 2020 as applies to the UNC System and its constituent institutions.

The directive to suspend the following non-essential human resources actions remains in place, subject to exceptions that may be granted by the chancellor: salary adjustments, position actions (including creating new positions or modifications to existing positions), and new hires.

Exceptions may be granted by the chancellor under the following circumstances:

- To support COVID-19 response, including any healthcare, public safety, or clinical operations.
- To support or augment essential operations at the discretion of the chancellor, and when delay will be counterproductive to the future operational needs of the University taking into account current developments regarding COVID-19.
- To fill or maintain positions mandated by law or policy without the ability to delay.
- When required by employment contract without ability to delay.
- Promotional actions that comply with pre-determined procedures such as an institution's Tenure Code, or with respect to pre-established staff trainee progressions.
- Hiring actions that are fully funded by externally funded contracts and grants and that have appropriate contingencies for end of appointment or reductions in force in the event of the loss of external funding.
- As otherwise directed by the President or his designee.

This approach permits institutions to continue essential operations while readying our institutions for the fall semester. It is important for the chancellor or their designees to carefully evaluate each and every position proposed for continued recruitment and/or hiring to ensure 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 on other more discretionary human resources actions. The following are specific examples of permissible human resources activity under these guidelines:

- Faculty promotions per your institution's tenure code and related procedures.
- Acting or interim appointments and associated pay actions when such an assignment is necessary for the conduct of the University's operations.
- Graduate student and teaching assistant hires or extensions for upcoming academic terms when determined necessary for the continued conduct of instructional activities and research.
- Reappointment of existing fixed-term faculty members as long as appropriate funding contingencies are provided.
- Hires that are fully grant-funded as long as appropriate funding contingencies are provided. This does not mean, however, that non-essential salary or position actions should be proposed on grant-funded positions at the present time.

For those position and salary actions that proceed under these COVID-19 guidelines, adherence to all other regular University salary increase and position approval protocols and procedures remain in effect. The intent is to defer discretionary hiring, to avoid non-essential salary actions, and to limit position actions that are not immediately necessary. 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.

Employment offers that have already been formally communicated may be honored with the caveat that a start date may be subject to modification based on COVID-19 and related public health restrictions. This does not include situations where an offer has been discussed or contemplated, but not formally completed and communicated. Chief Human Resource Officers and Chief Academic Officers should review completed new hires with start dates and stipulate that these dates may be subject to change based on COVID-19 developments and related public health restrictions.

As previously communicated, chancellors are also authorized to waive normal posting requirements and alter minimum qualifications when deemed necessary for essential or emergency hires in response to the COVID-19 event.

CHROs or their teams may direct questions to System Office Human Resources at systemhr@northcarolina.edu regarding interpretation of these guidelines.