

Class & Comp Position Description (PD) Action Catalogue

- **Abolish Position:** simply “eliminating” position (removing funding, no longer using).
- ***Cancel/Interim/Reclass/Promotion/Temp:** Cancelling/Ending of any type of Temporary/Interim increase.
- **Competency Level Change Down w/ Decrease:** Decrease in Competency Level with a decrease in salary, stays in same career band. (*SHRA only*)
Ex – Going from an Administrative Specialist Advanced (ADV) to Administrative Specialist Journey (JRN) resulting in a decrease in salary.
- **Competency Level Change Down w/ No Decrease:** Decrease in Competency Level with NO change to salary amount. (*SHRA only*)
- **Competency Level Change Up:** Increase in Competency to higher level, job duties have changed/evolved due to reflect competency level change. (*SHRA only*)
Ex – Admin Associate – Journey (JRN) – adding higher level duties to position would change Comp. level to Advanced (ADV) increase in salary.
- **Competency Level Change Up with No Increase:** (*SHRA only*) Changing competency to a higher level with NO change to salary amount.
- **Conversion:** Change in position type due to promotion, reclass, etc. Examples include SHRA to EHRA, Change in month’s worked (9,10,11,12), EHRA Non Faculty to EHRA Faculty or vice versa. This also can include a combination of these.
- ***EHRA Waiver:** Please contact Talent Acquisition before submitting PD Action.
- ***Equity Increase:** Increase to obtain similar salary in same job classification.
- ***FLSA Change:** Employee changing from Non Exempt to Exempt Status. (Position description must warrant exemption change)
- **Funding Update** – Making changes to funding only, no salary change to position itself.
Ex – position now coming split funded, or changing fund numbers in Banner
- **Market (Labor Increase):** Additional duties being added to position but not enough to warrant position classification or competency change, Market data driven, on individual basis.
- **New Position:** Creating new position in department.
- ***New Position for Overlapping Duties:** Please contact Class & Comp prior to submitting action.
- **No change to Classification:** only used in combination with other action.

Ex- Position Description PD action, can mark No change to classification, or Market (Labor Increase), can also mark along with No change to classification. Not mandatory.

- **Org Update:** Employee changing to different department.
- ***Other – New Campus Salary Minimum** – new salary minimum from Dept of Labor or Office of State Human Resources.
Ex – if DOL establishes new salary minimum requirement for Exempt employees or if OSHR establishes a new salary minimum for SHRA (31,200).
- **Other Salary Adjustment:** (EHRA only) salary increases other than market and/or equity increases.
Ex – Stipend for Faculty.
- **Position Description Update:** Update to job description only, no change to classification, or any type of increase. However if the job is changing substantially enough, it could warrant a reclass or market adjustment after class and comp analysis.
- **Reclassification Down:** Reclassification from one career band or classification to a lower one with a pay decrease.
Ex – Administrative Supervisor to Administrative Specialist or any other career band that is lower.
- **Reclassification Up:** Reclassification from one career band or classification to a higher one with a pay increase.
Ex – Administrative Associate to Administrative Specialist or any other career band that is higher.
- **Reclassification Lateral w/Increase: Reclassification to similar career band with pay increase.**
Ex – Admin Associate-JRN being reclassified to Support Services Associate-JRN
- **Reclassification Lateral w/ No Increase**
- **Recruitment due to Internal Promotion:** Recruiting due to incumbent obtaining different job on campus. *(Include last day of incumbent in reason for request)*
- **Recruitment due to other reason:** Recruiting due to retirement or any other reason besides internal or external promotion. *(Include reason and last day of incumbent in reason for request)*
- **Recruitment due to resignation for outside position:** Recruiting due to incumbent taking position outside of UNCW. *(Include last day of current employee in reason for request)*
- **Recruitment – Internal Posting:** Posting only for UNCW current employees. *(Please contact HR prior to selecting)*

- **Recruitment – Pool Positions:** Using existing applicant pool to recruit from, position is not posted. *(Include position number of applicant with reason for request)*
- **Recruitment – No Changes:** Recruiting position with no changes to position description. *(Can be combined with other recruitment action types)*
- ***Recruitment – Waiver:** *(SHRA only)* Please contact Talent Acquisition before submitting PD Action.
- ***Retention EHRA Non-Faculty:** Increase due to retention of employee. *(Must have offer information attached to PD Action)*
- ***Retention SHRA:** Increase due to retention of employee. *(Must have offer information attached to PD Action)*
- **Status Change – Changing Full Time Equivalency (FTE).**
Ex – Position going from .50 to .75 or .75 to 1 (full time) FTE
- **Temporary Interim Duties Assignment:** Temporary responsibilities being added to position due to vacancy of another position. **Please let HR know ASAP when this action is being selected.** *(Include all additional responsibilities in reason for request as well as the reason and other positions affected)* Please see Temporary/Interim increase methodology on the Class & Comp website.
- **Tenure/Rank Promotion:** *(EHRA Only)* Promotion action where further credentialing documents are required before processing action. Please contact AARM prior to action being submitted.
- **Transfer to New Position:** Recruitment due to incumbent vacating position and taking another position within another UNC System School.
- **Voluntary Reassignment:** Job change due to detailed discussion with supervisor and Employee Relations (ER). Please contact ER prior to submitting action
- **Working Title Update:** Update to working title only, not position title (reclassification)

*Denotes new or updated action type

Some position changes will be more than one action type, if you are unsure what action type to choose – please reach out to your Classification and Compensation Consultant.

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