

New Appointment Policy

Contents:

§ 1.	Definition	1
§ 2.	Types of Appointments	1
§ 3.	Qualifications	1
§ 4.	Establishing Salary	2
§ 5.	Effective Date	2
§ 6.	Sources of Authority	2
§ 7.	History of This Policy	2

§ 1. Definition

A new appointment is the initial employment of an individual to a position in State government.

Note: Employees transferring from a career-banded classification to a graded classification should be treated as a Grade-Band Transfer action and the salary established using the Pay Administration Policy.

§ 2. Types of Appointments

An employee entering into State service shall be given one of the following types of appointments: (See Appointment Types and Career Status Policy located in Section 3 of the State Human Resources Manual for discussion of requirements.)

Type of Appointment	Condition
Probationary	if the employee is qualified for the permanent position.
Time-limited	if to a time-limited position or to fill a permanent position vacant due to the incumbent's leave of absence.
Temporary	if for a specified period not to exceed twelve months.

§ 3. Qualifications

The employee must possess at least the minimum recruitment standards, or their equivalent, as set forth in the class specification. Exception: See the section in the Pay Administration Policy on trainees.

New Appointment Policy (cont.)

§ 4. Establishing Salary

The salary of the newly appointed employee will be determined under the steps in the Pay Administration Policy. Documentation for the salary must be established under the procedures in the Pay Administration Policy.

§ 5. Effective Date

A new employee may begin work on any scheduled workday in a pay period. When the first day of a pay period falls on a non-workday and the employee begins work on the first workday of a pay period, the date to begin work will be shown as the first of the pay period.

The effective date for change to a permanent appointment shall be the date that it is determined that the employee meets acceptable performance standards, but not less than twelve (12) months from the date of employment. (See the Appointment Types and Career Status Policy in Section 3 of the State Human Resources Manual.)

§ 6. 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),(6)
- 25 NCAC 01D .0200

§ 7. History of This Policy

Date	Version
May 16, 1960	First version - New policy Minimum rate of pay for a class shall be paid upon permanent appointment. Rates above minimum for new appointment under certain conditions and new appointments may be made above the minimum rate but not to exceed the 3rd step.
November 11, 1975	Approved new policy restating purpose of Trainee Appointments and added provisions for advanced salary progression.
January 1, 1976	Removed restriction of not paying rates higher than the third step in order to compete in the labor market in critical areas, and included requirement that all temporary employees shall be paid on hourly

New Appointment Policy (cont.)

	rates. Included requirement that all temporary employees be paid on hourly basis.
August 1, 1978	Salary Increases for Provisionals. Policy provided for the employee's salary to be increased to step one at the end of the normal probationary period, but the employee would not be given a permanent appointment until all other requirements had been met.
January 1, 1989	Pay status changed to half the workdays and holidays. Month changed to pay period.
January 1, 1990	Revised to conform to new pay plan - deleted reference to steps.
September 1, 1991	"Directly" added to related experience; also not to exceed midpoint of range without approval of State Personnel Director.
March 1, 1994	Revised to allow an increase at the end of the probationary period regardless of the initial salary rate, provided the employee qualifies for the permanent salary rate requested. Revised to allow the change from probationary to permanent to become effective on the date that it is determined that the employee meets acceptable performance standards, but not less than three months from the date of employment.
July 1, 1995	Changes the terminology to "permanent, probationary, trainee appointment" rather than "permanent, probationary, trainee employment." In addition, "time-limited" appointment has been spelled out in the appropriate policies, whereas, in the past, this type of appointment was considered to be a type of "permanent" appointment.
June 1, 2003	Advisory Note added to clarify that upon reemployment, the type of appointment may be determined as a new hire; however, if reemployment occurs within one year, the salary must be determined in accordance with the Reinstatement Policy.
July 1, 2005	Revised to eliminate "hiring rate" and to change "special entry rate" to "special minimum rate."
January 1, 2007	Added Advisory Note to clarify how salary is set when transferring from a banded class to a graded class.

New Appointment Policy (cont.)

November 1, 2013	HB 834 – Modernization of the Human Resources Act change G.S. 126 to include a new definition for probationary period. The period changed from three to nine months to a consistent twenty-four months of continuous SHR employment in a permanent position. All new appointments shall serve a probationary period.
September 7, 2017	<p>Policy revised to delete all references to trainee appointments, change to trainee classifications per appointment types and career status.</p> <p>The “Effective Date” section changed from 24 months to 12 months to align with probationary period. (page92)</p> <ul style="list-style-type: none"> • Removed “appointment “and change to read “While in a trainee classification, the following shall occur.” Under Section Trainee Salary Increases (Page 92) <p>Section header “Trainee Appointments” change to “Employees in Trainee Classifications” (page 92)</p> <p>Under section Trainee Salary Increases:</p> <ul style="list-style-type: none"> • Added the following to align with Performance management policy: “Trainee salary adjustment shall be awarded if an employee has an unsatisfactory job performance rating. See the Performance Management Policy located in Section 10 of the State Human Resource Manual for additional information on how to address poor performance. Eligibility for trainee salary adjustments shall resume once the employees obtains a satisfactory performance rating as defined in the Performance Management Policy located in Section 10 of the State Human Resource Manual.” (page 93) [4-7] 3 • Amended: “After successful completion of the trainee period with a satisfactory performance rating, the salary shall be increased to the minimum (or SMR) or the range for the regular classification and the employee shall be reallocated from trainee classification to the regular classification.” (page 93)
April 14, 2022 (effective June 1, 2022)	Text on setting salaries and on trainee classifications moved into new Pay Administration Policy. Removed material on special

New Appointment Policy (cont.)

	minimum rates, as that process has been replaced in the new Pay Administration Policy.
October 13, 2022	Modified language on appointments of time-limited employees to permanent positions to match the language of 25 NCAC 01C .0402 (which reads "...due to the incumbent's leave of absence...").