

**ORANGE COUNTY  
BOARD OF EDUCATION  
AGENDA ITEM ABSTRACT**

**Meeting Date:** May 14, 2012

**AGENDA  
ITEM No.** 12-05-13

**ACTION ITEM: (Y/N)** Y

**SUBJECT:** Administrative Procedures for Non-Certified Personnel Salaries

**INFO. CONTACT** Dr. Marcie Holland **PHONE:** 919-732-8126

**ATTACHMENT:** 1. Administrative Procedures for Non-Certified Personnel Salaries

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**PURPOSE:** The purpose of this item is to present a revised Administrative Procedures for Non-Certified Personnel Salaries to include a provision for non-certified employees who are 'held-harmless' on our current classified salary scale.

**BACKGROUND:** Orange County Schools' Human Resources Department, in collaboration with the Finance Department, completed a Classified Salary Study in 2004. As part of the study, a new non-certified salary scale was created that contained specific salary grades and step increases for experience credit. Once the new scale was established, each existing classified employee's records were reviewed to determine where that individual would be placed on the new salary scale. If placing the employee on the new scale resulted in a pay increase, the employee was placed on the new salary scale at the new salary. However, if the employee would make less money when placed on the new salary scale, the employee's salary was maintained and he/she was placed in a 'held harmless' category.

We currently have 53 employees who remain in the 'held harmless' category. Some of these employees have earned advanced certification or completed degrees since originally being placed in the 'held harmless' category. As a request is made to Human Resources for consideration for a salary increase based on an earned certification or degree, a review is completed to determine if the individual would earn a higher salary on the current non-certified salary scale and, if so, he/she is moved to the new salary. If not, he/she remains 'held harmless.' In most instances, no salary increase is given because the non-certified salary scale has not progressed due to the financial situation the school system has faced in recent years.

In order to provide some financial reward for these individuals who have earned advanced certification or a degree, it is recommended that individuals placed in the 'held harmless' category be given a salary increase by being 1) placed on the new salary schedule at the appropriate grade and step, or 2) will continue to be held harmless and receive 50% of the increase an employee would receive if on the new scale, whichever of these is higher.

The revised document and procedures have been recommend and reviewed by legal counsel.

**FINANCIAL IMPACT:** It is estimated that this would cost \$20,000 if all 'held harmless' employees earned advanced certifications/degrees and were to receive an increase.

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the revised Administrative Procedures for Non-Certified Personnel Salaries.

**ORANGE COUNTY SCHOOLS**  
**ADMINISTRATIVE PROCEDURES**  
**FOR NON-CERTIFIED PERSONNEL SALARIES**

**Placement of Current Employees on Pay Grade and Step**

Based on an objective examination of job descriptions and other relevant information, the appropriate Pay Grade will be determined for each non-certified position according to provisions set forth in the North Carolina State Board of Education's State Salary Schedule for Non-Certified Employees and procedures established by the Orange County School System. The Orange County School System will establish steps within the Pay Grades. Each employee's salary will be set at the Step within the Pay Grade that corresponds with the employee's established experience rating as of July 1, 2004. If the current salary is higher than the corresponding experience rating Step, the salary will be set at the Step equal to the current dollar amount, or the next higher Step if the current dollar amount falls between two Steps.

If a position includes duties and responsibilities of more than one specific area, the Pay Grade will be determined based on the area with a preponderance of the duties and responsibilities.

The Assistant Superintendent for Human Resources, or designee, shall be responsible for the assignment of titles to all non-certified positions and shall determine the appropriate Pay Grades for all non-certified positions. Input from supervisors may be considered in making such determinations.

**Progression on the Salary Schedule**

The dollar amounts for the Steps are determined and adjusted based on appropriations and directions from the North Carolina Department of Public Instruction and local allocations. Advancement on the experience rating is based on Orange County Schools' definition of a year of experience credit and occurs only at the beginning of the fiscal year or school year. Those employees whose current salary exceeds the corresponding Step on the Pay Grade for their position will be "held harmless" except for North Carolina legislative increases until the dollar amount and experience Step equals their salary.

**Determination of Experience Rating**

For current employees and new hires, experience credit will be granted based on the following formula:

One year for each full year in the same job classification in a North Carolina public school system, and

One year for every three years of full-time employment outside of a North Carolina public school system. Such experience must have been in an area related to the job assignment requiring similar knowledge, skills and abilities and must have been equal to a minimum of a forty-hour workweek and must have been the primary source of income.

### **Definitions**

A “year” is defined as a minimum of six consecutive monthly pay periods for a twelve-month position and five consecutive monthly pay periods for a ten-month position in the public school setting. A pay period requires the employee to work or be on paid leave for half or more of the workdays in the monthly pay period.

“Full-time” positions are designated as those with a regular workweek of thirty (30) or more hours.

“Part-time” positions are designated as those with a regular workweek of at least twenty (20) hours per week, but fewer than thirty (30) hours per week. Salary for a part-time position will be based on a percentage of the full salary for the position or an hourly rate.

### **Advanced Education**

An employee who provides the Orange County School System with the required documentation verifying the successful completion of a training or degree program in an area specifically designed to increase the knowledge, skills and abilities of the employee in the job assignment or enhances the employee’s value to the School System, which must be on a list of approved programs designated by the Assistant Superintendent for Human Resources, may be placed on a supplemental Pay Grade “A”, “B” or “C” as follows:

Holding the terminal certificate or license in a program on the approved list may qualify for a supplemental Pay Grade “A”.

Holding an Associate’s Degree from an approved institution in the job assignment area, or an area designated by the Assistant Superintendent for Human Resources which may enhance the value of the employee to the School System, may qualify for a supplemental Pay Grade “B”.

Holding a four-year degree or higher from an approved institution in an area directly related to the job assignment, or a area designated or approved by the Assistant Superintendent for Human resources which may enhance the value of the employee to the School System, may qualify for a supplemental Pay Grade “C”.

**Individuals who are categorized as ‘held harmless’ (defined earlier in this document) who earn a certificate or degree, may be compensated as follows:**

**The individual will be placed on the new salary schedule at the corresponding Grade and Step, or will continue to be held harmless and receive 50% of the increase an employee would receive if on the new scale, whichever of these is higher.**

Supplemental Pay Grades “A”, “B” and “C” will begin one, two and three Steps higher respectively for each basic Pay Grade.

Salary adjustments resulting from qualifying for “Advanced Education” will become effective the beginning of the pay period following final processing of the documentation in the Human Resources and Payroll Offices.

Eligible permanent non-certified employees who successfully complete an apprenticeship program in the job assignment area, similar to the Teacher Assistants’ Apprenticeship Program offered by the North Carolina Department of Labor, may receive a one-time payment of \$500, less mandatory withholdings. Such payment will be made in October following the school year in which the program was completed. Eligible employees must be employed by the Orange County Schools at the time of completion of an apprenticeship program and the program must be one approved by the Orange County Schools’ Human Resources Office.

### **Transfer**

When an employee transfers to a position on the same Pay Grade, a lower Pay Grade, or a higher Pay Grade, the placement on the salary schedule shall correspond to the established years of experience credit.

### **Involuntary Reassignment**

When an employee has been involuntarily reassigned to a position at a lower Pay Grade, the salary placement will be determined based on the circumstances resulting in the reassignment. For example, the employee may be “held harmless” or he/she may be placed at the salary level on the lower pay grade corresponding to the same years of experience if the involuntary reassignment is the result of the elimination of positions or other factors beyond the control of the employee. If the involuntary reassignment is the result of disciplinary sanctions against the employee or a deficiency in performance, he/she may be placed on the Pay Grade of the lower position at a level deemed appropriate by the Assistant Superintendent for Human Resources and approved by the Superintendent.

### **Re-evaluation of Positions**

When through a systematic job analysis it is determined that the assigned Pay Grade for a position should be changed, the employee’s salary placement shall be determined consistent with the procedures for “Transfer” (see above).

### **Suspension of Procedures**

The Orange County School System reserves the right to make exceptions to these procedures in order to provide and maintain an effective and efficient work force. Also, the Orange County School System may suspend the granting of experience credit, or modify the amount granted, for salary purposes if deemed necessary.

### **Local Salary Supplement**

Eligible permanent non-certified employees who have been employed in Orange County Schools for at least one year as of October 1 each year may receive a local salary supplement as determined by the Board of Education.