

25 NCAC 01I .2102 ESTABLISHMENT OF SALARY SCHEDULE

(a) Local jurisdictions shall establish and administer salary schedules which meet basic approval requirements of the State Human Resources Commission as follows:

- (1) The schedule must consist of series of salary ranges with minimum, maximum, and intermediate rates of pay.
- (2) There must be a vertical increase between consecutive salary ranges within the schedule.

(b) The State Human Resources Director shall make available salary schedule models which meet these basic criteria and make available staff resources to advise and consult with local jurisdictions in the development of acceptable schedules. Boards of county commissioners or municipal governing boards may adopt and use a model or, as an alternative, may submit a modified schedule for review and approval by the State Human Resources Commission. Schedules may be modified in order to provide a structure deemed more suitable to local fiscal policy and financial ability so long as the other basic requirements are met. Modified schedules shall be accompanied by data and statements of explanation supporting the need for the modification because of local financial ability and fiscal policy.

(c) Proposed local salary schedules shall be designated or submitted to the State Human Resources Director by the beginning date of each fiscal year, and at the time of significant change during interim periods. In submitting, the following requirements shall prevail:

- (1) For the programs of a single county, the board of county commissioners shall establish and submit a proposed salary schedule.
- (2) When a municipality is performing a subject activity, the governing board of the municipality shall establish and submit the proposed schedule.
- (3) When two or more counties are combined into a district or area for the performance of an activity, the boards of county commissioners of the counties must jointly establish and submit a proposed schedule; the district or area schedule is established independently of the salary schedule for any of the individual counties.

(d) An approved salary schedule must be in effect within a jurisdiction at all times. The approved schedule shall be applicable to both existing classes and to classes which may be established during its effective period.

*History Note: Authority G.S. 126-4;
Eff. August 3, 1992;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20, 2016.*