



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

March 5, 2010

Memorandum

To: Agency and University HR Directors

From: Linda D. Coleman *Linda D. Coleman*

Re: Salary Action Documentation Requirements and Approval Process

I would like to clarify OSP's documentation requirements and approval process for salary actions, including policy exceptions, for actions in both the graded classification system and the career banding system. While the intent of this memorandum is to clarify the OSP documentation requirements and process, please adhere to the restrictions on awarding salary increases as included in the state budget approved by the General Assembly.

Most agencies and universities have entered into delegation of authority agreements which provide classification and salary administration authority for specified classes (job titles). If an agency or university has authority for a graded or banded classification, then the agency or university can process all classification and salary actions that fall within policy guidelines for that classification with the exception that an increase of 20% or higher must come to OSP for approval. As has always been the process, all exceptions to policy must also be forwarded to OSP for approval.

Career Banding System Documentation

Documentation required to be submitted to OSP includes the Application for Employment; posting/vacancy announcement; Competency Assessment; Internal Equity Analysis; and Salary Decision Worksheet/Justification. Example forms are attached for your convenience. If your agency/university uses internal forms or documents that provide this same information, they may be submitted. We recognize that salary actions such as reallocations and career progression adjustments do not require an application or vacancy announcement. In these instances, only the other related documentation is required. These documents are the same ones that should be prepared and maintained in agency/university personnel files for actions for which you have delegated authority. These are not viewed as additional documentation requirements.

Graded System Documentation

Given the economic situation the State is experiencing, I believe it is prudent for OSP to review all salary actions resulting in a 20% or greater increase, even though this is not a policy requirement for graded classes. Documentation required to be submitted to OSP includes the Application for Employment, posting/vacancy announcement, internal equity analysis, and justification for the salary or salary increase requested. We recognize there are salary actions such as reallocations and In-Range Adjustments where an application or vacancy announcement is not needed. In these instances only the other related documents are required. These documents are the same documents that should be prepared and maintained in agency/university personnel files for actions for which you have delegated authority. These are not viewed as additional documentation requirements.

I appreciate your cooperation. Should there be questions or concerns, please contact Shari Howard or Dusty Wall at 919-807-4800.

Sincerely yours,

Linda D. Coleman
State Personnel Director

LDC/DW/asm

Attachments

C: Ann Cobb
Dusty Wall
Shari Howard