

## In-Range Adjustment Policy

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### § 1. Definition of In-Range Adjustment

An in-range adjustment is an increase in an employee's salary within the employee's current salary range and within the agency where the employee is currently employed.

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### § 2. Covered Employees

Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees are eligible for in-range salary adjustments.

Employees in trainee classifications, regardless of the appointment type, are not eligible for in-range adjustments as provided in this policy.

Temporary employees are not eligible for in-range adjustments.

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### § 3. Reasons for In-Range Adjustment

See Section 5.1 of the Pay Administration Policy for the reasons why an in-range adjustment may be given.

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### § 4. Amount of In-Range Adjustment

The amount of the in-range adjustment will be determined under the steps in the Pay Administration Policy. (See Section 3 of the Pay Administration Policy for details.) This includes, without limitation, completing the Baseline Salary Calculator under Section 3.3(a) of the Pay Administration Policy, analyzing budget resources and internal pay equity under Section 3.3(b) of the Policy, review of the optional pay factors under Section 3.3(b) of the

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Policy, and measuring under Section 3.3(c) of the Policy the proposed salary after the adjustment against quartile descriptions.

Unless OSHR has provided approval, the in-range adjustment cannot exceed the increase amount established in the agency or university's flexibility authorization.

Documentation for the new salary must be established under the procedures in the Pay Administration Policy.

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### § 5. Determining Effective Date

See Section 5.1 of the Pay Administration Policy for when the effective date of an in-range adjustment may be set.

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### § 6. Agency Responsibilities; In-Range Adjustment Plan

The agency shall develop and send to the Office of State Human Resources an in-range adjustment plan. The agency's plan must match state policy, and the policy will override any inconsistent language in an agency's plan. The plan shall be sent to OSHR by October 1, 2024 and once every two years thereafter. The agency's in-range adjustment plan shall:

- Document management's commitment to the fair and equitable implementation of in-range adjustments.
- Provide a mechanism that ensures employee understanding of plan policies and procedures.
- Establish a procedure for identifying the need for, and determining the priority and fiscal feasibility of, implementing in-range adjustments. This shall include a method for determining individual salary adjustments considering internal equity, salary history, consistency, fairness within the work unit and organization, and salary increases granted under other policies.
- Ensure that all salary increases are in compliance with policy.
- Provide for the administration of this policy such that the agency does not engage in unlawful discrimination.
- Establish procedures to document the justification of all in-range adjustments under the Pay Administration Policy.

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- Compile base-line data and establish procedures to monitor, analyze and report trends annually including the impact on all demographic groups in granting increases, exceptions granted and the fiscal impact of administering this policy on the agency budget.
- Designate a plan administrator who shall review and monitor agency administration and provide technical assistance in the administration of the plan to agency management.
- Establish a procedure for updating and revising the plan in response to changing budgetary and organizational priorities.
- Send the plan to OSHR when it is developed.
- Review the plan annually and send any proposed revisions to the Office of State Human Resources.
- Administer in-range adjustments according to their plan and Office of State Human Resources requirements.
- File a report annually, or as requested, with the Office of State Human Resources regarding the administration of compensation and related personnel policies.

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### § 7. Office of State Human Resources Responsibilities

The Office of State Human Resources shall:

- Provide training and consultation to support agencies in the development of their plans;
- Review agency plans and recommend any necessary action to the Human Resources Commission; and
- Monitor and audit agency adherence to their plan and Human Resources Commission requirements.

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### § 8. State Human Resources Commission Responsibilities

The State Human Resources Commission shall:

- Receive reports from the Office of State Human Resources on any noncompliance with this policy or other action needed.

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- Impose sanctions on agencies that fail to comply with this policy.

### § 9. Sources of Authority

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

- [N.C.G.S. § 126-4\(2\),\(5\)](#)

### § 10. History of This Policy

Date	Version
December 1, 1995	First version - New policy New policy (Accelerated Pay Plan rescinded 2/1/96)
January 1, 2007	Added paragraph on Effective Date to clarify that in-range adjustments shall be made effective on a current basis.
January 1, 2008	Added definition of external labor market.
February 1, 2014	Changed the section for Covered Employees to move employees with a probationary appointment from ineligible to eligible.
September 7, 2017	Policy revised to delete all reference to trainee appointments, per appointment types and career status.
April 14, 2022 (effective June 1, 2022)	Policy revised to have the salary, after the in-range adjustment, be set under the process established in the Pay Administration Policy. Policy also revised to have text on reasons for an in-range adjustment transferred to the Pay Administration Policy.
July 11, 2024 (effective September 1, 2024)	Added a new section establishing that the effective date of in-range adjustments should be set under Section 5.1 of the Pay Administration Policy. Modified the responsibilities sections, including text providing that the in-range adjustment plan should be developed and maintained by the agency, as well as being sent to OSHR upon request. Established a schedule for the in-range adjustment plan required under existing policy.