

COUNTY PERSONNEL COMMITTEE MEETING
JANUARY 10, 1996, 2:00 PM

PRESENT: Johnnie Evans, Commissioner
Lee Warren, Commissioner

STAFF: James Martin, Deputy County Manager
Brenda Foreman, Sr. Staff Attorney
Pat Jones, Personnel Director
Rhonda Davis, Deputy Clerk
Patania Eiland, Ellen Fadden & James Lawson, Personnel Department Staff
Members

ABSENT: John Keefe, Commissioner (Due to illness)

AGENDA ITEMS

1. Election of Chairman

Commissioner Lee Warren was elected Chairman.

2. Selection of Regular Meeting Date and Time.

It was the consensus of the committee to continue meeting on the second Tuesday of each month at 2:00 PM.

3. Presentation: Proposed Pay Plan Option 1

Pat Jones stated the Proposed Pay Plan Option 1 was approved in concept by the Personnel Committee and the Personnel Department has been moving forward since that time to educate County Personnel about the plan and develop the features of the plan. Ms. Jones first presented two options for implementation of the pay plan. They are as follows:

Option 1: Implement longevity for employees eligible by June 30, 1996 of each year on first pay in July. Cost: Approximately 1.6 million.

Option 2: Phase-in all eligible employees on first pay in July and award same individual longevity on anniversary dates. Cost: Approximately 2.4 million.

Ms. Jones noted the proposal for implementation of the new pay plan for 1996 must be reviewed for legal sufficiency and administrative policies by the County Attorney's office and the North Carolina Office of State Personnel before approval by the Board of County Commissioners. She noted the reason the Office of State Personnel must review the plan is due to the fact that employees of Mental Health, Social Services and Health Department are subject to the State Personnel Act.

Ms. Jones presented information covering the aspects of the plan as well as proposed personnel ordinance modifications and reviewed some key aspects for the committee.

Commissioner Evans asked Ms. Jones the source of her information in developing the concepts of the plan.

Ms. Jones advised she gathered information from the State, as the State plan meets legal sufficiency requirements. She also obtained information from other areas including the City of Fayetteville.

Commissioner Evans asked if problems concerning employees of the Sheriff's Department receiving rank without pay increases would be dealt with in the new plan.

Ms. Jones advised there is a difference in rank and job classification. The Sheriff can give rank to a Deputy without giving an increase in salary.

Commissioner Evans asked if an employee reaches the maximum of their pay grade, will that employee receive a salary increase on their anniversary date?

Ms. Jones advised that an employee who reaches the maximum salary in their range would not continue to receive a pay increase. However, one of the features of the new plan is that market studies of positions will be done on a regular bases to adjust salary ranges. This should avoid having employees locked out of salary increases. There may, however, be a few employees who are already near or at the maximum of their salary range.

Commissioner Evans noted it may be possible during a market study that a salary range could actually decrease.

Ms. Jones noted that most market studies for salaries show an increase rather than a decrease.

Ms. Jones noted the plan is proposing yearly evaluations. She reviewed the procedure for identifying special entry rates for hard to fill positions. The Personnel Department reviewed positions with a high turnover rate and ones where there have been problems in filling. There are certain positions where, based on experience, a person would be hired at a rate above the minimum in order to fill a "hard to fill" position.

Ms. Jones encouraged the committee members to review this information and let her know of any questions they may have or any changes they would suggest.

Chairman Warren stated he would like an opportunity to review all the information as well as give Commissioner Keefe an opportunity to review it. He recommended that the committee review the material until the next scheduled meeting date, and at that time they would take some type of action.

Ms. Jones asked Chairman Warren if she could have the authority to give the information to the legal department for review.

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Chairman Warren gave Ms. Jones authorization to allow the County Legal Department to begin reviewing the proposed plan.

Meeting adjourned at 3:15 PM.