

## NEW APPOINTMENTS SUMMARY OF REVISIONS

---

- 5-16-60 Salary Rate for New Appointments - minimum rate of pay for a class shall be paid upon permanent appointment. Rates above minimum for new appointment under certain conditions and new appointments may be made above the minimum rate but not to exceed the 3rd step.
- 11-1-75 Approved new policy restating purpose of Trainee Appointments and added provisions for advanced salary progression.
- 1-1-76 Removed restriction of not paying rates higher than the third step in order to compete in the labor market in critical areas, and included requirement that all temporary employees shall be paid on hourly rates.
- Included requirement that all temporary employees be paid on hourly basis.
- 8-1-78 Salary Increases for Provisionals. Policy provided for the employee's salary to be increased to step one at the end of the normal probationary period, but the employee would not be given a permanent appointment until all other requirements had been met.
- 1-1-89 Pay status changed to half the workdays and holidays. Month changed to pay period.
- 1-1-90 Revised to conform to new pay plan - deleted reference to steps.
- 9-1-91 "Directly" added to related experience; also not to exceed midpoint of range without approval of State Personnel Director.
- 3-1-94 Revised to allow an increase at the end of the probationary period regardless of the initial salary rate, provided the employee qualifies for the permanent salary rate requested.
- Revised to allow the change from probationary to permanent to become effective on the date that it is determined that the employee meets acceptable performance standards, but not less than three months from the date of employment.

---

*Continued on next*

*page*

## NEW APPOINTMENTS - SUMMARY OF REVISIONS, Continued

---

- 7-1-95 Changes the terminology to “permanent, probationary, trainee appointment” rather than “permanent, probationary, trainee employment.” In addition, “time-limited” appointment has been spelled out in the appropriate policies, whereas, in the past, this type of appointment was considered to be a type of “permanent” appointment.
- 6-1-03 Advisory Note added to clarify that upon reemployment, the type of appointment may be determined as a new hire; however, if reemployment occurs within one year, the salary must be determined in accordance with the Reinstatement Policy.
- 7-1-05 Revised to eliminate “hiring rate” and to change “special entry rate” to “special minimum rate.”
- 1-1-07 Added Advisory Note to clarify how salary is set when transferring from a banded class to a graded class.
- 11-1-2013 HB 834 – Modernization of the Human Resources Act change G.S. 126 to include a new definition for probationary period. The period changed from three to nine months to a consistent twenty-four months of continuous SHR employment in a permanent position. All new appointments shall serve a probationary period.
- 9-7-17
- Policy revised to delete all references to trainee appointments, change to trainee classifications per appointment types and career status.
  - 
  - The “Effective Date” section changed from 24 months to 12 months to align with probationary period. (page92)
  - Removed “appointment “ and change to read “While in a trainee classification, the following shall occur.” Under Section Trainee Salary Increases (Page 92)
  - Section header “Trainee Appointments” change to “Employees in Trainee Classifications” (page 92)
  - Under section Trainee Salary Increases:
    - Added the following to align with Performance management policy: “Trainee salary adjustment shall be awarded if an employee has an unsatisfactory job performance rating. See the Performance Management Policy located in Section 10 of the State Human Resource Manual for additional information on how to address poor performance. Eligibility for trainee salary adjustments shall resume once the employees obtains a satisfactory performance rating as defined in the Performance Management Policy located in Section 10 of the State Human Resource Manual.” (page 93)

- Amended: “After successful completion of the trainee period with a satisfactory performance rating, the salary shall be increased to the minimum (or SMR) or the range for the regular classification and the employee shall be reallocated from trainee classification to the regular classification.” (page 93)
-