

# GUIDELINES FOR SUBMISSION OF LOCAL SALARY PLANS

## *I. The Salary Plan Package*

The forms you will need for the preparation and submission of your Salary Plan Package include the following:

*2021 - 2022 Salary Plan Reporting Form [Word document]*

*2021 - 2022 Local Salary Plan [Tab within Excel spreadsheet]*

*2021 - 2022 Salary Schedule [Tab within Excel spreadsheet]*



NEW

**NEW FOR THIS YEAR:** Since we had great success using **Smartsheet** for various processes, we will now be using this platform for the annual salary plan submission. You will complete the salary plan reporting form **and** spreadsheet as you normally would. The only difference is that you will **submit these documents via the Smartsheet link found on our website here:**

[SmartSheet Salary Plan Submission Portal](#)

Once you click the link you will see that the process is self-explanatory and easy to follow. Simply fill out a few fields and **attach the salary plan documents in Smartsheet.**

The *Salary Plan Reporting Form and Local Salary Plan Excel Spreadsheet* should be completed then submitted via the new **Smartsheet link (noted above):**

The *Salary Schedule* (included in the *Local Salary Plan* Excel document under the first tab (in blue) labeled “*Salary Schedule Tables*”) should include only your salary grades and ranges. OSHR is using a revised *Local Salary Plan* to standardize reporting formats. This form will also allow jurisdictions with 37 ½ hour workweeks to convert to 40-hour workweek. However, this will require you to enter your salary grades and your minimum and maximum salary rates on the first sheet (the salary schedule tab). **Please manually enter your data because the copy and paste function will not convert over correctly.**

## *II. GENERAL INSTRUCTIONS*

- You must include all classes for which you have positions in your salary plan even if the positions are vacant. If you anticipate needing other classes during the year, you may want to also include them at this time.
- The “Relative Differential” column (Rel Dif) on the *Local Salary Plan* will assist you in ensuring that you have accurately reported your local salary grades and that you have maintained proper pay grade relationships within an occupational grouping.
- The electronic signatures that you include in the *Salary Plan Reporting Form* will certify your jurisdiction’s compliance with salary plan requirements when we submit your plan to the State Human Resources Commission for approval.

- Classes with a temporary grade assignment are designated with a [T] on all attachments. Please report the salary grade assignments for any temporary classes in your plan.
- Should there be a need to revise your Salary Plan Package after submission, please email your assigned HR Consultant outlining the revisions and attach any other necessary information to support the changes you are requesting.

### III. LOCAL HEALTH DIRECTOR AND COUNTY SOCIAL SERVICES DIRECTOR CLASSES

The **salary range minimum** (NOT the actual salaries of individuals in these positions) for these classes must be at least 20% and no more than 60% higher than the **salary range minimum** of the highest level supervised. The highest level supervised excludes physicians, physician extenders, pharmacists and dentists for the *Local Health Director* class. The highest level supervised excludes attorneys for the *County Social Services Director* class.

The *Local Health Director* or *County Social Services Director* classes also excludes the *Human Services Deputy Director* class from the highest level supervised. In completing your *Salary Plan Reporting Form, Page 2*, for Directors, Human Services Deputy Directors and the highest level supervised, please report the **salary range minimum** of their assigned salary grade.

### III. HUMAN SERVICES DEPUTY DIRECTOR

This temporary class is allocated to Occupational Grouping [1604]. There is no assigned salary grade for this class, therefore you will need to show a **salary range minimum** for this class in the appropriate section of the *Local Salary Plan*. The **salary range minimum** must be established at least 10% but no more than 40% higher than the **salary range minimum** for the highest level supervised by the Human Services Deputy Director.

### IV. ATTACHMENTS

All forms and information can be found at the **2021 – 2022 Salary Plan Information** link: <https://oshr.nc.gov/state-employee-resources/local-government-support>

A quick review of the Frequently Asked Questions document should assist with questions you may have concerning your Salary Plan Package.

### V. ELECTRONIC SUBMISSION



NEW

Attach and send the completed *Salary Plan Reporting Form, Local Salary Plan Excel Spreadsheet* and your *Local Salary Schedule* **via the Smartsheet link here:** [SmartSheet Salary Plan Submission Portal](#)

We will accept electronic signatures.