INTRODUCTION:

- There are two spreadsheets embedded in the Local Government Salary Plan:
  1. “Salary Schedule Tables” (blue tab)
  2. “2023 -2024 Salary Plan” (gold tab)

- You only need to complete the YELLOW highlighted sections of both spreadsheets; the rest of the spreadsheet will automatically populate.

- If you are new to completing this documentation, follow these simple steps, in order, to ensure success:

  **Step 1:**
  Start by opening the “Salary Schedule Tables” tab at the bottom of the spreadsheet (blue tab):

  ![Salary Schedule Tables Tab](image)

  **Step 2**
  Populate your County/Entity data (YELLOW highlighted cells) - Min Salary, Max Salary and County Grade in the Salary Schedule Entry Table. If your County/Entity utilizes a step-pay system, it is unnecessary to submit the step-pay schedule separate from this spreadsheet. Completing the Min Salary, Max Salary and County Grade for your corresponding salary grades will provide the required information for the purposes of your annual Salary Plan Package:

  ![Salary Schedule Entry Table](image)

  **Step 3**
  If your County/Entity operates on a 37.5 hour workweek, populate the data in the Min Salary, Max Salary and County Grade exactly as appears in your salary schedule. The spreadsheet will convert the data to the 40 hour equivalency in the Computed Salary Schedule section:

  ![Select A Work Week](image)
Instructions for Local Government Salary Plan

Step 4
Next, open the “20-xx – 20-xx Salary Plan” tab at the bottom of the spreadsheet (gold tab). You will now begin to populate this spreadsheet with those positions (including vacancies) your County/Entity utilizes:

Step 5
The ONLY columns you will need to populate are:

- County Grade
- # of SPA positions and
- Column J: Average Salary

### NEW:
Only enter average salary data in Column J. If you populate the average salary cell with a number that is either below the minimum or above the maximum- the cell will turn “red” indicating that an error has been made. The applicable average salary column (J: for 40 hr workweek and M: for 37.5 hr workweek) should be “green” before sending to OSHR. Here is an example:

In the example above, note the “red” error that is being displayed due to a salary being lower than the minimum. This must be fixed as you cannot pay employees below the minimum.

**Column J**: Average salary entered here and reflects a 40-hour workweek.
**Column M** is the average salary for a 37.5-hour workweek based on the salary entered in J.
Step 6
After you finish populating the 3 columns mentioned above: (County Grade, # of SPA pos and Average Salary), you will need to review the Rel Dif column of the spreadsheet. Salary grade relationships (equal number of grades between the STATE salary grade and the COUNTY salary grade for all positions within the same occupational group) must be maintained in order to be in compliance with 25 NCAC 01I.2106 – Assignment of Classes Within Salary Schedule. If any of the numbers in the Rel Dif cells are not identical within the same occupational grouping, you must correct these errors prior to submitting your Local Government Salary Plan (exceptions to this rule are noted in the “Items of Note” section below):

<table>
<thead>
<tr>
<th>Sch Code</th>
<th>Local Class</th>
<th>Occup Group</th>
<th>State Grade</th>
<th>County Grade</th>
<th>Rel Dif</th>
<th>SPA Pos</th>
<th>Average Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Communication Center Assistant Supervisor</td>
<td>59</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>26500</td>
<td>30000</td>
</tr>
<tr>
<td>8</td>
<td>Communication Center Operator</td>
<td>57</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>26000</td>
<td>27000</td>
</tr>
<tr>
<td>9</td>
<td>Communication Center Supervisor</td>
<td>61</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>26000</td>
<td>33000</td>
</tr>
<tr>
<td>5</td>
<td>Telephone Operator</td>
<td>54</td>
<td>2</td>
<td>3</td>
<td>24750</td>
<td>22000</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Telephone Operator Supervisor</td>
<td>57</td>
<td>2</td>
<td>1</td>
<td>27000</td>
<td>27000</td>
<td></td>
</tr>
</tbody>
</table>

Step 7
Save the Local Government Salary Plan workbook and Reporting Form and submit via Smartsheet here: SmartSheet Salary Plan Submission Portal

ITEMS OF NOTE

- The only salary grade relationships that have been waived are:
  1. Animal Control Officers / Supervisors (6002)
  2. Laborer / Labor Crew Leader / General Utility Worker (6501)
  (see specifics of this information in Frequently Asked Questions document)

- If your County/Entity has been deemed substantially equivalent in Classification and Compensation by the State Human Resources Commission, you are not required to maintain the salary grade relationships of classifications within the same occupational grouping (although it is considered to be a best practice to avoid perceived inequities between related classifications).