



Office of State Human Resources

**ROY COOPER**  
Governor

**BARBARA GIBSON**  
Director, State Human Resources

## MEMORANDUM

**To: County Public Health and Social Services Directors**

**From: Dominick D'Erasmus, M.A. CPM**

**Date: December 20, 2024**

**Re: Local Government Administrative Code Revision  
NCAC 01i .2103 SALARY RATES**

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**Directors, please share this information with your Agency/County Human Resources Director and/or any other staff that has responsibility for setting salaries.**

Thank you to everyone who helped get the OSHR agency bill approved. We did it! The Rules Review Commission adopted our new rule at their meeting yesterday. It was approved without objection and will become effective **January 1, 2025**.

The key edits to the rule provide for the following:

1. County agencies will have the same **trainee** salary flexibility as state **agencies (allowing trainees to be paid up to the 25<sup>th</sup> percentile of the salary range)** as opposed to the former requirement that a trainee salary remain below the minimum of the salary range.
2. Salary adjustments, as the trainee moves through a trainee progression, cannot be awarded if the trainee has unsatisfactory job performance.
3. The proposed rule clarifies that when a trainee successfully completes training and the trainee's appointment is converted to a permanent appointment, the salary is set according to the same process as for a new appointment.
4. The proposed rule includes clear and unambiguous wording to avoid creating salary inequities.

In addition, we have created a **Trainee Salary Range Calculator** that will assist you to easily identify the new Trainee salary range when you enter your minimum and maximum salary for the position.

The revised rule and the calculator can be found on the local government page of the OSHR website here:

<https://oshr.nc.gov/state-employee-resources/local-government-support>

Thank you again and I hope everyone has a wonderful holiday season!