

# Salary Plan FAQs

## NC Office of State Human Resources

### **1. If a jurisdiction has no salary plan changes effective July 1st, is it necessary to submit a new plan?**

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

### **2. If a jurisdiction has no salary plan changes effective July 1st, 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 July 1 or with the beginning date of your new fiscal year, you will need to file an interim plan by July 1. When the new plan is approved by your jurisdiction, you will need to submit the revised salary plan.

### **3. 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.

### **4. 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:

- (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.

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## 5. 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:

- a) Are there “work-against” or trainee salaries included in the average salary computation?
- b) 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.
- c) 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).
- d) Did you divide the total salaries paid by the total number of salaries (not positions)?

## 6. 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 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.