



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

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

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

DATE: December 31, 2024

**RE: Approved Personnel Actions for the December 12, 2024
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on December 23, 2024 by the Governor's Office and by the State Human Resources Commission at the December 12, 2024 meeting. These statements are summaries only; see the documentation at the link below for full details.

B. Total Rewards/Salary Administration: Updates to the State's NC, DT, LG, MH, and SW Pay Plans and HP Pay Plans

The OSHR Classification and Compensation team, working together with the State's outside consultant Mercer, proposed specific updates to increase the minimum, midpoint and maximum of pay ranges by the percentages noted below.

- General (NC01 to NC30): 3%
- Digital Technology (DT01 to DT15): 3.5%
- Legal (LG01 to LG11): 3.5%
- Medical-Healthcare (MH01 to MH28): 3.5%
- Sworn Law Enforcement (SW01 to SW12): 3%

Additionally, the HP pay plan was redesigned to more closely reflect the best practices for a market-based design and to align to the Sworn Law Enforcement (SW) pay plan.

All of the above changes were approved unanimously by the State Human Resources Commission and by the Governor's Office. They will take effect on January 1, 2025 and be implemented in the HR-Payroll System on February 1, 2025.

C. EEO, Accessibility and Workforce Services: LME/MCO Salary Rate Increase

The Commission approved adjusting the current salary range upward by 3.5%. This is consistent with the 2024 salary range increase recommended for the state's medical and health pay plans. See documentation at the link provided for details.

D. EEO, Accessibility and Workforce Services: Local Government Salary Plans

The Commission approved the salary plans submitted by local agencies subject to the State Human Resources Act. See documentation at the link provided for details.

E. University of North Carolina System: Career Band Salary Range Update

The Commission approved the University of North Carolina System's request for salary range corrections and/or updates for three SHRA classification titles as a follow-up item to the range changes awarded to all other SHRA classes at the January 18, 2024 State Human Resources Commission meeting, which ranged from 7.5% to 25%. See documentation at the link provided for details.

F. Total Rewards/Salary Administration: Documentation Project Changes

Each of the following policies were updated to clarify the record keeping system for information generated by the actions in the policy.

Adverse Weather Policy
Demotion/Reassignment Policy
Horizontal Transfer Policy
Initial Classification Policy
Promotion Policy
Reallocation Policy

G. Talent Acquisition: Documentation Project Changes

Each of the following policies were updated to clarify the record keeping system for information generated by the actions in the policy.

Interchange of Governmental Employees Policy
Form I-9 and Employment Eligibility Verification Policy

H. EEO, Accessibility and Workforce Services: Documentation Project Changes

The following policy was updated to clarify the record keeping system for information generated by the actions in the policy.

Reorganization through Reduction

I. Total Rewards/Salary Administration: Emergency Closing Policy

The following changes to the Emergency Closing Policy were approved:

- In Section 11, FLSA exempt was changed to FLSA Not Subject for consistency with other policies.
- In Section 11, a reference to Sections 25.9 and 3 of the Hours of Work and Overtime Compensation Policy was added for instructions on how to request authorization for overtime payments to FLSA Not Subject employees during a State of Emergency.

J. Total Rewards/Salary Administration: Pay Administration Policy

The following changes to the Pay Administration Policy were approved:

- Added language in Section § 4.3 to stipulate the required designation of “Trainee” positions in the HR/ Payroll system.

The new language says that immediately following the placement of an employee in a trainee progression, agencies must update the HR/Payroll System to include “Trainee” within the working title of the position. Once the trainee meets the minimum knowledge, skill, and ability requirements or competently completes the trainee period with a satisfactory performance rating, “Trainee” must then be removed from the working title of the position.

K. Total Rewards/Salary Administration: Vacation Leave Policy

The following changes to the Vacation Leave Policy were approved:

- Added new language as an “Advisory Note” to explain in detail the process that needs to be used for vacation leave to accurately roll over to sick leave on December 31, as required by statute, for staff who retire effective January 1.

This recommendation is the best practice for agencies to use to ensure that employees that are retiring do not lose any accrued vacation leave over 240 hours upon retirement.

L. Total Rewards/Salary Administration: Sick Leave Policy

The following changes to the Sick Leave Policy were approved:

- Added new language as an “Advisory Note” to explain in detail the process that needs to be used for vacation leave to accurately roll over to sick leave on December 31, as required by statute, for staff who retire effective January 1.

This recommendation is the best practice for agencies to use to ensure that employees that are retiring do not lose any accrued vacation leave over 240 hours upon retirement.

M. Total Rewards/Salary Administration: Separation Policy

The following changes to the Separation Policy were approved:

- Added new language as an “Advisory Note” to Section 8, Retirement - to support employees that are approaching retirement to ensure accrued vacation leave is not lost at retirement.

This recommendation is the best practice that agencies may use to ensure that employees that are retiring will not lose any accrued vacation leave over 240 hours upon retirement.

N. Total Rewards/Classification and Compensation: Revision to one (1) existing class specifications for the Statewide Compensation Plan

Approved a revision to one class specification in the Medical and Health job family. See documentation at the link provided for details.

O. Legal: Periodic Rule Review 25 NCAC 01A, 01B, 01C Approval of Plan for Readoption

The Commission approved a plan to meet the Rules Review Commission’s proposed readoption deadline of February 1, 2027. See documentation at the link provided below.

P. Legal: Periodic Rule Review 25 NCAC 01D, 01E, 01K, 01L, 01M, and 01N

The Commission approved the proposed initial determinations of whether rules in 25 NCAC 01D, 01E, 01L, 01M, and 01N were necessary or unnecessary. See documentation at the link provided below.

Q. Employee Benefits and Awards: Oliver-Condrey Award

The following changes to the Oliver Condrey Award were approved:

- The number of years of outstanding state service in Human Resources roles required for the award would change from 40 to 30.
- Require that the years of service include significant management experience.

- Require that the recipient be viewed as a leader in state government HR. This leadership should include extensive experience in collaboration between OSHR and agency HR staff.
- Require that either (1) the recipient must be expecting to retire within the next 12 months, (2) the recipient must be within 12 months after retirement, or (3) the award is given posthumously within 12 months of the death of an employee.
- State that the presentation of the award shall be administered by OSHR.

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at: [State Human Resource Commission - 2024 12 12 SHRC Meeting - All Documents](#)