

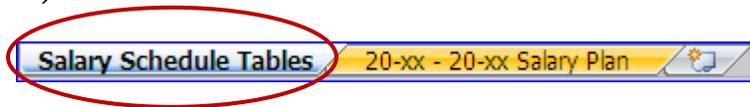
**INTRODUCTION:**

- There are **two** spreadsheets embedded in the Local Government Salary Plan:
  1. “Salary Schedule Tables” (blue tab)
  2. “2021 -2022 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:

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**Step 1:**

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



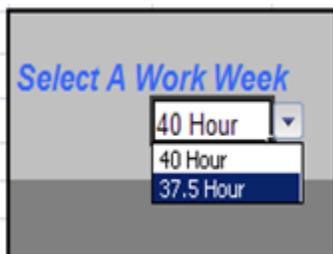
**Step 2**

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		
Min Salary	Max Salary	County Grade
0	0	0
0	0	0
0	0	0

**Step 3**

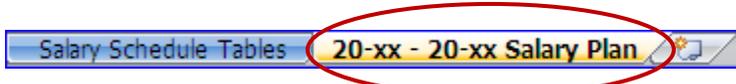
If your County/Entity operates on a 37.5 hour workweek, populate the data in the *Min Salary*, *Max Salary* and *County Grade* exactly as appears in your salary schedule. The spreadsheet will convert the data to the 40 hour equivalency in the **Computed Salary Schedule** section:



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**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*

Schm Code	Local Class	Occup Group	State Grade	County Grade	Rel Dif	# SPA Pos	Average Salary	Min Salary	Max Salary	Average Salary
11	Communication Center Assistant Supervisor	0	59	0	-59			0	0	0
8	Communication Center Operator	0	57	0	-57		0	0	0	0
9	Communication Center Supervisor	0	61	0	-61		0	0	0	0
5	Telephone Operator	0	54	0	-54		0	0	0	0
6	Telephone Operator Supervisor I	0	57	0	-57		0	0	0	0

40 hr wk ↓      37.5 hr wk ↓

As you populate the *County Grade* cells, notice that the *Min Salary* and *Max Salary* cells in this spreadsheet are automatically populated from the data you entered in the “Salary Schedule Tables” spreadsheet (blue tab).

**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:

Schm Code	Local Class	Occup Group	State Grade	County Grade	Rel Dif	# SPA	Average Salary	Min Salary	Max Salary	Average Salary
126	Accounting Technician I	102	59	59	0	1	32500	32500	45000	32500
127	Accounting Technician II	102	61	61	0	1	35000	35500	50000	35000
128	Accounting Technician III	102	63	63	0	1	45000	38500	55000	45000
129	Accounting Technician IV	102	65	0	-65		0	0	0	0
130	Accounting Technician V	102	67	0	-67		0	0	0	0

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.**

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**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 011.2106 – 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):

Schm Code	Local Class	Occup Group	State Grade	County Grade	Rel Dif	# SPA Pos	Average Salary <small>Based on Computed Salary Schedule</small>	Min Salary	Max Salary	Average Salary
11	Communication Center Assistant Supervisor	0	59	61	2	1	26500	26000	30000	26500
8	Communication Center Operator	0	57	59	2	2	26000	24000	27000	26000
9	Communication Center Supervisor	0	61	63	2	0		28000	33000	0
5	Telephone Operator	0	54	56	2	3	24750	22000	25000	24750
6	Telephone Operator Supervisor I	0	57	59	2	1	27000	24000	27000	27000

**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)
  3. Vehicle Operator / Machine Operator / Courier Driver (7101)  
(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).