

Technical Adjustments to the Pay Plan Policy

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§ 1. Policy

Technical adjustments to the pay plan are refinements to the pay system approved by the State Human Resources Commission that include, but are not limited to, such actions as:

- establishing special pay plans,
- renumbering salary ranges,
- changing the width of salary ranges,
- changing salary range minimums, midpoints, or maximums,
- computing the quartiles, and
- adding or deleting salary ranges.

This type of change is not directly related to current labor market fluctuations, and therefore is not defined as a Salary Range Revision. Neither are technical changes related to position classification changes, and therefore are not Reallocations.

§ 2. Salary Rate

Technical adjustments to the pay plan do not create entitlement or authorization to change individual employee salaries.

§ 3. Sources of Authority

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

- [N.C.G.S. § 126-4](#)

It is compliant with the Administrative Code rules at:

- [25 NCAC 01F .0100](#)
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Technical Adjustments to the Pay Plan Policy (cont.)

§ 4. History of This Policy

Date	Version
January 1, 1991	<ul style="list-style-type: none"> • First version.
October 1, 2020	<ul style="list-style-type: none"> • Policy reviewed by Total Rewards – Classification and Compensation Division, to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory rule(s), and other policies. No substantive changes. Reported to S October 1, 2020. • Two revisions have been proposed: • Correcting the terminology from “length” of salary ranges to “width” of salary ranges • Adding language to reflect “changing salary range minimums, midpoints and maximums” to account for situations where technical corrections may be required due to minor calculation errors, rounding issues, or legislative mandated changes that are not labor market-based range revisions determined through standard OSHR market pricing methodologies.