



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

JOSH STEIN
GOVERNOR

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DIRECTOR

**TO: Agency Heads, Chancellors, Human Resources Directors, and
Other Interested Parties**

**FROM: Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: December 18, 2025

**RE: Approved Personnel Actions for the December 11, 2025
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on December 11, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the December 11, 2025 meeting. These statements are summaries only; see the documentation at the link below for full details.

C. Learning & Development Division: Employee Learning and Development Policy

This policy combines the current Academic Assistance Policy and the Employee Learning and Development Policy into one document, with the aim to:

- Increase flexibility for agencies to invest in their employees and reimburse the learning and development needed to meet agency needs and goals.
- Help employees advance in their careers and remain in state government employment.
- Update the policies to reflect current OSHR practices as well as accepted learning and development opportunities, and
- Simplify and streamline policy language.

The most substantive changes include:

- Renaming "academic assistance" to "learning and development financial assistance," since in today's learning environment, the training programs to develop employees' skills are not always offered through academic programs.

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- Expanding the allowable uses of this financial assistance to include non-academic providers' courses, certifications, required licenses, and continuing education.
- Allowing time-limited and probationary employees access to learning and development financial assistance.
- Eliminating the ceiling rate, i.e. the cap on the reimbursable amount per academic course.
- Eliminating the cap on the number of credit hours per year that can be reimbursed.
- Removing the requirement that OSHR approve learning and development from non-state sources.

Because the full list of changes is very long, it cannot be repeated in full here; for details, see the summary sheet provided in the Commission materials.

D. State and Local Government Services Division: Voluntary Separation Incentive Program

The SHRC approved the revisions to the Voluntary Separation Incentive Policy, formerly the Reduction through Reorganization Policy, as follows:

- Revised the statement regarding department eligibility to include any department, office, or university with employees subject to the North Carolina Human Resources Act.
- In Section 3, Process, removed reference to University Chancellors for consistency with authority provided to Universities in the September 2025 policy revision.
- Edited to reflect that if agencies did not receive enough volunteers, they may implement a RIF (rather than must).
- Edited to reflect that the agencies should, rather than must, have a minimum of five positions to implement a VSIP.

E. Total Rewards Div./Classification and Compensation: Six new classifications and twenty-five revised class specifications for the Statewide Compensation Plan

The SHRC approved of the six new classifications and twenty-five revised class specifications for the Statewide Compensation Plan.

See the summary sheet for a detailed log of changes.

F. Total Rewards/Classification and Compensation: Pay Scale Increases

The SHRC approved of updates consisting of increasing the minimum and maximum by 3.87% and recalculating the midpoint, quartile 1 and quartile 3. The following pay plans are affected:

- General (NC01 to NC30)
- Digital Technology (DT01 to DT15)
- Legal (LG01 to LG11)
- Medical-Healthcare (MH01 to MH28)
- Sworn Law Enforcement (SW01 to SW12)
- State Highway Patrol (HP01 to HP11)

G. State and Local Government Services: Burke County Request for Substantial Equivalency Classification and Compensation

The SHRC approved Burke County's Request for Substantial Equivalency in Classification and Compensation.

See the executive summary and supporting documents in the SHRC materials.

H. State and Local Government Services: Local Government Salary Plans

The SHRC approved of local government salary plans as submitted.

I. State and Local Government Services: 25 NCAC 01/ .2103 Salary Rate Permanent Rulemaking Readopted

The SHRC approved of the readoption of 25 NCAC 01/ .2103 Salary Rate as a Permanent Rule.

J. Talent Acquisition: Recruitment and Posting of Vacancies Policy

The SHRC approved of revisions to the Recruitment and Posting of Vacancies Policy as follows:

In Section 4, entitled "Vacancy Announcement":

- Added to the requirements for all vacancy listings that each vacancy must include the following language: "Some state job postings say you can qualify by an 'equivalent combination of education and experience.' If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both."

K. Proposed Dates for 2026 State Human Resources Commission Meetings

SHRC approved of OSHR's Proposed 2026 meeting dates as follows:

Thursday, March 5, 2026

Thursday, May 21, 2026

Thursday, August 20, 2026

Thursday, October 15, 2026

Thursday, December 10, 2026

All meetings in-person with a virtual option

Complete documentation can be found on the SharePoint site at:

[State Human Resource Commission - 2025 12 11 SHRC Meeting - All Documents](#)