



Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

May 14, 2018

## MEMORANDUM

TO: County Managers, HR Directors, Local DSS and Public Health Directors

FROM: Dominick D'Erasmus, M.A.  
Local Government Program Team

SUBJECT: **2018 - 2019** Salary Plan Reporting Package for Local Classifications

In accordance with the State Human Resources Act, I am writing regarding the annual submission of the 2018 - 2019 Salary Plan for your jurisdiction. NCGS 126-9(b) authorizes Boards of County Commissioners to adjust the salary ranges for positions subject to the State Human Resources Act to conform to local financial ability and fiscal policy. The State Human Resources Commission must approve your Salary Plan based upon your submission of information as outlined in the attached guidelines. To ensure your jurisdiction's compliance with these statutory provisions, you will need to submit all required Salary Plan information to the Office of State Human Resources by **July 27, 2018**.

I have included detailed guidelines to assist you in the preparation of your Salary Plan. This information and all necessary forms required for preparing your Salary Plan, including FAQ's, are available on our website at the **Salary Plan Reporting Instructions link**:

<https://oshr.nc.gov/document/local-government-salary-plan-reporting-instructions>

Please submit the documents **electronically** as noted in the guidelines to assure timeliness in meeting the submission deadline. Counties and local jurisdictions will be ruled out of compliance with a merit system of personnel administration and a letter to the Secretary of the North Carolina Department of Health and Human Services and your Boards of County Commissioners may be initiated if a Salary Plan is not forthcoming to this Office. Furthermore, non-compliance with these few guidelines can potentially lead to a County or local jurisdiction becoming subject to the salary administration guidelines mirroring those utilized by all State and University entities.



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Salary Plans and other required information should be submitted *at the same time* to the following e-mail address: [localsalary.plans@nc.gov](mailto:localsalary.plans@nc.gov)

A complete Salary Plan Package will include:

- 1) Salary Plan Reporting Form (Word document)
- 2) Salary Schedule
- 3) Salary Plan Classification Listing (**items #2 and #3 are tabs included in the salary plan Excel spreadsheet for your convenience**).

Incomplete Salary Plans will not be acted upon until all required elements are submitted. These steps are needed to ensure that the timeframes are met and that the State Human Resources Commission will have sufficient time to complete the approval process.

Please accept my thanks for your cooperation in providing this information. If you have any questions or concerns, please contact Dominick D'Erasmus at 919-807-4822 or via e-mail at [dominick.derasmo@nc.gov](mailto:dominick.derasmo@nc.gov)

**The following ONLY applies to entities that have been designated as “substantially equivalent” in Classification and Compensation:**

If there have been no changes to your salary plan or schedule, you do not need to complete a full salary plan package. Your County official may submit abbreviated documentation certifying that there have been no changes to the salary plan from the previous year. **A completed reporting form with updated agency population numbers and certifying signatures will still need to be submitted.**

cc: Local Directors of Social Services  
Local Directors of Public Health