

Memorandum

To: Chancellors

From: William L. Roper

Date: March 24, 2020

Subject: Suspension of All Non-Essential Human Resources Actions

To permit maximum focus on the University's COVID-19 response and in light of current circumstances, effective immediately, we will temporarily suspend the following non-essential human resources activity:

- Salary adjustments
- Position actions, including creating new positions or modifications to existing positions
- New hires

Exceptions may be granted by the Chancellor or their designee only under the following specific circumstances:

- When necessary to support COVID-19 response, including any healthcare or clinical operations
- When necessary to support or augment other clearly essential University operations at the discretion of the chancellor without ability to delay
- When mandated by law or policy, including critical compliance obligations, without ability to delay
- When required by employment contract without ability to delay
- As otherwise directed by the President or his designee

Any human resources actions that are already in progress but not yet completed or implemented shall be cancelled unless they meet the above noted criteria. Any such actions in process with the System Office will be returned.

The suspension of new non-essential hires does not preclude reappointment of existing faculty members under existing term contracts when due, as long as the reappointment is subject to availability of funds. However, we ask you not to process such reappointments any earlier than necessary based on term expiration dates.

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

Chancellors
March 24, 2020
Page 2 of 2

not formally completed and communicated. Chief Human Resource Officers and Chief Academic Officers should review completed new hires with start dates in April, May, or June and stipulate that these dates may be subject to change based on Covid-19 developments and related public health restrictions.

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.

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