

## **The Pay Plan**

**1.0 Purpose** To set the standards of pay for Bladen County.

**2.0 Applicability** To all Bladen County employees.

### **3.0 Policy**

#### **3.1 Adoption**

The salary schedule, reflecting both classification or grade level and step, as approved by the Board of County Commissioners is hereby adopted as the Pay Plan for Bladen County.

#### **3.2 Maintenance**

The Human Resources Director shall be responsible for the administration and maintenance of the Pay Plan. The Pay Plan is intended to provide equitable compensation for all positions when considered in relation to each other, to compare rates of pay for similar employment in the private and public sector in the area, to changes in the cost of living, to financial conditions of the county, and to other factors. To this end the Human Resources Director shall, from time to time, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the County Manager and the Board of County Commissioners such changes in salary ranges as are warranted.

#### **3.3 Administration**

The pay plan shall be administered in a fair and systematic manner in accordance with work performed. The pay structure shall be externally competitive, shall maintain proper internal relationships among all positions based on relative duties and responsibilities, and shall recognize “years of service” as the basis for pay increased within the established pay range. The classification plan shall meet the requirements of the State for local government employees, while maintaining a county-wide plan.

The following provisions shall govern the hiring rate, as well as, the granting of within range pay increments:

**A. Hiring Rate/Starting Salary:** Employees will be hired at Step 1 of their assigned salary grade unless prior work experience is considered comparable to the position for which the new employee is being hired. Comparable work experience is determined by the Department Head and/or their designee. **A maximum of ten (10) years of comparable work experience will be considered in determining the hiring rate. For example, a person hired with 15 years of comparable experience would start at the step consistent with 10 years of experience.** The hiring rate is consistent with years of experience based on the county’s pay plan.

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- B.** An employee's prolonged absence from work due to sick leave, leave without pay, Workers' Compensation, or any other authorized leave is cause for the department head to request an extension for the annual performance evaluation review, so as to allow adequate time for evaluation of performance.

### **4.0 Annual Performance Evaluations**

All employees will be evaluated to determine how well they are meeting performance expectations. Annual performance evaluations must be performed for every employee as part of the personnel administration system, except as noted under Section 3B, regardless of the availability of funds with which to award increases, or the assigned step of an employee within a salary grade.

### **5.0 Payment at a Listed Rate**

- 5.1 Employees covered by the salary plan shall be paid at a listed rate within the salary ranges established for their respective job classes except for employees in a trainee; or “work-against” status; or employees whose present salaries are above the established maximum rate following transition to a new pay plan.

### **6.0 Salary of Trainees / Work Against Status**

An applicant hired or an employee promoted to a position in a higher classification, who does not meet all the established requirements of the position, may be appointed at a rate in the pay plan below the minimum established for the position. An employee will remain on the trainee step until the Department Head certifies that the trainee is qualified to assume the full responsibilities of the position and the manager approves the certification.

Employees subject to the State Personnel Act will be designated "trainees" or in a “work-against” status, in accordance with rules and regulations established by the Office of State Personnel. Other County employees may be designated "trainees" or in a “work-against” status based upon recommendations of the Department Head with the approval of the Human Resources Director and County Manager. Employees in a trainee or “work against” status shall continue to receive a reduced salary until the years of service mandated by State Personnel has been completed.

### **7.0 Pay Rates in Promotion, Demotion, Transfer and Reclassification**

When an employee is promoted, demoted, transferred, or reclassified, the rate of pay will follow the classification plan and years of experience in that position or a position of like nature.

- 7.1 Reclassification or Reallocation:

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- 7.1.a A reclassification is the reassignment of an existing position from one classification to another based on job content such as duty, kind of work, level of difficulty, required skill and education, and accountability for work being performed. Reclassifications impact individual positions only. When an employee's reclassified position is assigned to a higher salary range, each employee shall have his/her salary increased to the minimum of the new salary range. If the position is reclassified to a lower pay range and the employee is receiving a salary above the maximum established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.
- 7.1.b A reallocation is a change to the salary range of a job classification, either higher or lower, based on a formal study of comparable positions in surrounding private and public sector organizations. Reallocations impact all employees who are in the job classification. When a classification is reallocated to a higher salary range, each employee in that class shall have his/her salary increased to the minimum of the new pay range; the salary of an employee whose current salary is already above the minimum salary rate may be adjusted upward, subject to available funds, or left unchanged at the discretion of the County Manager, provided that the adjusted salary does not exceed the maximum of the newly assigned salary range. If the position reallocated to a lower pay range and the employee is receiving a salary above the maximum established for the new class, the salary of the employee shall be maintained at that level until such time as the classification's pay range is increased above the employee's current salary.

### **7.2 Assignment Pay**

Business needs occasionally warrant an employee working in a position that may be graded higher or lower than the regular position. On these occasions, pay may be adjusted to reflect this assistance. This assignment of duties may be in a position higher or lower than the regular position of the employee; however, there will not be a change in the employee's grade unless moved to the position on a permanent basis.

- 7.2.a Interim Pay - Interim pay adjustments occur when an employee assumes the duties of a position with a higher grade and will apply only as long as the employee continues to assume the duties of the other position. Compensation guidelines described in the section on promotional increases will apply. Prior approval from the County Manager is required before implementing an interim pay arrangement. Increases are limited to 6 months unless prior written approval is obtained from the County Manager. Performance appraisals occurring while an employee is receiving interim pay will be conducted on schedule. The performance increase will be effective when interim pay ends and is not retroactive.

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- 7.2.b Reassignment - Reassignments represent movement to a position with a different pay grade. Reassignments will not result in a second probationary period.

Upon conclusion of the special assignment, the employee's pay will return to the level prior to the reassignment, plus pay or other compensation the employee would have received as a result of performance, scheduled increases, range adjustments or other compensation entitled to all employees in the same class.

### **8.0 Pay Rates in Salary Range Revisions**

When the Board of County Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- A. When a class of positions is assigned to a higher pay range, employees in that class may receive a pay increase of one (1) step or an increase to the minimum step of the new range plus years of service, whichever is higher.
- B. When a class of positions is assigned to a lower pay range, the salaries of pay range including years of service, in the current position, results in an employee being paid at a rate above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

### **9.0 Pay for Part-Time Work**

Compensation for any employee appointed for less than the standard work period established by the County shall be computed on an hourly basis. All employees who work less than the standard work period established by the county will be covered by Workers' Compensation and Social Security. Other benefits are not applicable.

### **10.0 Payroll Deductions**

Federal and state income taxes, Social Security tax, withholding for court-ordered child support payments (upon receipt of appropriate notices to withhold or by other order of a court of competent jurisdiction), other legally required deductions and retirement contributions shall be deducted as authorized by law and the Board of County Commissioners. County approved benefit deductions requested by the employee and not paid by the county may also be deducted. Because these deductions are calculated on the basis of information provided by the employee, it is mandatory that the employee keep the county informed of his or her personal status for withholding purposes. Any monetary loss suffered by an employee as a result of failure on the part of the employee to notify the county on a timely basis to effect changes in withholding shall be the sole and exclusive

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liability of the employee. Any other payroll deduction must be approved by the Board of County Commissioners.

### **11.0 Payroll Procedure**

All employees shall be paid on a bi-weekly basis and all payroll checks are direct deposited into the employee's bank account of choice. The deposit is made at Midnight on the payroll Thursday. If payday falls on a holiday, employees will be paid on the last working day before the nonworking day.

### **12.0 Daylight Savings Time**

Nonexempt employees required to work when daylight savings time begins or ends will be paid for the hours actually worked. In the spring, employees will be paid one hour less when clocks are set forward one hour. Conversely, in the fall when clocks are set back one hour, employees will be paid for the extra hour. The extra hour is work time and included for purposes of calculating overtime.