

**Angela L. Mahoney**

Associate Vice Chancellor and  
Chief Human Resources Officer

Human Resources

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To: Department Heads

From: Angela Mahoney, Associate Vice Chancellor and  
Chief Human Resources Officer

Re: **Salary Increase Pause**

Date: July 21, 2023

Given the lack of an adopted State Budget for FY 2023-24, the Office of State Budget and Management (OSBM) has issued a pause effective immediately on certain salary actions effective July 1, 2023, or later until further notice.

Therefore, the UNC System Office has directed that all campuses pause on non-essential human resources actions. The following salary increase actions are prohibited:

- Additional duties
- Reclassifications
- Pre-emptive retention
- Labor Market
- Equity
- SHRA Employee Competency Assessment
- Supplemental Payments (non-essential additional duty)

This applies to permanent, temporary, full-and part-time positions regardless of fund source.

If any of the above is already in progress but not yet completed, the process will be paused and the action returned.

This pause action does not affect:

- Promotional increases (e.g., internal hires) for existing budgeted positions and/or titles.
- Increases for individuals assuming an acting or interim appointment for an existing vacant position.

- Recruitment and retention bonus agreements established and in effect prior to June 30, 2023, are eligible to be paid by an institution if funds are available to the university for payment under the certified recurring budget authority.
- Offers extended to external candidates for existing budgeted positions, including any positions funded by external contracts and grants.
- Critical retention increases in situations where there is either a documented recruitment effort or an outside offer letter.
- Increases required by contractual agreements, legal settlements, or any other increase mandated by federal or state law that cannot be delayed.

If you have questions, please contact Aretha Sutton, Talent Acquisition Manager via email at [suttonar@uncsa.edu](mailto:suttonar@uncsa.edu)

Thank you for your assistance and understanding.