

# Completing Your Salary Plan

## A Step-by-Step Guide



NCGS 126-9(b) authorizes Boards of County Commissioners to adjust the salary ranges for positions subject to the State Human Resources Act to conform to local financial ability and fiscal policy. Counties subject to the SHRA must file an annual salary plan with the Office of State Human Resources. The salary plan consists of your county salary grades and ranges as well as other local agency information. This guide will assist you in completing this annual report. **25 NCAC 011 .2107**



## Getting Started

Your Salary Plan consists of 3 items:

1

### Salary Schedule

Tab 1 of the Salary Plan Spreadsheet

2

### Salary Plan

Tab 2 of the Salary Plan Spreadsheet

3

### Reporting Form

# 1

## Salary Schedule

Begin by opening the **Salary Plan Spreadsheet** and navigating to the **Step 1 – Salary Schedule Table** tab (blue tab):



**You only need to complete the Orange highlighted cells.**

Select your County from the drop-down menu.

Select County

▼

Enter your *County/Entity Min Salary, Max Salary, and County Grade* in the Salary Schedule Entry Table.

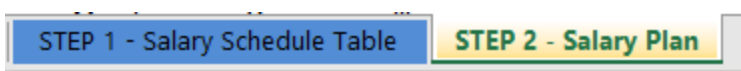
If your Physicians Schedule is different is from the State schedule or is not in your regular schedule, enter it, also.

	A	B	C
1	Salary Schedule Entry Table		
2	County Grade	Min Salary	Max Salary
3			
4			
5			
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11			
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24			
25			

# 2

## Salary Plan

Next, open the “**Step 2 – 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:



You only need to complete the **Orange** highlighted cells.

A	C	D	E	F	G	H	I	J	K
SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
11	Communication Center Assistant Supervisor	0	59		-			#N/A	#N/A
8	Communication Center Operator	0	57		-			#N/A	#N/A
9	Communication Center Supervisor	0	61		-			#N/A	#N/A
5	Telephone Operator	0	54		-			#N/A	#N/A
6	Telephone Operator Supervisor I	0	57		-			#N/A	#N/A

Classifications with a temporary grade assignment are designated with a [T] on all attachments. Please report the salary grade assignments for any temporary Classifications in your plan.

**You must include all Classifications for which you have positions in your salary plan even if the positions are vacant. If you anticipate needing other classifications during the year, you may want to also include them at this time.**

# 2

## Salary Plan

### Average Salary

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 “**Step 1 - Salary Schedule Table**”.

F	G	H	I	J	K
County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
55	-4	1	26,000	25,000	30,000
55	-2	1	21,000	25,000	30,000

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, or **GREEN** to show it is within the range.

**The data in the Average Salary column (Column I) MUST be GREEN prior to sending to OSHR.**



# 2

## Salary Plan

### Work-Against and Trainee

Employees working “against” a classification must be paid within the range of the class for which they qualify until they have obtained the training and experience required for the higher-level class. All “work- against” classes must be listed in your plan and the employees’ salaries must be averaged with those in their “work-against” classes. The employees will eventually be moved to the higher-level classes. Both (or all) levels of the class series need to be included in your plan.

**Example:** An employee is an Accounting Technician III working “against” an Accounting Technician IV position – the employee’s salary is averaged in the Accounting Technician III average salaries, but the position is counted in the Accounting Technician IV positions.

### Part Time Employees

Part-time employees who work 50% or more, should be included in position count and their computed full-time salary equivalencies should be averaged in the total Average Salary. If you have part-time employees who work less than 50% time, you do not report their position or salary.

### Vacant Positions

Vacant positions should be included in the total count of positions, but no salary should be included for them in the Average Salary Paid column.

# 2

## Salary Plan

### Relative Differentials

Pay grade relationships must be maintained for employees who are subject to the State Human Resources Act. This means that there must be an equal number of grades between the STATE salary grade and the COUNTY salary grade for all positions within the same occupational group. **25 NCAC 011.2106**

A	C	D	E	F	G	H	I	J	K
SCHM Code	Local Class	Occup Group	State Grade	County Grade	Relative Diff	# SPA POS	Average Salary	Min Salary*	Max Salary*
11	Communication Center Assistant Supervisor	0	59	55	-4	1	26,000	25,000	30,000
8	Communication Center Operator	0	57	53	-4	1	21,000	20,000	25,000
9	Communication Center Supervisor	0	61		-			#N/A	#N/A

Classifications are listed alphabetically by occupational group. **Each occupational group is separated by bold lines on the excel spreadsheet.** These lines group the classifications that have required relationships.

If any of the numbers in the Relative Differential cells (Column G) are not identical within the same occupational grouping, you **MUST** correct these errors prior to submitting your Salary Plan to OSHR.

**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 a best practice to avoid perceived inequities between related classifications).**

# 3

## Reporting Form

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. This certifies that the salary plan is accurate and compliant with all the relevant provisions in NCGS 126, the State Human Resources Act.

**Salary Plan Reporting Form**  
 NC Office of State Human Resources  
 (for County DSS and Public Health)

Name of County \_\_\_\_\_

Name of Individual Completing Form \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address of Pay Plan Contact Person \_\_\_\_\_

Effective Date of Pay Plan 1. \_\_\_\_\_

Amount of Increase in Schedule 2. \_\_\_\_\_

Amount of Increase given to Employees 3. \_\_\_\_\_

4. Agencies covered by this salary plan:

Social Services _____	Total # DSS Employees _____
Public Health _____	Total # PH Employees _____

5. Except for employees in trainee status, the salaries of all employees must be between the minimum and the maximum of the assigned range.  
 Does your jurisdiction meet this requirement? ☐ Yes ☐ No

If "No", please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Are the salaries of all employees in trainee status below the minimum rate for the full class? ☐ Yes ☐ No

7. Has your Board of Commissioners approved the plan? ☐ Yes ☐ No

8. Do all pay rates reflected on your salary schedule meet the State minimum wage of \$7.25? ☐ Yes ☐ No

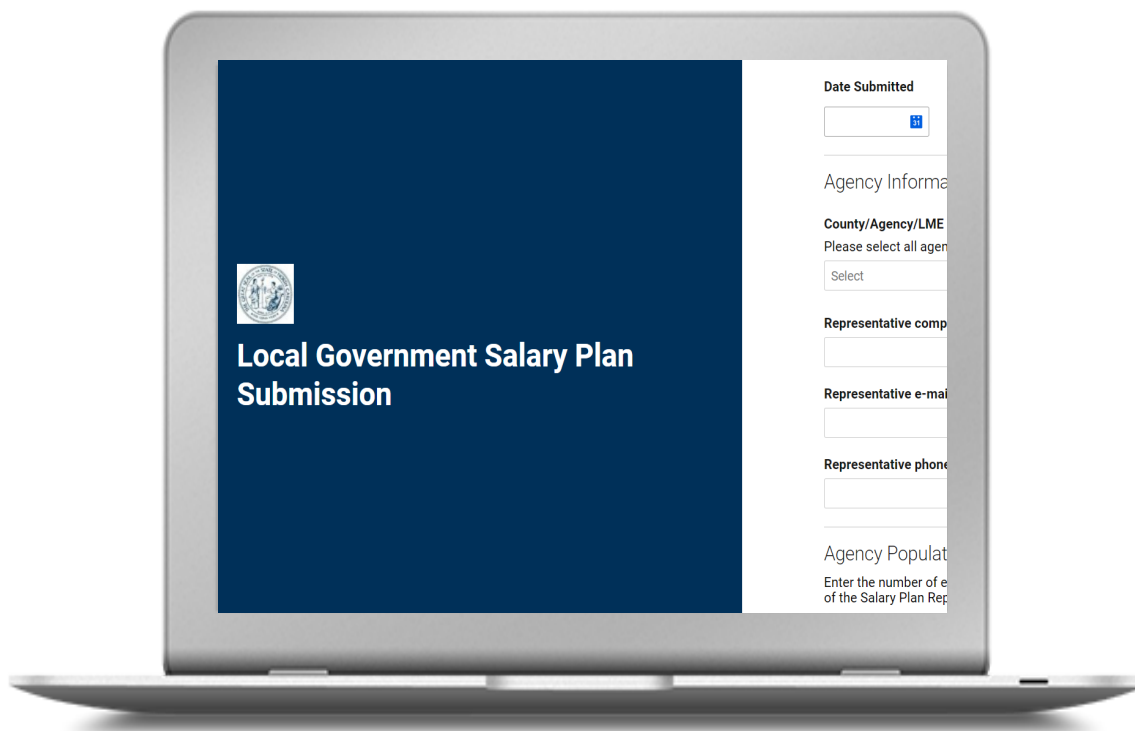
9. Have you attached a copy of your approved salary schedule? ☐ Yes ☐ No

**You must answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.**

You **must** answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.

# 4

## Submission



Save the Local Government Salary Plan workbook and Reporting Form.

Then submit by **July 19** using the portal below:

[Smartsheet Salary Plan Submission Portal](#)