

1 **25 NCAC 01I .2103 SALARY RATES**

2 (a) New Appointments. The entrance salary rate for an employee in a non-trainee appointment shall be at the
3 minimum of the range or at a salary rate within the salary range assigned to the class that is consistent with job-related
4 education, job-related experience, and fiscal policy. The entrance salary rate for an employee in a trainee appointment
5 shall be set pursuant to Paragraph (e) of this Rule. Boards of county commissioners or their designees must perform
6 an analysis when setting salaries above the minimum of the range, to avoid creating salary inequities within the
7 jurisdiction. Analyzing “salary inequities,” for purposes of this Rule, means comparing the salaries of employees in
8 the same job classification or in closely related job classifications at the same local government employer who have
9 comparable levels of education and experience; duties and responsibilities; productivity; funding availability; and
10 knowledge, skills, and abilities. Employees in trainee appointments are not comparable for purposes of this salary
11 inequity analysis.

12 (b) Promotion. When a promotion occurs, the member of county management who has been delegated authority over
13 personnel decisions shall increase the employee's salary if it is below the new minimum, to at least the minimum rate
14 of the salary range assigned to the class to which the employee is promoted. If an employee's current salary is already
15 above the new minimum salary rate, the employee’s salary may be adjusted upward or left unchanged at the discretion
16 of local management, consistent with job-related education, job-related experience, and fiscal policy, provided that
17 the adjusted salary does not exceed the maximum of the assigned salary range. If the salary falls between steps in the
18 salary range, it may be adjusted to the next higher step in the range, consistent with job-related education, job-related
19 experience, and fiscal policy.

20 (c) Demotion. When an employee's current salary falls above the maximum of the range for the lower class, the
21 member of county management who has been delegated authority over personnel decisions may allow the employee’s
22 salary remain the same until general schedule adjustments or range revisions bring it back within the lower range or
23 the salary may be reduced to any step in the lower salary range, as long as the reduced salary does not fall below the
24 minimum salary rate of that range. If the employee's current salary falls between steps in the lower range, it may be
25 reduced to the next lower step. These decisions shall be consistent with job-related education, job-related experience,
26 and fiscal policy.

27 (d) Salary Adjustments; Salary Plan Revisions. When the salary rates in the salary plan are changed or a class is
28 moved to a higher or lower salary grade, the following adjustments shall be made in incumbents' salary rates:

29 (1) When it is an upward revision and the employee's current salary is less than the minimum salary rate
30 of the salary range for the classification, the employee's salary shall be adjusted to at least the
31 minimum of the range. If the employee's salary is already at or above the new minimum of the
32 range, management may elect to increase the salary to another step within the range. An employee's
33 salary may not, however, exceed the maximum of the range.

34 (2) If there is a downward revision, management may elect to reduce each employee's salary rate by a
35 corresponding amount or allow the salary rates to remain the same.

36 These decisions shall be consistent with job-related education, job-related experience, and fiscal policy.

1 (e) Trainee Adjustments. During a trainee appointment, an evaluation of the individual's performance and progress
2 on the job is to be made by the direct supervisor at intervals that are at most six months apart. As a general guide,
3 salary increases are provided at specified intervals. These increases are not automatic and may be provided at any
4 time. Salary adjustments may be either advanced or delayed depending upon the progress of the employee. The salary
5 rate for a trainee shall be no lower than 10% below the minimum of the position's salary range. Note: as an example,
6 the salary rate would be \$90,000 if the salary range is \$100,000 to \$140,000. The salary rate for a trainee shall be no
7 higher than the 25th percentile of the position's salary range. Note: as an example, the salary rate would be \$110,000
8 if the salary range is \$100,000 to \$140,000. Adjustments are to be given upon recommendations by the appointing
9 authority and the supervisor that the employee has earned an increase, based on successful performance and completed
10 training milestones as specified by local policy. Trainee salary adjustments shall not be awarded if an employee has
11 unsatisfactory job performance as defined in 25 NCAC 01I .2302(a). The trainee's salary must not exceed that of any
12 existing non-trainee employee in the same classification at the same local government, unless the employee possesses
13 education or experience exceeding the minimum requirements for the position. When the employee with a trainee
14 appointment has successfully completed the training and experience requirements for the classification, the employee
15 must be given a permanent appointment to that classification, and the employee's salary must be set pursuant to
16 Paragraph (a) of this Rule. Pursuant to Paragraph (a) of this Rule, the former trainee's salary must be set at least to
17 the minimum of the salary range.

18 (f) An employee's salary cannot be raised by merit increases to exceed the maximum salary rate of the salary range
19 assignment to his the employee's class.

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21 *History Note: Authority G.S. 126-4(2), (3), (6); S.L. 2024-23, s. 7;*
22 *Eff. August 3, 1992;*
23 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20,*
24 *2016;*
25 *Temporary Amendment Eff. January 1, 2025.*