

Initial Classification Policy

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§ 1. Policy

Initial classification occurs in the following situations:

- when a position or a group of positions is classified and brought under the State Human Resources Act, and
- when a position under the State Human Resources Act, but not officially classified, is reviewed and a permanent classification and salary range is assigned.

§ 2. Salary Rate

When a position is initially classified and filled, the salary of the employee shall be treated as follows:

If an employee’s current salary is:	the salary:
below the new salary range minimum,	shall be adjusted to the new salary range minimum.
within the new salary range,	shall remain unchanged.
above the maximum of the new salary range,	may remain unchanged.

Documentation for the new salary must be established under the procedures in the Pay Administration Policy. In addition, staff should attach the analyst notes to the OM action in the HR/Payroll System. Universities should maintain documents in their system of record.

§ 3. Qualifications

An employee is automatically qualified when the position is initially classified.

Initial Classification Policy (cont.)

§ 4. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(2\)](#);
- [25 NCAC 01D .0800](#)

§ 5. History of This Policy

Date	Version
January 1, 1976	First version - New policy Revised the salary policy to permit certain positions that are initially classified to be considered as a reallocation where it can be demonstrated that duties and responsibilities have changed significantly.
December 1, 1985	Deleted competitive service provisions.
January 1, 1990	Revised to conform to new pay plan.
August 1, 1995	Changed the terminology to “permanent, probationary, trainee appointment” rather than “permanent, probationary, trainee employment.” In addition, “timelimited” 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.
July 1, 2005	Revised to eliminate “hiring rate” and to change “special entry rate” to “special minimum rate.”
October 1, 2020	Policy reviewed by Total Rewards – Classification and Compensation Division, to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on October 1, 2020. <ul style="list-style-type: none"> • Updated references from State Personnel Act to State Human Resources Act, modified language to be more specific and what is currently used in this field such as changing “new minimum rate” to “new salary range minimum” and general references from “new range” to specify “new salary range.”

Initial Classification Policy (cont.)

December 12, 2024	Added to Section 2, Salary Rate: "Documentation for the new salary must be established under the procedures in the Pay Administration Policy. In addition, staff should attach the analyst notes to the OM action in the HR/Payroll System. Universities should maintain documents in their system of record."
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