

25 NCAC 01I .2103 SALARY RATES

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

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

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

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

- (1) When it is an upward revision and the employee's current salary is less than the minimum salary rate of the salary range for the classification, the employee's salary shall be adjusted to at least the minimum of the range. If the employee's salary is already at or above the new minimum of the range, management may elect to increase the salary to another step within the range. An employee's salary 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, an evaluation of the individual's performance and progress on the job is to be made by the direct supervisor at 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. Salary adjustments may be either advanced or delayed depending upon the progress of the employee. The salary rate for a trainee shall be no lower than 10 percent below the minimum of the position's salary 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 one hundred forty thousand dollars (\$140,000). The salary rate for a trainee shall be no higher than the 25th percentile of the position's salary range. Note: as an example, the salary rate would be one hundred ten thousand dollars (\$110,000) if the salary range is one hundred thousand dollars (\$100,000) to 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, 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 01I .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 education or experience exceeding the minimum requirements for the position. When the employee with a trainee appointment has successfully completed the training and experience requirements for the classification, the employee must be given a permanent appointment to that classification, and 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 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 the employee's class.

History Note: Authority G.S. 126-4 (2), (3), (6); S.L. 2024-23, s. 7;
Eff. August 3, 1992;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20, 2016;
Temporary Amendment Eff. January 2, 2025;
Amended Eff. March 1, 2026.