

[HOME](#)[BENEFITS](#)[EMPLOYEE RELATIONS](#)[EMPLOYMENT](#)[TRAINING & DEVELOPMENT](#)*Success Through Service*

## North Carolina Office of State Personnel

### Personnel Policies and Related Information

#### Information

Department of Human  
Resources  
1020 E. Wendover Avenue  
Suite 101  
Greensboro, NC 27411  
(336) 334-7862

The State Personnel Manual contains the policies, regulations and procedures of the Office of State Personnel which apply to employees covered by the State Personnel Act. Click on the appropriate manual section below and then use the drop-down menu to select your policy option. **We suggest using the PDF option for printing the policies** . To download the reader, click here.

[Click for Listing of Recent Revisions](#) | [Click for Policy Exceptions \(password protected\)](#) | [Click for Policy Disclaimer](#)

#### Table of Contents

[Section One](#)  
[Section Two](#)  
[Section Three](#)  
[Section Four](#)  
[Section Five](#)  
[Section Six](#)  
[Section Seven](#)  
[Section Eight](#)  
[Section Nine](#)  
[Section Ten](#)  
[Section Eleven](#)  
[Section Twelve](#)  
[Section Thirteen](#)  
[Section Fourteen](#)

#### Section Index

[Sec. 1 - Equal Opportunity](#)  
[Sec. 2 - Recruitment and Selection](#)  
[Sec. 3 - Employment and Records](#)  
[Sec. 4 - Salary Administration](#)  
[Sec. 5 - Leave](#)  
[Sec. 6 - Employee Benefits And Awards Benefits](#)  
[Sec. 7 - Discipline/Appeals/Grievances](#)  
[Sec. 8 - Workplace Environment and Health](#)  
[Sec. 9 - Training](#)  
[Sec. 10 - Performance Management](#)  
[Sec. 11 - Separation](#)  
[Sec. 12 - Classification](#)  
[Sec. 13 - State Personnel System](#)  
[Sec. 14 - Statutory Provisions](#)

#### All Indices

[Index in Word](#)  
[Index in PDF](#)  
[Table of Contents in Word](#)  
[Table of Contents in PDF](#)  
[Manual Introduction in PDF](#)

---

### **Manual Revisions**

[Click for December 14, 2004-- Revision No. 19, PDF format](#)  
[Click for October 1, 2004-- Revision No. 18, PDF format](#)  
[Click for June 8, 2004-- Revision No. 17, PDF format](#)  
[Click for August 29, 2003-- Revision No. 16, PDF format](#)  
[Click for June 27, 2003-- Revision No. 15, PDF format](#)  
[Click for March 18, 2003-- Revision No. 14, PDF format](#)  
[Click for December 18, 2002 -- Revision No. 13, PDF format](#)  
[Click for September 29, 2002 -- Revision No. 12 \( PDF format \)](#)  
[Click for June 7, 2002 -- Revision No. 11 \(MS Word version 97\), or PDF format](#)  
[Click for February 8, 2002 -- Revision No. 10 \(MS Word 97 version\)](#)  
[Click for July 2001 -- Revision No. 9 \(PDF version\)](#)  
[Click for November 2000 -- Revision No. 8 \(Click for PDF version\)](#)  
[Click for September 2000 -- Revision No. 7 \(Click for PDF version\)](#)  
[Click for August 2000 -- Revision No. 6 \(Click for PDF version\)](#)  
[Click for June 2000 -- Revision No. 5 \(Click for PDF version\)](#)  
[Click for March 2000 -- Revision No. 4 \(Click for PDF version\)](#)  
[Click for March 2000 -- Revision No. 3 \(Click for PDF version\)](#)

---

### **Disclaimer**

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.

These policies and procedures are not held out to any state employee as part of a contractual agreement; the legal relationship between the state as an employer and the state employee is controlled by Chapter 126 of the North Carolina General Statutes. Because Chapter 126 sets out several distinct groups of employees, it is not feasible to specifically set forth every exception to policy required by Chapter 126. Thus, for ease of administration, this manual is written as if it applied to all state employees; in actuality, a number of policies and procedures set out in the manual do not apply to certain groups of employees due to requirements of Chapter 126.

Questions concerning applicability should be addressed to agency or university personnel staffs. The Office of State Personnel will make every effort to update the manual on-line as soon as a policy is changed by the State Personnel Commission. However, there may be some lag time so please check with your personnel office to insure that you are dealing with the most recent policy before making any actions based on this site.