

## **LOCAL SALARY PLAN FOR EMPLOYEES WHO ARE SUBJECT TO THE STATE HUMAN RESOURCES ACT**

### **FREQUENTLY ASKED QUESTIONS**

#### **Filing of Salary Plan**

##### **Interim Salary Plan or Salary Grade Changes**

**If a jurisdiction has no salary plan changes effective 7/1/22, is necessary to submit a new plan?**

All salary plans must be filed with a 7/1 effective date or with the beginning date of your new fiscal year. Your previous plan expires on 6/30 or with the last day of your fiscal year. You will need to file your plan on the forms provided for the current year.

**If a jurisdiction has no salary plan changes effective 7/1/22, but will be implementing a new plan or salary grade increases later in the fiscal year, do they need to file an interim plan or can they wait to file the plan when the new budget is adopted?**

Because all salary plans must be filed with an effective date of 7/1 or with the beginning date of your new fiscal year, you will need to file an interim plan by 7/1. When the new plan is approved by your jurisdiction, you will need to submit the revised salary plan.

#### **Salary Schedule**

##### **Local Salary Schedule Structure**

**In addition to the salary grades and ranges, should the salary schedule also list County class titles?**

No. Classes are not listed on the salary schedule because OSHR has no jurisdiction over your County positions. OSHR has jurisdiction only over those that are subject to the State Human Resources Act. Classes are listed on the Local Salary Plan, along with the salary grade assignment, number of positions and average salary paid to employees in the class.

#### **Completion of FY 2022 - 2023 Local Salary Plan**

##### **Reporting of Classes:**

**When completing the Local Salary Plan, should you report only the classes in which you have employees?**

If you anticipate you will use the class during the year, include it in the initial filing.

## Frequently Asked Questions

### **When employees have a “work-against” appointment, should I report the employee’s salary in the class they are working “against”? Or do I report it in the class of the “work-against” appointment?**

Employees working “against” a class must be paid within the range of the class for which they qualify until they have obtained the training and experience required for the higher-level class. All “work-against” classes must be listed in your plan and the employees’ salaries must be averaged with those in their “work-against” classes. The employees will eventually be moved to the higher-level classes. Both (or all) levels of the class series need to be included in your plan.

**Example:** An employee is an Accounting Technician III working “against” an Accounting Technician IV position – the employee’s salary is averaged in the Accounting Technician III average salaries, but the position is counted in the Accounting Technician IV positions.

### **Number of Positions and Number of Employees:**

#### **Should vacant positions be included, and if so, how should they be reported?**

Vacant positions should be included in your count of positions. You do not report a proposed salary.

#### **Should part-time positions be included, and if so, how should they be reported?**

If you have part-time position of 50% or more-time, count this as a full position in the Number of SPA Positions. If you have part-time position of less than 50% time, you do not count this position in your Local Salary Plan.

#### **Should part-time employees’ salaries be included, and if so, how should they be reported?**

If you have part-time employees who work 50% or more time, compute their salaries as full-time equivalencies for averaging with full-time salaries. If you have part-time employees who work less than 50% time, you do not report their salaries for this. To annualize salary, you multiply the hourly rate by the total number of full-time work hours in a fiscal year.

#### **How should trainees and “work-against” employees be reported in number of positions?**

In this case, you report positions, not employees. You count their positions, but you do not include the salaries of the trainees or “work-againsts” in the Average Salary Paid. (Average Salary Paid cannot be less than the minimum salary of the salary range for the class. Salaries of trainees and “work-againsts” are averaged with the salaries of those in the classes in which the trainees and “work-againsts” are classified).

#### **Are there any class relationships within Occupational Groupings that are waived?**

Salary Grade relationships must be maintained in all Occupational Groupings. However, in your Local Salary Plan, some pay grade relationships may be waived:

## Frequently Asked Questions

- (6002) Occupational Grouping between Animal Control Officers and Supervisors;
- (6501) Occupational Grouping between Laborer, Labor Crew Leader and General Utility Worker; and
- (7101) Occupational Grouping between the Vehicle Operator, Machine Operator and Courier Driver.

However, pay grade relationships must be maintained for:

- (6002) Occupational Grouping among Animal Control Lead Officer, Animal Control Officer I and II,
- (6002) Occupational Grouping between Animal Control Supervisor I and II;
- (7101) Occupational Grouping between Machine Operator I, II and III and;
- (7101) Occupational Grouping between Vehicle Operator I and II.

### **Average Salary Paid:**

#### **Should vacant positions be included in the average?**

Although vacant positions are included in the total count of positions, no salary should be included for them in the Average Salary Paid column. For example, if you have five Processing Assistant III positions, and two are vacant, you would report the Average Salary Paid the three positions that are **filled**. The average salary cannot be lower than the minimum salary for the range.

#### **How should part-time or trainee salaries be reported?**

**Part-time positions:** For Average Salary Paid reporting, when a position is 50% or more time, you annualize the salary. To annualize the salary, you multiply the hourly rate by the total number of fulltime work hours in a fiscal year.

**Trainees:** Trainee salaries are not reported in the Average Salary Paid. Trainees are always compensated at a rate below the Hiring Rate or “minimum” for the full class. Employees in trainee appointments cannot be paid at the minimum of the range for the full class until they meet training and experience requirements and qualify for the full class. Including trainee salaries skews the data.

#### **Should the salary of employees in “work-against” status be included in the Average Salary Paid for the full class?**

You do not include a “work-against” salary in the Average Salary Paid for the full class.

## Submitting Signature

### **Original Signature**

**Because the local salary plan is submitted electronically, do Local jurisdictions still need to send a hard copy of the reporting form with an original signature?**

Submitting the local salary plan documents via Smartsheet is sufficient to serve as the electronic signature of the jurisdiction’s authorized official. This certifies that

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the salary plan is complete and compliant with all the relevant provisions in NCGS 126, the State Human Resources Act, and that the plan was completed in accordance with the provided instructions and is deemed accurate at the time of submission.

## Average Salary Paid

### **Average Salary Paid is Above or Below the Salary Range**

Evaluate the salaries that you are averaging. There may be several reasons for this outcome:

- 1) Are there “work-against” or trainee salaries included in the average salary computation?
- 2) Are there part-time employees whose salaries were annualized and were above the maximum when computed? If the annualized salary is above the maximum, use the maximum salary.
- 3) Is there an employee at the maximum of the pay range who gets all across-the-board payments? (Across-the-board payments are not considered “salary”; they are Cost Of Living Adjustments (COLA) once an employee is at the maximum. If an employee is paid, for some reason, a “salary” above the maximum of the salary range, the reported salary in the current classification is the maximum of that salary range and the employee is not eligible for “salary” increases until the employee’s “salary” falls below the maximum of that salary range. The employee is still eligible for COLAs).
- 4) Did you divide the total salaries paid by the total of number of salaries (not positions)?

**See Section 3, Instructions** for additional information regarding how to identify salary errors.

Feel free to contact the HR Consultant assigned to your County/Local Entity for further questions and/or assistance.