

Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

May 7, 2021

MEMORANDUM

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

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

SUBJECT: **2021 - 2022** Annual Salary Plan Reporting Package for Local Classifications

In accordance with the State Human Resources Act, I am writing regarding the annual submission of the 2021 - 2022 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 30, 2021**.

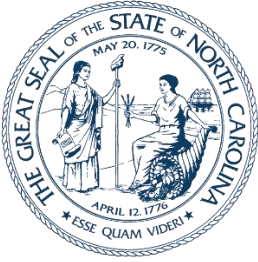
I have included detailed guidelines to assist you in the preparation of your Salary Plan. This information and all necessary forms required for preparing your Salary Plan, including instructions and FAQ's, are available here: [2021 - 2022 Salary Plan Filing Information](#)

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 received by this Office.

NEW FOR THIS YEAR: Since we had great success using **Smartsheet** for various processes, we will now be using this platform for the annual salary plan submission. You will complete the salary plan reporting form and spreadsheet as you normally would. The only difference is that you will **submit these documents via the Smartsheet Salary Plan Submission Portal** (link below):

[Smartsheet Salary Plan Submission Portal](#)

Once you click the link you will see that the process is self-explanatory and easy to follow.



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

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 contained in the salary plan Excel spreadsheet for your convenience**).

All the documents listed above can be found at the **2021 – 2022 Salary Plan Information** link here:
[2021 - 2022 Salary Plan Filing Information](#)

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 dominick.derasmo@nc.gov or James Harris James.a.Harris@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.**

Guiding Statute and Administrative Code Citations:

§ 126-1. Purpose of Chapter; application to local employees.

25 NCAC 01I .2101	COMPENSATION PLAN
25 NCAC 01I .2102	ESTABLISHMENT OF SALARY SCHEDULE
25 NCAC 01I .2106	ASSIGNMENT OF CLASSES WITHIN SALARY SCHEDULE
25 NCAC 01I .2107	PROCEDURES FOR SUBMISSION AND APPROVAL
25 NCAC 01I .2108	COMPENSATION OF AREA MENTAL HEALTH DIRECTORS