BURKE COUNTY HUMAN RESOURCES POLICY – NC OSHR Substantial Equivalency



November 2025

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HUMAN RESOURCES POLICY UPDATE

- In August, the Board approved the Burke County Personnel Policies and passed a resolution requesting certification in substantial equivalency with an effective date of **10/1/25**

- Since the August meeting, we have submitted a request to NC OSHR for approval of substantial equivalency…
  - Received feedback from NC OSHR that required several small edits to the:
    - ❑ Classification Plan
    - ❑ Compensation Plan

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NC OSHR

NC OSHR requested additional policy clarification around:

- Classification Plan
  - Procedure for completing/revising position descriptions
  - Procedure for updating Organizational Charts on a regular basis
  - Established a database management system to track position classification actions and utilization

- Compensation Plan
  - Salary administration procedures during suspension
  - Fair treatment principles and merit systems standards free from unfair treatment and discrimination

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NEXT STEPS

- Classification and Compensation policies have been updated with additional language to meet NC OSHR requirements.
  - Updated changes have been reviewed with NC OSHR and meet the request

- At this time, we request the Board's approval of the edited policies to continue to seek NC OSHR Substantial Equivalency as adopted during the August Board meeting
  - Revised policies with highlighted changes are in your packet for review.

  - Changes would be effective at the time of approval
    - NC OSHR approval is expected in December

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Questions?

THANK YOU

