

**Pay Policies for FY19-20  
(Amended 2/18/20)**

The below pay policies for hiring rate/starting salary and promotions shall be in effect July 1, 2019, and as long as career path pay plan is continued.

**Hiring Rate/Starting Salary:**

All employees will normally be hired at the minimum of their assigned salary grade. Starting pay above the minimum may be approved by the County Manager following the below guidelines:

**Direct Experience:**

A new employee with direct experience may be hired at the step equivalent to the years of direct experience the employee has prior to hire. Direct experience is defined as the years of service in comparable or related position for an entity that participates in the North Carolina Local Government Employees' Retirement System (LGERS) or North Carolina Local Government Employee Retirement System for Law Enforcement Officers (LGERS LEO). Any starting salary above minimum must be approved by a management team including the Human Resources Director and Finance Director prior to County Manager approval.

*Example: A social worker with 12 years' experience in another county who participates in LGERS can be hired at Step 12 based on their direct experience.*

In addition to the above, active duty certified North Carolina law enforcement officers who apply to be employed as a certified law enforcement officer with the Jackson County Sheriff's Office may also qualify for direct experience under the following conditions:

1. The applicant must be certified under the North Carolina Department of Justice through one of two divisions:
  - a. a) the NC Sheriff's Training and Standards and/or
  - b. b) the Criminal Justice Training and Standards.
2. The applicant must be actively working as a full-time NC certified law enforcement officer.
3. Only the consecutive years of North Carolina certified law enforcement service up to the time of application can be counted towards direct experience. (Note – NC certified years of service associated with retired officers may only be counted as indirect experience as defined by this policy).
4. Any starting salary above the minimum must be approved by a management team including the Human Resources Director and Finance Director prior to County Manager approval.

Examples: An applicant that has worked for Western Carolina University for five years as a certified law enforcement officer and continues to work for WCU at the time of employment with the Jackson County Sheriff's Office can be hired at a Step 5 based on their direct experience.

**Indirect Experience:**

A new employee with indirect experience may be hired at a step equivalent to a portion of the indirect experience the employee has prior to hire following the below formula. When calculation results in partial number or decimal, the amount should be rounded down to the nearest whole number to determine Step, with the exception of an employee with eligible service above one year, but less than two years, the indirect experience may be rounded up so that the employee may begin at a starting salary calculated at Step 2

$$\# \text{ of years of indirect experience} \times 25\% + 1 = \text{Step}$$

Indirect experience is defined as the years of service in a comparable or relate position for an entity who does not participate in LGERS to include employers of the private sector, non-profits, North Carolina Teachers' and State Employees' Retirement System (TSERS), and volunteer fire departments and rescue squads. Employees coming from an entity who participates in TSERS must have creditable service in the system that is transferrable to LGERS.

*Example: A social worker with 12 years' experience in the private sector is hired by DSS and can be hired at Step 4 based on their indirect experience. (10 x .25 + 1 = 4)*

The County Manager has the authority to approve up to Step 12. Any starting salary above Step 12 or a starting salary that does not meet the above guidelines must be approved by the Jackson County Board of County Commissioners.

**Promotion:**

When a promotion occurs, the employee's salary shall be increased to the greater of (1) the minimum rate of the salary range assigned to the classification to which the employee is promoted or (2) adjusted to the career path step within the salary range assigned to the classification if the promotion is within the career ladder at the recommendation of the Department Head, Human Resources Director, Finance Director and approval of the County Manager provided that the adjusted salary does not exceed the maximum of the assigned salary range.

*Trainee/Work Against and Demotion pay policies are outlined in the Jackson County Human Resources Manual .*