

Pay Administration Policy

Policy History

Revision Date	Brief Description of Change
April 14, 2022, effective June 1, 2022	<ul style="list-style-type: none"> • First version. New policy developed from segments of several prior policies. (Where material was moved into this new policy, that material has been removed from the other policies.) • Text revised to more clearly show how HR staff can use salary administration as a flexible tool to meet needs. Emphasis placed on agencies developing documentation to demonstrate the justification for salary administration decisions.
October 13, 2022	<ul style="list-style-type: none"> • Added provisions on geographic differentials, special assignment pay, and acting pay.
December 8, 2022 (effective February 15, 2023)	<ul style="list-style-type: none"> • Provided more information on trainee progressions, including allowing trainees to be paid up to the top of the first quartile so long as they would not be paid more than other existing non trainee employees in the classification.
July 11, 2024 (effective September 1, 2024)	<ul style="list-style-type: none"> • Added a new section (§ 5.1) about the effective date of salary adjustments. <ul style="list-style-type: none"> ○ In-range salary adjustments shall be made effective on a current basis, and agencies shall make every effort to ensure employees receive salary adjustments in a timely manner. ○ A retroactive discretionary salary adjustment will require OSHR approval if its effective date is older than 90 days. ○ Several exceptions are listed in section 5.1 of the policy. • Added a new sentence to section 6.4 of the policy, which is about special assignment pay. Under the new sentence, OSHR and the agency shall agree on the classifications eligible for special assignment pay.
July 17, 2025	<p>Removed text about flexibility authorizations, since N.C.G.S. § 126 3.1(b)(3) now provides agencies with permanent authority to classify or reclassify positions according to the HR Commission’s classification system (provided that the employee meets the minimum requirements for the classification), and N.C.G.S. § 126 3.1(b)(4) now provides agencies with permanent authority to establish employee salaries within the salary ranges determined by the HR Commission. (Section 126-3.1 became law on July 1, 2025. The same authority was previously provided on a non-permanent basis in the 2023 Appropriations Act.)</p>

March 5, 2026	Added language to Section 6.5, Acting Pay, to allow acting pay to exceed 12 months if it is being funded by grand, federal, or other external funds that are not permanent but allow for payment over a period exceeding 12 months
June 25, 2026 (effective July 1, 2026)	Made confirming changes to reflect new Managing Employee Work policy.