

EXHIBIT A



GASTON COUNTY  
PAY PLAN

FY 20256-20267

## **PREFACE**

The policies, procedures, classifications, and pay rates as identified within the Gaston County Pay Plan apply to all county departments and agencies, except as noted.

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**SECTION I: COMPENSATION POLICY**

The primary objective of the compensation policy of Gaston County is to ensure that wages and salaries paid to its employees are externally competitive, internally equitable, and linked to the organization's goals and objectives. The level of pay is based on the County's financial ability to pay, its fiscal policy, and local prevailing rates. Gaston County is required to comply with the Fair Labor Standards Act (FLSA). County policies are intended as a supplement or an enhancement of FLSA and should contradiction occur; the FLSA will take precedence over County policy.

**A. PAY PLAN**

The Gaston County Pay Plan includes an alphabetical list of classifications, salary ranges assigned to the classifications, and rules and procedures for salary administration.

**B. COVERAGE**

All employees, regardless of budget status, are covered by the Pay Plan Provisions and Pay Administration Procedures and are deemed to be employed under merit principles. However, certain employee pay rates are set by the separate actions of the Board of County Commissioners, State of North Carolina, or otherwise provided in absence of the pay schedule. Those classifications and/or positions that are covered under the County Pay Plan but are exempt from the pay administration procedures are as follows:

There are none currently.

**C. COMPENSATION**

**1. Calculation**

All salary ranges represent the minimum and maximum base compensation for a given classification. Official payroll computations for non-exempt employees are based on an hourly rate (calculated to four decimal places). Exempt employees are paid on a salary basis.

**2. Pay Periods**

All employees are paid on a biweekly basis representing twenty-six (26) pay periods in a calendar year.

**3. Time Keeping**

All non-exempt employees must complete a time sheet for each pay period that indicates total hours worked and any variations or exceptions to their regularly scheduled work week for each pay period. Depending on the department, this may be in the form of a paper timesheet, or via the Employee Self Service (ESS) portal. Exempt employees complete time sheets only when there is an exception to their regular salary; for example, when taking annual leave, sick leave, or when a paid holiday occurs in the pay period. Again, depending on the department, this may be in the form of a paper timesheet, or via the ESS portal. All paper time sheets must be signed by the employee and approved by the appropriate level of supervisor or manager or director (this pertains to paper timesheets and ESS time entry).

**D. WORK WEEK HOURS**

All Salary Ranges in the Pay Plan are established based on a forty (40) hour work week, unless otherwise noted. Most classifications in the County service are assigned to a forty (40) hour work week and this is considered their regular working hours. Classifications designated as "exempt" under the Fair Labor Standards Act (FLSA) are required to work varying schedules as necessary to accomplish the required work. Most of these positions will work a forty (40) hour work week, but if more than forty (40) hours are required, overtime compensation provisions shall not apply.

For the period of July 1<sup>st</sup> until June 30<sup>th</sup> (fiscal year), the standard work week for all County employees shall be from 12:00 A.M. Saturday (midnight) to 12:00 P.M. (midnight) the following Friday. The work week as defined shall be the basis for determining overtime compensation, except for those employees engaged in law enforcement activities that may be assigned other work schedules authorized under the FLSA.

**E. PAY STATUS**

Pay status shall be defined as that period when the employee is actually actively working, when they are utilizing annual leave, sick leave, or other authorized paid leave. An employee in non-pay/unpaid status for an entire pay period shall not earn or accrue any leave, retirement credits, or other benefits except for employees on authorized leave without pay under the provisions of the Family Medical Leave Act, who will continue to receive medical insurance benefits. Employees on approved FMLA must be in a paid status for at least 40 hours during a pay period in order to accrue sick and annual leave. In these situations, the department must contact the HR Leave Coordinator to have accruals turned off in applicable situations.

To be in pay status, the employee must have worked or been on authorized paid leave. An employee occupying an allocated permanent full-time position shall be in pay status and accrue all eligible benefits, provided they are in pay status for at least 1 hour during the pay period. An employee occupying an allocated permanent part-time position shall be in pay status and accrue eligible benefits on a prorated basis depending on the actual hours worked, provided they are in pay status at least 1 hour during the pay period. An employee is not in pay status after their last day of work when separated because of resignation, retirement, death, dismissal, reduction in force, or when beginning an approved leave of absence without pay.

All requests for leave without pay are submitted to and must be approved by the employee's department director.

**F. OVERTIME COMPENSATION**

For all non-exempt employees, the calculation of overtime hours worked, or portions of hours worked, shall be in accordance with prevailing Fair Labor Standards Act and One Big Beautiful Bill Act requirements. All non-exempt employees serving in eligible positions shall be compensated at will receive one and one-half times their regular rate of pay hourly rate of compensation for work performed in excess of the standard work week or work period as defined by the Fair Labor Standards Act. Under FLSA, the regular rate includes all remuneration for employment paid to, or on behalf of, the employee, except for payments specifically excluded by law. Gaston County's Compensatory time policy provides that any non-exempt employee may request the substitution of time and one-half off for hours of overtime worked by signing and submitting an Agreement to voluntarily do so. Once the agreement is accepted, the employee is locked into the agreement for at least thirteen (13) pay periods and a maximum of 160 overtime hours at time-and-one-half for a total of 240 hours annually. Public Safety Employees (law enforcement, fire protection, and emergency response personnel) may accrue up to 480 hours. For the purposes of defining

and computing overtime, **authorized or unauthorized absences from duty shall not be considered as time worked.** Actual time worked, including actual time spent on jury duty, is considered as time worked.

The work week as defined in section D shall be the basis for determining overtime compensation, except for those employees engaged in law enforcement. Employees engaged in law enforcement activities may be assigned other work schedules authorized by the Fair Labor Standards Act. The rules for computing

a law enforcement employee's overtime compensation is the same as those applied to all other non-exempt employees except that the term **work period** should be substituted for the term **work week**.

## **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.).

In situations where an employee is newly appointed to the County service, but is coming from another city, county, or other North Carolina State Retirement System agency, the employee's sick leave balance will be transferred from that agency to Gaston County upon receipt of a written certification of sick leave balance from the previous employer. For sick leave to be transferred, the new employee must be considered as a transfer by the State Retirement System. If the new employee has elected to withdraw their retirement contributions prior to employment with Gaston County, then the transfer of sick leave balances is prohibited. Accumulated annual leave and length of service credit for longevity pay is not transferable from other cities, counties, or State of North Carolina agencies.

The entrance salary or hourly rate for new employees shall be at the minimum of the salary range for the position's classification, ~~with the following exceptions:~~

~~1. **Appointment Above Minimum;** however, 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. All salary offers above the minimum shall be approved by the Human Resources Department.~~

~~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. Under no other circumstances shall an employee's salary fall below the minimum of the range for the employee's job class.~~

~~While in training status, an employee's base rate may be advanced due to 1) the successful completion of a major portion or all 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 advances to the minimum of the new salary range.~~

### **B. PROMOTION**

Promotion shall be defined as an advancement from one position to another with a higher salary grade.

**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

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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-progression~~ 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, except for 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.

### C. 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 ~~be increase or decrease by an amount~~ determined by the Human Resources Department through the salary placement process which may result in an increase or decrease in pay. The employee retains their permanent status.

**All reclassifications must go through the process of completing HR Form 526.**

Reclassifications to a higher salary grade may only be submitted during the Budget process, the Mid-Year process, or through an organization wide Compensation Study. Reclassifications requested through the Budget process must be submitted to Human Resources by the third Friday of January each year. Reclassifications requested through the Mid-Year process must be submitted by first Friday of December each year. Any reclassifications requested through a Compensation Study will follow deadlines established by the Human Resources Department.

### D. DEMOTION

**Demotions are dictated by Personnel Policy 9.2 and encompass both voluntary and involuntary demotions.** A demotion is the appointment of an employee to a new position with decreased responsibility, salary grade, and pay. The employee's new pay rate will be determined by the Human Resources Department through the salary placement process. ~~The department will be responsible for informing the employee of the reduced salary rate. The reduction in pay shall not exceed 10% per salary grade unless a greater decrease is justified to maintain internal equity.~~

### E. TRANSFER

A transfer is defined as the lateral movement of an employee from one position, in a given classification and salary range, to another position in the same or similar classification and salary range. The transfer may be within a department (intra-departmental) or between departments

(interdepartmental). In all transfers the employee's range, salary, permanent status, performance evaluation date, and benefits remain the same unless additional experience or internal equity justifies a higher rate.

## F. SALARY ADJUSTMENTS

### 1. Pay for Performance

Merit-based salary increases shall be approved by the Board of Commissioners. When recommended and approved during the annual budget process, such increases within a job classification's salary range shall be based solely on employee performance and not on length of service.

Permanent employees, including full-time and part-time employees working a regular recurring schedule, shall be eligible for annual salary increases based on performance, contingent upon receipt of an acceptable performance evaluation.

Half-time employees may be eligible for performance-based salary increases at the discretion of the department director, contingent upon receipt of an acceptable performance evaluation.

~~Merit increases were not approved in the Fiscal Year 2025-2026 budget, however, if recommended and approved by the Board of Commissioners, this type of salary advancement within a job classification's salary range shall be based solely based on performance and not the passage of time. Permanent employees (both full-time and part-time employees working a regularly recurring schedule in a position) may be eligible for an annual salary increase, based on performance, regardless of the number of Gaston County Pay Plan hours worked, provided an acceptable performance evaluation has been provided. Half-time employees receiving a salary increase, based on performance, will be at the discretion of the employee's department director, provided an acceptable performance evaluation has been received.~~

The performance evaluation ~~date period~~ is established as October 1<sup>st</sup> through September 30<sup>th</sup> the following year~~December 15<sup>th</sup>~~.

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An employee's salary cannot be raised by merit or market adjustments to exceed the maximum salary rate for the salary range assigned to the employee's job class. In those circumstances, employees will receive a lump sum payment in lieu of a base pay increase.

### 2. Pay Plan Adjustments

~~All increases in an employee's pay shall be based on performance. However, as As part of the County's Performance Management System, external wage and salary surveys will be conducted~~

periodically to ensure the competitiveness of the County's salary structure. Based upon these wage and salary surveys, the County's ability to pay, and County pay policy, a general adjustment in employee wages and salaries and/or an adjustment in salary ranges may be authorized by the Board of County Commissioners. An employee's pay rate may be affected by a change in salary ranges in the Pay Plan.

When pay adjustments are recommended to and approved by the Board of County Commissioners, each eligible employee's pay rate shall be advanced by an amount as determined by the Board. However, if the employee's pay rate puts them above the new adjusted maximum rate of their salary range, they will receive a lump sum payment equal to the approved percentage based on their regular base pay. An employee's employment status or performance evaluation date is not affected by a pay scale adjustment.

The maximum pay rate for a given salary range is the maximum rate of pay which can be allocated to an employee, excluding income authorizations. Once the employee reaches the maximum rate in their respective salary range, additional increases in the rate ~~is~~are based only on pay scale adjustments to the salary range for the classification. Pay Plan Adjustments and Across-The-Board increases are available to all eligible full-, part-, and half-time employees.

## G. ADDITIONAL COMPENSATION / INCOME AUTHORIZATIONS

### 1. Lead Worker

Lead Worker is defined as an income authorization for an employee in a particular position in the organization for the performance of limited supervisory related duties not normally associated with the position's classification, and/or for a significant addition to an employee's existing duties that temporarily increases the scope of that employee's duties. A Lead Worker generally performs the same or similar tasks as other employees in ~~a given the same~~ job classification, while also taking on additional temporary responsibilities associated - Those positions and/or employees designated as Lead Worker shall receive a three (3%) percent income authorization added to their ~~regular earnings base~~ pay. However, the employee's hourly rate will not change.

This income is not permanent and is restricted to the length of the assignment as a Lead Worker. In normal circumstances, such an assignment shall last no longer than six (6) months. Assignments requiring longer than six (6) months will require the approval of the Director of Human Resources. Requests for the assignment of Lead Worker pay are processed as a Personnel Action Form, ~~and are authorized through an Income Authorization. Similarly, pay for Lead Worker ends with the deletion of these duties. All income authorizations are calculated on hours worked only.~~

### 2. Field Training Officer

Field Training Officer (FTO) pay is defined as an income authorization for certain employees in the public safety classifications ~~and certain positions within the County Clerk's Office~~ only. This income is not permanent and is restricted to the length of the assignment as a trainer. In normal circumstances, such an assignment shall last no longer than one (1) year.~~The income authorization is not permanent and is based on the length of assignment as a trainer.~~ Employees assigned to this function serve as on-the-job trainers of probationary public safety employees (Trainees). Those employees designated as FTO's shall receive a five (5%) percent income authorization added to their ~~regular earnings base~~ pay. The employee's ~~hourly pay~~ rate will not change.

Requests for the assignment of FTO are processed as a Personnel Action Form, ~~and are authorized through an Income Authorization. Similarly, pay for FTO ends with the deletion of these duties. All income authorizations are calculated on hours worked only.~~ Employees cannot receive both FTO pay and Lead Worker pay at the same time.

### 3. Longevity

In addition, other compensation for longevity of service will be provided to those full-time and permanent part-time County employees who: 1) were employed prior to October 24, 2002 (per BOC

Resolution 2002-337); 2) have at least eight (8) years of continuous uninterrupted service and 3) are employed by Gaston County on the last payday of the fiscal year. Longevity pay will be issued to eligible employees following the adoption of the annual budget via an off-cycle check following the first paycheck in the new fiscal year. **Board resolution 2002-337 terminated Longevity pay for all employees hired after 10/24/2002. Employees who were eligible for longevity, but who terminated employment with Gaston County for any reason and then were re-hired after 10/24/2002 will not be eligible for Longevity.**

Those employees eligible to receive Longevity will receive a one-time income authorization equivalent to five (5%) of their prior year earnings.

<u>Years of Service</u>	<u>Percentage of Actual Salary</u>
<u>At least eight but less than eleven</u>	<u>1.50</u>
<u>At least eleven but less than fourteen</u>	<u>2.50</u>
<u>At least fourteen but less than seventeen</u>	<u>3.50</u>
<u>At least seventeen but less than twenty</u>	<u>4.50</u>
<u>Twenty or more years</u>	<u>5.00</u>

#### 4. Certification Pay Progression Plans

~~Outside of approved Progression plan changes, or certain LEO classification certifications (ex: Intermediate/Advanced certifications), employees in certain classifications, as designated by the Department of Human Resources and approved by the County Manager, are eligible for additional compensation based on attaining approved certification(s) related to their job classification. The actual amount of compensation is determined by the Department of Human Resources on the basis of the classification and is paid in a lump sum. The effective date of the payment will be the first of the pay period following the employee obtaining the certification (contingent on timely receipt of the paperwork in Human Resources).~~

Employees in designated classifications, as determined by the Department of Human Resources and approved by the County Manager, are eligible to participate in approved progression plans. These plans provide additional compensation based on the attainment of specified years of service and/or approved certifications directly related to the employee's job classification.

The amount of additional compensation available under a progression plan will be established by the respective department and must receive annual approval from Human Resources.

Compensation adjustments under an approved progression plan will become effective on the first day of the pay period following the employee's attainment of the required certification or qualification, provided all required documentation is submitted to and received by Human Resources in a timely manner.

Eligibility, certification requirements, and compensation amounts are subject to review and approval in accordance with established Human Resources procedures.

#### **5. Advanced Law Enforcement Certificate Pay**

Police Officers ~~and~~ Deputy Sheriffs, Detention Officers, and Telecommunicators who obtain their Advanced Law Enforcement Certificate will receive an annual bonus of \$600 if they are full-time employees law enforcement officers or \$300 if they are half-time law enforcement officer/employees. The annual bonus

payment will be paid based on the pay date for the first full pay period of each fiscal year. Eligible ~~officers~~ employees who receive their Advanced Law Enforcement Certificate during the fiscal year will receive a prorated amount based on their full-time or half-time status and will receive the full payment for the new fiscal year, as stated above. ~~Employees are responsible for notifying their appropriate departmental personnel when they have obtained providing a copy of~~ their new Advanced Law Enforcement Certificate or letter from the State to their appropriate departmental personnel within 90 days of issue. The employee's department is then responsible for providing a copy of the certificate or official documentation from the State, and the appropriately completed PAF to Human Resources for processing. All documentation must be provided to Human Resources within 90 days of the certificate's issue date. Failure to provide documentation by this deadline will result in the employee's payment being deferred until the next Fiscal Year. No retroactive payment will be issued for documentation not provided within 90 days of the certificate being issued.

## 6. Travel Expenses

All employees are eligible to receive a specified mileage allowance when using a private vehicle for official business and reimbursement of travel related expenses. Specific guidelines are set forth in the County Travel Policy. In addition, new professional level employees may receive reimbursement for

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relocation expenses upon the approval of the County Manager as authorized by the Board of County Commissioners Resolution #89-99, effective May 1, 1989.

## 7. Tool Allowance

Employees in classifications designated as trades or maintenance categories, and who are required by their department or the County to provide their own hand and/or power tools, are eligible for an income authorization for an annual tool allowance of \$1,300.00, which is paid on a biweekly basis (\$50.00 for twenty-six pay periods). The required list of tools is determined and maintained by the employee's department and approved by the County Manager. Tool allowances are treated as income authorizations and are not considered part of the employee's base rate. Employees receiving tool allowances are responsible for replacing any lost, stolen, or damaged tools at their own expense. This allowance is applicable to exempt and non-exempt employees.

## 8. K-9 Allowance

Employees in the Law Enforcement and/or Law Enforcement Supervisor classifications that are trained and assigned the responsibility for caring, handling, and operating with a department canine animal ~~shall receive an additional five (5%) income authorization added to their regular earnings~~ are eligible for an income authorization for an annual K-9 allowance of \$4,420.00, which is paid on a biweekly basis (\$170.00 for twenty-six pay periods) for such an assignment. This income authorization is not permanent and is based on the length of assignment as a K-9 officer. ~~This income authorization is to comply with existing Federal Fair Labor Standards Act requirements.~~ The hourly rate paid to the employee will not change.

Requests for the assignment of K-9 Allowance are processed as a Personnel Action ~~Form, and are authorized through an Income Authorization.~~ Similarly, pay for the K-9 Allowance ends with the deletion of these duties. All income authorizations are calculated on hours worked only.

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## 9. Acting Status

Employees, who are temporarily servicing in an interim or acting capacity ~~promoted~~ to a position of a higher salary range and meet minimum qualifications for the position will receive an income authorization added to their regular earningsbase pay, or an amount which equals the minimum of the new salary range (whichever is higher). The additional income authorization will be based on the following percentages:

- 20%: Employees temporarily ~~promoted~~ servicing in to executive level positions
  - (County Manager, ~~Executive Leadership~~, County Attorney, or Clerk)
- 15%: For employees temporarily ~~promoted to~~ servicing in department director level positions
- 10%: For employees temporarily ~~promoted to~~ servicing in assistant department director level positions
- 7%: Employees temporarily ~~promoted~~ servicing in to a position of a higher salary range than their own,
  - -yet not at the executive, department director, or assistant department director level

This income is not permanent and is restricted to the length of the assignment in the Acting Status. In normal circumstances, such an assignment shall last no longer than six (6) months. Assignments requiring longer than six (6) months will require the approval of the Director of Human Resources. Should the employee be permanently appointed to the position, the Acting Status income will end, and the employee's new rate of pay will be determined by established Gaston County salary placement methods.

Requests for the assignment of Acting Status are processed as a Personnel Action Form, submitted by the requesting department to Human Resources. Final approval is determined by the Director of Human Resources. All income authorizations are calculated on hours worked only.

## 10. Lateral ~~Transfer~~ Entry Incentive

~~Any full-time law enforcement or detention officer hired into Gaston County Police Department or Gaston County Sheriff's Office, after the date of this policy (January 21, 2021, BOC resolution # 2021-029) with at least two years of law enforcement experience will receive lateral entry incentive pay equal to \$3,000.00. This policy does not apply to re-hired employees, or employees transferring from one Gaston County Department/Office to another. This incentive will be payable in two installments:~~

- ~~• \$1,500.00 upon completion of Field Training, and~~
- ~~• \$1,500.00 upon completion of one year of independent service~~

Any full-time Law Enforcement Officer, Detention Officer, Public Health Nurse, EMT or Paramedic hired into Gaston County's Public Safety or Health Departments (Police, Sheriff, GEMS, Public Health), after 7/1/2026 with at least two years of full-time law enforcement, EMT/Paramedic, or professional nursing experience will receive lateral entry incentive pay in two installments. The first installment will be issued upon the completion of 6 months of continued service with Gaston County. The second installment will be issued upon completion of an additional one year of continued county service. The Lateral Entry Incentive Pay will be equal to the following amounts:

- \$3,000 – EMTs and Public Health Nurses (two installments of \$1,500)
- \$4,000 – Detention Officers and Paramedics (two installments of \$2,000)
- \$5,000 – Police Officers and Deputy Sheriffs (two installments of \$2,500)

Any employee who receives Lateral Entry Incentive Pay and separates from employment with Gaston County—whether due to retirement, voluntary or involuntary termination—within two years of receiving their most recent installment shall be required to repay the full amount of all installments received.

This policy does not apply to former employees who have previously received a hiring incentive, former employees who have separated employment from the County within the previous 5 years in an incentivized job class, or employees transferring from one Gaston County Department/Office to another. Lateral Entry Incentive Pay for Administrative or Leadership positions will require written approval from the Human Resources Director and the County Manager or their designee.

## 11. Immigration Code Enforcement (ICE)

Immigration Code Enforcement (ICE) pay is defined as an income authorization for certain employees in the public safety classifications only. The income authorization is ~~not permanent and is~~ based on the length of assignment to ICE duties. Those employees designated as ICE shall receive a three (3%) percent income authorization added to their ~~regular earnings~~ base pay. The employee's pay rate will not change.

Requests for the assignment of ICE are processed as a Personnel Action Form submitted by the requesting department to Human Resources. The Personnel Action Form must also be accompanied by a copy of the employee's certification showing successful completion of the US Immigration and Customs Enforcement Academy's Immigration Authority Delegation Program. ICE pay ends upon deletion of these duties and will be similarly processed with a Personnel Action Form. All income authorizations are calculated on hours worked only.

## 12. On-call Daily

On-call Daily pay is defined as an income authorization for any non-exempt employee identified by their department director as needing to serve in an on-call status. The income authorization is not permanent and is based on the department's need for the employee to serve in this capacity. Employees

designated On-call pay is a flat payment of \$40.00 for each day the assigned employee is on-call. The employee's pay rate will not change. This pay authorization is independent of any pay related to returning to work after an employee's regularly scheduled work day.

Requests for on-call daily pay will be processed as a Personnel Action Form submitted by the requesting department to Human Resources. On-call daily pay ends upon deletion of these duties and will be similarly processed with a Personnel Action Form.

### 13. Clothing Allowance

Clothing Allowance is defined as an income authorization for certain employees within the Building Inspections Division (as defined by the assigned Assistant County Manager ~~over that area~~), ~~the Police Department, and the Sheriff's Office~~. Payment amounts will be bi-weekly, on the following schedule:

- ~~• County Police Personnel: \$32.00~~
- ~~• Sheriff's Office Personnel: \$32.00~~
- Building Inspections Personnel: \$10.00

Requests for Clothing Allowance pay will be processed as a Personnel Action Form submitted by the requesting department to Human Resources. Clothing Allowance pay ends upon the employee no longer working in a capacity that requires this income authorization and will be similarly processed with a Personnel Action Form.

#### **14. Mental Health Transport**

~~Mental Health Transport pay is defined as an income authorization for certain Sheriff's Office employees designated as eligible to transport mental health patients from one location to another. Exempt and non-exempt employees designated to receive this pay will receive their hourly rate of pay times the number of hours coded for these transports.~~

~~Requests for Mental Health Transport pay will be processed as a Personnel Action form submitted by the Sheriff's Office to Human Resources. Mental Health Transport pay ends with an employee is no longer required to work in this capacity and will be similarly processed with a Personnel Action form.~~

#### **15. Juvenile Transport**

~~Juvenile Transport pay is defined as an income authorization for certain Sheriff's Office employees designated as eligible to transport juveniles to the Juvenile Detention facility. Exempt and non-exempt employees designated to receive this pay will receive their hourly rate of pay times the number of hours coded for these transports.~~

~~Requests for Juvenile Transport Pay will be processed as a Personnel Action form submitted by the Sheriff's Office to Human Resources. Juvenile Transport pay ends with an employee is no longer required to work in this capacity and will be similarly processed with a Personnel Action form.~~

#### **16. Night Shift Differential**

~~Night Shift Differential pay is defined as an income authorization for certain positions in Public Safety, GEMS, and Social Services classifications only. The income authorization is not permanent and is based on the length of assignment working night shift. Employees assigned to this function shall receive an additional fifty-two dollars (\$0.52.00) cents an hour, for each hour worked in an approved night shift position. This income is not permanent and will last as long as the employee works night shift.~~

Requests for the Night Shift Differential pay are processed as a Personnel Action Form submitted by the requesting department to Human Resources. Night Shift Differential pay ends ~~with~~ when an employee is no longer assigned to ~~the~~ night shift and will similarly be processed with a Personnel Action Form.

#### **17. Interpreter Pay**

Interpreter Pay is defined as an income authorization for employees who are proficient in the use of a second language. Those employees eligible to receive Interpreter Pay (as outlined in Personnel Policy 10.15) shall receive a five (5%) percent income authorization added to their regular earnings base pay. The employee's pay hourly rate will not change. Please refer to Gaston County Personnel Policy 10.15 – 10.15.5 for eligibility, responsibility, and procedure information. All income authorizations are calculated on hours worked only.

### **SECTION III: SALARY ADMINISTRATION PROCEDURES**

#### **A. WAGE SCALE ADJUSTMENT**

On ~~May 27, 2025~~, May 12, 2026, the Gaston County Board of Commissioners passed the budget for fiscal year ~~2025-2026~~. All employees are at a minimum of Salary Range G001 above \$11.9712, in compliance with federal minimum wage requirements.

**B. SALARY RANGE ADJUSTMENT**

~~The Board of Commissioners did not authorize continuation of the step rates adopted with the fiscal year 13-14 budget. Eligibility is defined as employees working in a permanent full-time or permanent part-time capacity (full-time and part-time employees working a regularly recurring schedule). All permanent employees currently are on uniform ranges within their classification.~~

The ~~2025-2026~~ current Pay Plan includes 23 pay ranges (salary range G001 thru G023)

- Range G001-G023: ~~65~~75% Range Spread
- Grade progression:
  - G001-G005~~4~~: 9%
  - G006~~5~~-G009~~8~~: 10%
  - G010~~09~~-G13~~2~~: 11%
  - G014~~3~~-G023: 12%

**C. PERFORMANCE EVALUATIONS**

All employee evaluations must be completed ~~in~~ on NeoGov Perform. The employee's Performance Evaluation is an integral part of the County's Performance Management System and is required as a means of identifying and planning individual goals, objectives, and standards as well as a means of evaluating how well the employee and organization achieved or exceeded them. Currently, t~~he~~ Performance Evaluation scores ~~for FY25-26~~ are as follows:

<b>Performance Evaluation Score.....</b>	<b>Performance Determination</b>
1.....	Consistently Does not Meet Performance Expectations
2.....	Periodically Meets Performance Expectations
3.....	Successfully Meets Performance Expectations
4.....	Periodically Exceeds Performance Expectations
5.....	Consistently Exceeds Performance Expectations