



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

David A. Shehdan, Director  
Human Resources

August 21, 2014

**ADMINISTRATIVE MEMORANDUM: 09-2014**

**TO:** DPS Leadership  
**FROM:** David A. Shehdan *OAS*  
**RE:** 2014 Legislative Increase and Bonus Leave

The 2014 General Assembly has ratified and the Governor has signed SB 744, which provides a salary increase, effective July 1, 2014 for eligible permanent State employees. The salaries in effect June 30, 2014 for eligible full-time employees shall be increased by \$1,000\*<sup>1</sup>. A pro-rata amount applies for permanent part-time employees.

It also provided for an additional five (5) days of annual leave (bonus leave) effective September 1, 2014 to eligible permanent State employees who are employed with the State on September 1, 2014. Permanent part-time employees shall be granted a pro-rata amount of the five (5) days.

**2014 Legislative Increase and Eligibility**

Employees with permanent, probationary, trainee and time-limited appointments are eligible, including those in banded classes and those at step Z or FR (flat rate) without consideration of performance ratings or disciplinary actions.

The increase does not apply to employees separated from State service prior to July 1, 2014 or to employees hired effective July 2, 2014 or later.

The new annual salary schedules for graded, career banded and medical are attached. Trainee progressions have also been adjusted by the legislative increase.

Employees on Leave of Absence (LOA) with pay on July 1, 2014 are eligible for the legislative increase effective July 1, 2014. Employees on LOA without pay are eligible for the legislative increase at the time of reinstatement. The legislative increase was not automatically loaded for the LOA employees. Therefore, due to the number of employees that the Department has on LOA, as well as the additional time necessary to review the paid leave entries and work the legislative increase action and place back out on LOA, the employees on LOA with pay will receive their increase in the September pay cycle retroactive to July 1, 2014.

<sup>1</sup> The legislative increase amount may vary for some Educator and Troopers classifications based on special provisions in the approved budget.

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Longevity payments for July will be automatically re-calculated to reflect the legislative increase and the difference will be included in employees' August paychecks.

### **2014 Bonus Leave and Eligibility**

Permanent State employees who are employed with the State on September 1, 2014 will be granted an additional five (5) days of annual leave (bonus leave). Permanent part-time employee shall be granted a pro-rata amount of the five (5) days.

The Bonus Leave policy (located within the Vacation Leave policy) outlines the provisions for administering this leave benefit. Per the Office of State Human Resources (OSHR), the policy will be revised to reflect the 2014 allotment. The link to the policy is

<http://www.oshr.nc.gov/Guide/Policies/policies.htm>

The policy revisions are the same as in 2002 and 2005 when Bonus Leave was awarded. The leave will be added to the current Bonus Leave bucket and will become part of the approved leave (A/A 9000) hierarchy. As a result, it will only be applied after holiday compensatory time, over-time compensatory time, gap hours compensatory time, on-call compensatory time, travel compensatory time, and vacation leave have been exhausted. Any remaining bonus leave will be paid in addition to regular vacation leave upon separation from state government for any reason.

Employees hired after September 1, 2014 are not eligible. Likewise, employees separating prior to September 1, 2014 are not eligible for the Bonus Leave. This includes employees retiring with an effective date of September 1, 2014 as their last day worked will be August 31, 2014.

Employees on LOA without pay shall be eligible for the Bonus Leave upon their return based on their type of appointment at the time of LOA without pay. If the employee does not return, they are not eligible for the Bonus Leave nor will they be paid for the Bonus Leave.

The 2014 salary schedules are attached. Questions regarding the legislative increase or the bonus leave may be directed to your Human Resource Representative or the Human Resources Office at (919)716-3800.

DAS:MKS

Attachments: 2014 Salary Grade Schedule  
2014 Medical Schedule  
2014 Career Banding Job Family List

Cc: Secretary Frank L. Perry  
Chief Operating Officer Lorrie L. Dollar  
Commissioner W. David Guice  
Commissioner Gregory K. Baker  
Commissioner William A. Crews