

## **NORTH CAROLINA STATE PERSONNEL MANUAL**

This manual contains the policies, regulations, and procedures of the Office of State Personnel which apply to all employees covered by the provisions of the State Personnel Act.

Policies and regulations approved by the State Personnel Commission are presented in fourteen major sections and the last two sections are for the Index and Transmittals:

Section 1:	Equal Opportunity
Section 2:	Recruitment and Selection
Section 3:	Employment and Records
Section 4:	Salary Administration
Section 5:	Leave
Section 6:	Employee Benefits and Awards
Section 7:	Discipline/Appeals/Grievances
Section 8:	Workplace Environment and Health
Section 9:	Training
Section 10:	Performance Management
Section 11:	Separation
Section 12:	Classification
Section 13:	State Personnel System
Section 14:	Statutory Provisions
Section 15:	Index
	Transmittals

The effective date of the policies denotes the date that the policy was last revised. Revisions will be distributed as new or revised policies are approved by the State Personnel Commission.

Questions or suggestions regarding the contents of the Manual should be directed through supervisory channels to the Office of State Personnel.

For information about payrolls, budget procedures, and other related matters, refer to the Budget Manual issued by the Office of State Budget and Management.

## **NOTICE**

The policies and procedures set out in this manual may not apply to all employees due to provisions of State law. In the event that there is a conflict between the contents of this manual and a State or Federal statute, the statute shall control. The policies and procedures set out in this manual are not held out to any employee of this State as part or all of any contractual agreement; the legal relationship between the State as an employer and employee of the State is controlled by Chapter 126 of the General Statutes of North Carolina. Because Chapter 126 sets out several disparate groups of employees, which groups are subject to varying sets of policies in this manual, it is not feasible to specifically set forth every exception to policy required by Chapter 126. Thus, for ease in administration, this manual is written as if it applied to all employees; in actuality, a number of policies and procedures set out in this manual do not apply to certain groups of employees due to the requirements of Chapter 126. Questions concerning applicability of policy or procedure to a specific situation should be addressed to the agency personnel office. Agency personnel offices may contact the appropriate division of the Office of State Personnel concerning applicability of a given policy or procedure to a specific fact situation.