



RESOLUTION TITLE: TO APPROVE REVISIONS TO THE GASTON COUNTY PERSONNEL POLICY MANUAL RELATED TO TRAVEL REIMBURSEMENT AND THE POSITION CLASSIFICATION AND PAY PLAN TO COMPLY WITH STATE REQUIREMENTS FOR SUBSTANTIAL EQUIVALENCY

WHEREAS, Gaston County believes it is important to have a Personnel Policy Manual for employees and supervisors to follow; and,

WHEREAS, it is prudent to review and revise the policy manual periodically to make sure it is understandable, consistent, and up to date with current law, regulations and philosophy; and,

WHEREAS, the current policy was approved effective July 1, 2010; and,

WHEREAS, several corrections, revisions or additions need to be made; and,

WHEREAS, the Gaston County Board of Commissioners must adopt all changes to the Gaston County Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners adopts revisions to the Gaston County Personnel Policy related to travel reimbursement and the position classification and pay plan to comply with state requirements for substantial equivalency to be effective August 28, 2018.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

| NO. | DATE | M1 | M2 | Brown | Fraley | Grant | Hovis | Kelgher | Philbeck | Worley | Vote |
|----------|------------|----|----|-------|--------|-------|-------|---------|----------|--------|------|
| 2018-203 | 08/28/2018 | AF | TP | A | A | A | A | A | A | | U |

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Policy Changes 2018

17.7.1

The authorizing party will determine which meals and incidental expenses are allowed to be covered by per diem based on the travel itinerary departure and return times.

To add incidental expenses for clarification

4.1 Policy

The primary objective of the *Gaston County Pay Plan* is to ensure that wages paid to County employees are externally competitive, internally equitable, and are linked to the County's goals and objectives. Wages are based on the County's financial resources and may be amended annually by the Board of Commissioners as a portion of the Budget Ordinance. Gaston County is also required to comply with the Fair Labor Standards Act (FLSA). County policies are intended to supplement or enhance FLSA; if the County Policy and FLSA are not in agreement, the FLSA will take precedence over County policy.

In order to maintain internal equity, Gaston County utilizes a grading method of job classification. Jobs are evaluated based on the knowledge, skills and abilities required to perform the essential functions of the job using a Job Analysis Questionnaire (JAQ). Positions that are substantially similar as to difficulty, complexity, and responsibility of work are grouped into classes and positions in order to establish equal pay for substantially equal work. Each class and position is given a descriptive title and allocated to an appropriate pay grade. Pay grades are listed in the *Gaston County Pay Plan*. The County Manager, as provided in General Statute 153a-92(c), shall be responsible for administering and maintaining the Pay Plan. Periodic Classification and Compensations studies shall be conducted using benchmark positions to assist in maintaining external pay equity.

4.2 New Positions

Requests for all new full-time and part-time positions must be made by the Department Director to the Human Resources Director. All requests must include a completed JAQ. The Human Resources Department will review the JAQ utilizing the position evaluation system used by the County to determine the appropriate job classification. All new positions must be approved by the Board of Commissioners.

4.3 Reclassification

A re-classification is an action which may increase, decrease, or otherwise change a position's pay grade, classification title, and/or duties and responsibilities. A Department Director, the County Manager or Human Resources Director may initiate a re-classification. The Department Director must submit a completed JAQ with the request to the Human Resources Director. The Human Resources Department will review the JAQ utilizing the position evaluation system used by the County to determine the appropriate job classification.

To clarify our methodology for the purposes of maintaining substantial equivalency with the State of NC.

23.2.2 Suspension Without Pay

Suspension is the temporary removal of an employee from duty without pay, by the Department Director. Prior to Suspension without Pay, employees will have a pre-disciplinary conference. Employees will receive written notice of the reason for the conference prior to the conference. Employees will have an opportunity to respond to the contents of the written notice during the conference. No attorneys or other third parties may be present to represent supervisory staff or the employee. Security personnel may be present when, in the opinion of the person

conducting the conference, a need for security exists. ~~If an employee is exempt from the overtime compensation provisions of the FLSA, disciplinary suspension must be for at least 1 full workweek, but not more than 2 full workweeks.~~

To comply with new FLSA regulations allowing suspensions of exempt employees for less than one full week.

Pay Plan Changes

SECTION II: GENERAL SALARY ADMINISTRATION PROCEDURES

A. ORIGINAL APPOINTMENT

Original appointment shall be defined as the first appointment to the County service, regardless of employment status (full-time, part-time, seasonal, temporary, etc.).

The entrance salary or hourly rate for new employees shall be determined by the Human Resources Department based on the individual's education and experience relative to other individuals in the classification. However, the appointment shall not be less than the minimum of the salary range for the position's classification, with the following exception:

~~1. **Appointment Above Minimum:** In certain circumstances, and based upon the County's needs and the applicant's qualifications for a position, the recruitment and employment of individuals may require initial rates of pay to be above the minimum of a salary range. The department director may authorize appointments up to the midpoint of the salary range with written notification to and approval by the Director Human Resource Department. A request above the midpoint must be submitted to the Director Human Resource Department and have prior authorization from the County Manager or their designee.~~

2. Appointment Below Minimum: An exception to the appointment at the minimum of the salary range is provided to recognize approved trainee programs in selected classifications. Salary increases necessary to advance the trainee to the minimum of the salary range shall be based on a defined performance and training or certification criteria and/or specific time intervals. Pay increases may be granted at specific time intervals based on satisfactory completion of specified training requirements, however, there will be no permanent employee evaluation date established during the trainee period. An employee may not remain on a trainee appointment beyond the time they meet the specific requirements for the class. After the employee has successfully completed all educational and experience requirements for the class they shall either be given permanent status in the position and a new employee performance evaluation date is established; or shall be terminated. All trainee programs and appointments must have the prior approval of the Director of the Human Resource Department.

While in training status, an employee's base rate may be advanced due to 1) the successful completion of a major portion or all of the required training according to specified time intervals, and/or 2) general wage adjustments (i.e. COLA) as authorized by the Board of County Commissioners. However, while in training status, an employee's base rate shall not be advanced to the minimum of the salary range for the class (except as provided in Sec. II, B, Promotion). When an employee completes a trainee program, the employee is advanced to the minimum of the new salary range.

For consistency with current policy.

E. SUSPENSION WITHOUT PAY

Suspension is the temporary removal of an employee from duty without pay, by the Department Director. In accordance with the Fair Labor Standards Act (FLSA), disciplinary suspensions must be for at least 1 full work day, but not more than 2 full workweeks.

To comply with requirements for maintaining substantial equivalency with the State of NC

PROMOTION

Promotion shall be defined as an increase in pay when a pre-defined qualification for the increase has been met such as certification, education or experience.

Trainee: Promotions which require the employee to work as a trainee, because they do not yet fully meet the minimum qualifications for the position, shall result in placement in the trainee progression according to the employee's educational and training qualifications. The employee is not considered promoted until the training period is completed even though there may be a salary change when entering the trainee progression and during the training period. **Once the training period is completed, the employee's salary is advanced according to the pre-defined promotion plan or as determined by the Human Resources Director and the Department Director.**

Employees accepting a Promotion will not have to serve a new probationary period with the exception of employees who are promoted from a non-law enforcement position to the position requiring law enforcement certification, which requires a one-year probationary period, which only covers due process and not benefits.

Correction

RECLASSIFICATION

A reclassification is a personnel action which may increase, decrease, or otherwise change a position's salary range, classification title, and/or duties and responsibilities. This action may be the result of changes in the actual job responsibilities and duties assigned as required by management, a budgetary reduction in force, new or eliminated services or functions through reorganization, or other factors.

When the salary range of a position is changed due to an increase or decrease in duties and responsibilities, the incumbent's pay rate ~~will~~ may increase or decrease by ~~3-3%~~ a minimum of 4% for each range depending on the new salary range. The employee retains their permanent status.

Correction to be consistent with new Pay Plan following the Evergreen Study.

D. DEMOTION

Demotion is the appointment of an employee to a new position with decreased responsibility and pay. Employees who are demoted will be demoted by a minimum ~~3-3%~~ 4% when it is a one ranged demotion. If a demotion results in a greater than one range change, the new salary must be approved by the HR Director.

Correction to be consistent with new Pay Plan following the Evergreen Study.



Gaston County

Gaston County
Board of Commissioners
www.gastongov.com

Human Resources

Board Action

File #: 18-306

Commissioner Brown - Human Resources - To Approve Revisions to the Gaston County Personnel Policy Manual Related to Travel Reimbursement and the Position Classification and Pay Plan to Comply with State Requirements for Substantial Equivalency

STAFF CONTACT

Pam Overcash - Human Resources - 704-866-3722

BUDGET IMPACT

N/A

BUDGET ORDINANCE IMPACT

N/A

BACKGROUND

Gaston County's Policy and Pay Plan need to be updated periodically. These changes are to clarify or enhance existing policy.

POLICY IMPACT

Policy changes are 17.7.1, 4.1, 4.2, 4.3, 23.2.2. Pay Plan changes are Section II A, B, C, D and to add a section on Suspension without Pay.

ATTACHMENTS

Resolution and Narrative of all Policy Revisions

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