

Part 4. Personnel.

§ 153A-92. Compensation.

(a) Subject to the limitations set forth in subsection (b) of this section, the board of commissioners shall fix or approve the schedule of pay, expense allowances, and other compensation of all county officers and employees, whether elected or appointed, and may adopt position classification plans.

(b) In exercising the authority granted by subsection (a) of this section, the board of commissioners is subject to the following limitations:

- (1) The board of commissioners may not reduce the salary, allowances, or other compensation paid to an officer elected by the people for the duties of his elective office if the reduction is to take effect during the term of office for which the incumbent officer has been elected, unless the officer agrees to the reduction or unless the Local Government Commission pursuant to Chapter 159, Article 10, orders a reduction.
- (2) During the year of a general election, the board of commissioners may reduce the salary, allowances, or other compensation of an officer to be elected at the general election only in accordance with this subdivision. The board of commissioners shall by resolution give notice of intention to make the reduction no later than 14 days before the last day for filing notice of candidacy for the office. The resolution shall set forth the reduced salary, allowances, and other compensation and shall provide that the reduction is to take effect at the time the person elected to the office in the general election takes office. Once adopted, the resolution may not be altered until the person elected to the office in the general election has taken office. The filing fee for the office shall be determined by reference to the reduced salary.
- (3) If the board of commissioners reduces the salaries, allowances, or other compensation of employees assigned to an officer elected by the people, and the reduction does not apply alike to all county offices and departments, the elected officer involved must approve the reduction. If the elected officer refuses to approve the reduction, he and the board of commissioners shall meet and attempt to reach agreement. If agreement cannot be reached, either the board or the officer may refer the dispute to arbitration by the senior resident superior court judge of the superior court district or set of districts as defined in G.S. 7A-41.1 in which the county is located. The judge shall make an award within 30 days after the day the matter is referred to him. The award may extend for no more than two fiscal years, including the fiscal year for which it is made.
- (4) The board of commissioners shall fix their own salaries, allowances, and other compensation in accordance with G.S. 153A-28.
- (5) The board of commissioners shall fix the salaries, allowances and other compensation of county employees subject to the North Carolina Human Resources Act according to the procedures set forth in Chapter 126. The board may make these employees subject to a county position classification plan only as provided in Chapter 126.

(c) In counties with a county manager, the manager is responsible for preparing position classification and pay plans for submission to the board of commissioners and for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board. In counties without a county manager, the board of commissioners shall appoint or designate a personnel officer, who shall then be

responsible for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board.

(d) A county may purchase life insurance or health insurance or both for the benefit of all or any class of county officers and employees as a part of their compensation. A county may provide other fringe benefits for county officers and employees. In providing health insurance to county officers and employees, a county shall not provide abortion coverage greater than that provided by the State Health Plan for Teachers and State Employees under Article 3B of Chapter 135 of the General Statutes. (1927, c. 91, s. 8; 1953, c. 1227, ss. 1-3; 1969, c. 358, s. 1; c. 1017; 1973, c. 822, s. 1; 1987 (Reg. Sess., 1988), c. 1037, s. 122; 2013-366, s. 2(b); 2013-382, s. 9.1(c).)



**A Resolution
of the
Jackson County Board of Commissioners**

**Giving notice to all Candidates for the
Sheriff and Register of Deeds Positions in Jackson County**

WHEREAS, the Board of Commissioners is authorized pursuant to North Carolina General Statutes 153A-92, to set the starting salaries for the Sheriff and Register of Deeds positions, which affect the individuals elected to these offices when they take office; and

WHEREAS, the starting salary for the Sheriff position will be the minimum of Salary Grade 34 of the Jackson County Classification Pay Plan. The minimum Salary Grade 34 is \$64,033.47; and

WHEREAS, the starting salary for the Register of Deeds position will be the minimum of Salary Grade 27 of the Jackson County Classification and Pay Plan. The minimum of Salary Grade 27 is \$45,507.39.

NOW THEREFORE, BE IT RESOLVED, by the Jackson County Board of Commissioners that this Resolution will not be altered or amended until after the persons elected Sheriff and Register of Deeds in the 2018 election and those positions take office.

BE IT FURTHER RESOLVED, that the Jackson County Board of Commissioners may adjust the starting salary of the candidate elected considering the years of service and performance in related experience of the person elected.


ADOPTED, this 20th day of November, 2017.

Attest:


Angela M. Winchester, Clerk of Board



Approved:


Brian Thomas McMahan, Chairman



**A Resolution
of the
Jackson County Board of Commissioners**

Giving Notice to All Candidates for the Register of Deeds and Sheriff Positions in Jackson County

WHEREAS, the Board of Commissioners is authorized pursuant to North Carolina General Statutes 153A-92, to set the starting salaries for the Sheriff and Register of Deeds positions which affect the individuals elected to these offices when they take office; and

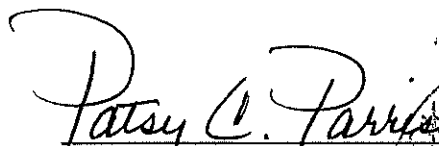
WHEREAS, the starting salary for the Sheriff position will be the minimum of Salary Grade 34 of the Jackson County Classification and Pay Plan. The minimum of Salary Grade 34 is \$63,087.16; and

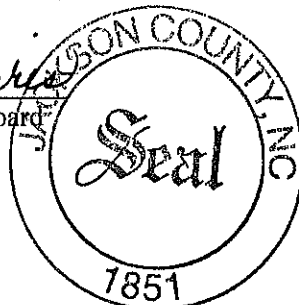
WHEREAS, the starting salary for the Register of Deeds position will be the minimum of Salary Grade 27 of the Jackson County Classification and Pay Plan. The minimum of Salary Grade 27 is \$44,834.87.

NOW, THEREFORE, BE IT RESOLVED by the Jackson County Board of Commissioners that this Resolution will not be altered or amended until after the persons elected Sheriff and Register of Deeds in the 2014 election and those positions take office. **BE IT FURTHER RESOLVED** that the Jackson County Board of Commissioners may adjust the starting salary of the candidate elected considering the years of service and performance in related experience of the person elected.

ADOPTED, this 3rd day of February, 2014.


W. J. Debnam, Chairman


Patsy C. Parris, Clerk to Board



Pay Policies

The below pay policies for hiring rate/starting salary and promotions shall be in effect September 1, 2020, 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.

Law Enforcement:

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. the NC Sheriff's Training and Standards and/or
 - 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).

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.

Example: 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.

Licensure and/or Certification:

Adjustments may be calculated if the position with the county requires a professional licensure and/or certification as mandated by North Carolina General Statutes in order to perform the duties of the position if the following conditions are met:

1. An assessment and verification will be made of the applicant's prior employment while in possession of such licensure and/or certification to ensure it was full-time with either the State of North Carolina, a political subdivision thereof, a federally recognized Indian Tribe, or federal agency.
2. The applicant's licensure and/or certification must be in an acceptable active status at the time of hire.
3. 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.

Public Health Registered Nurses:

In addition to the above, registered nurses who apply to be employed as a public health nurse with the Department of Public Health may also qualify for direct experience under the following conditions:

1. Must possess an active current license to practice as a Registered Nurse in North Carolina issued by the North Carolina Board of Nursing.
2. The applicant must be actively working as a full-time registered nurse in the State of North Carolina at the time of application. Employment in the private or non-profit sector which would normally be considered as indirect experience may be evaluated as direct experience.
3. Only the consecutive years of licensed employment as a North Carolina registered nurse up to the time of application may be counted towards direct experience.

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.

Public Health Physician Extender II:

In addition to the above, nurse practitioners who apply to be employed as a physician extender II with the Department of Public Health may also qualify for direct experience under the following conditions:

1. Must possess an active current license to practice as a nurse practitioner in North Carolina issued by the North Carolina Board of Nursing.

2. The applicant must be actively working as a full-time nurse practitioner in the State of North Carolina at the time of application. Employment in the private or non-profit sector which would normally be considered as indirect experience may be evaluated as direct experience.
3. Only the consecutive years of licensed employment as a North Carolina nurse practitioner up to the time of application may be counted towards direct experience.

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.

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.

of years of indirect experience x 25% + 1 = Step

Indirect experience is defined as the years of service in a comparable or related 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. $(10 \times .25 + 1 = 4)$.

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.

Adopted: 06/18/2018

Revised: 02/18/2020; 09/01/2020; 01/19/2021