

1 **25 NCAC 01I .2103 IS AMENDED AS PUBLISHED IN 39:22 NCR 1483 AS FOLLOWS:**

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3 **25 NCAC 01I .2103 SALARY RATES**

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

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

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

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

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

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

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

2 (e) Trainee Adjustments. During a trainee appointment, an evaluation of the individual's performance and progress

3 on the job is to be made by the direct supervisor at intervals that are at most six months apart. As a general guide,

4 salary increases are provided at specified intervals. These increases are not automatic, and may be provided at any

5 time. Salary adjustments may be either advanced or delayed depending upon the progress of the employee. The salary

6 rate for a trainee shall be no lower than 10 percent below the minimum of the position's salary range. Note: as an

7 example, the salary rate would be ninety thousand dollars (\$90,000) if the salary range is one hundred thousand dollars

8 (\$100,000) to one hundred forty thousand dollars (\$140,000). The salary rate for a trainee shall be no higher than the

9 25th percentile of the position's salary range. Note: as an example, the salary rate would be one hundred ten thousand

10 dollars (\$110,000) if the salary range is one hundred thousand dollars (\$100,000) to one hundred forty thousand dollars

11 (\$140,000). Adjustments are to be given upon recommendations by the appointing authority and the supervisor that

12 the employee has earned an increase, based on successful performance and completed training milestones as specified

13 by local policy. Trainee salary adjustments shall not be awarded if an employee has unsatisfactory job performance

14 as defined in 25 NCAC 01I .2302(a). The trainee's salary must not exceed that of any existing non-trainee employee

15 in the same classification at the same local government, unless the employee possesses education or experience

16 exceeding the minimum requirements for the position. When the employee with a trainee appointment has successfully

17 completed the training and experience requirements for the classification, the employee must be given a permanent

18 appointment to that classification, and the employee's salary must be set pursuant to Paragraph (a) of this Rule.

19 Pursuant to Paragraph (a) of this Rule, the former trainee's salary must be set at least to the minimum of the salary

20 range.

21 (f) An employee's salary cannot be raised by merit increases to exceed the maximum salary rate of the salary range

22 assignment to the employee's class.

24 *History Note:* Authority G.S. 126-4 (2), (3), (6); S.L. 2024-23, s. 7;

25 *Eff. August 3, 1992;*

26 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20,*

27 *2016;*

28 *Temporary Amendment Eff. January 2, 2025;*

29 *Amended Eff. _____.*

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

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

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

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

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

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

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

(e) Trainee Adjustments. During a trainee appointment appointment, an evaluation of the individual's performance and progress on the job is to be made by the direct supervisor at frequent intervals. intervals that are at most six months apart. As a general guide, salary increases are provided at specified intervals. These increases are not automatic, and may be provided at any time, are not necessarily limited to the full elapse of specified intervals. Salary adjustments may be either advanced or delayed depending upon the progress of the employee. In cases where salary adjustments have been advanced, the trainee's salary will not be adjusted to the minimum of the range for the regular classification until the employee meets all education and experience requirements for the appointment. The salary rate for a trainee shall be no lower than 10 percent below the minimum of the position's salary range (for example, range. Note: as an example, the salary rate would be ninety thousand dollars (\$90,000) if the salary range is one hundred thousand dollars (\$100,000) to \$140,000), one hundred forty thousand dollars (\$140,000). The salary rate for a trainee shall be and no higher than the 25th percentile of the position's salary range range. Note: as an example, the salary rate would be (for example, one hundred ten thousand dollars (\$110,000) if the salary range is one hundred thousand dollars (\$100,000) to \$140,000), one hundred forty thousand dollars (\$140,000). Adjustments are to be given upon recommendations by the appointing authority and the supervisor that the employee has earned an increase. increase, based on successful performance and completed training milestones as specified by local policy. Trainee salary adjustments shall not be awarded if an employee has unsatisfactory job performance as defined in 25 NCAC 011 .2302(a). The trainee's salary must not exceed that of any existing non-trainee employee in the same classification at the same local government, unless the employee possesses sufficient additional education or experience exceeding the minimum requirements for the position, to qualify for a higher rate. When the employee with a trainee appointment has successfully completed the training and experience requirements for the classification, he the employee must be given a regular permanent appointment to that classification, and his the employee's salary must be set pursuant to Paragraph (a) of this Rule. Pursuant to Paragraph (a) of this Rule, the former trainee's salary must be set increased at least to the minimum of the salary range.

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

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History Note: Authority G.S. 126-4; 126-4 (2), (3), (6); S.L. 2024-23, s. 7;

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Pursuant to G.S. 15

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2016-2016;
Temporary Amendment Eff. January 2, 2025;

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Temporary Amendment Eff. January 2, 2023.

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Amended Eff.

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