

Upon motion of Melvin Jackson, seconded by Jim Miller, the Board voted unanimously to adopt the following amendment to the Surry County Personnel Ordinance:

Be it ordained and enacted by the Board of Commissioners:

Article III, Section 5 (a) is amended to read as follows:

- (a) An employee who is promoted or whose position is reclassified to a higher grade shall receive an approximate 5 per cent pay increase or an increase to the minimum step of the new pay range, whichever is higher. It is the intent of this paragraph to establish the minimum pay increase which a promoted or reclassified employee shall receive. The Board of Commissioners may make appointments above these minimums, based upon factors such as the employee's job skills, complexity of job duties, training, certifications, and other job-related factors, and to insure conditions of pay equity.

Article III, Section 5 (e) is deleted.

ADOPTED THIS THE 1st day of April, 1991.

SURRY COUNTY BOARD OF COMMISSIONERS

/s/ Fred O'Neal, Chairman

ATTEST:

/s/ Linda H. Wilkins  
Clerk to the Board

**Elkin Primary School Capital Project Ordinance**

Be it ordained by the Board of Commissioners of the County of Surry that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, this capital project ordinance is hereby adopted:

Section 1. The project authorized by this ordinance is the addition/renovation project at Elkin Primary School.

Section 2. The officers of this governmental unit are hereby directed to proceed with this capital project within the guidelines set by the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete their project:

Transferred Revenues from Capital Reserve Fund	\$ 2,811,525.
State School Building Fund	-0-
Total Revenues	<u>\$ 2,811,525.</u>

Section 4. The following amounts are hereby appropriated for the project:

Architectural Fees	\$ 61,025.*
Legal, Soil Test, Surveys	10,000.
Furnishings	59,481.
Project Construction, Renovation, site work	<u>2,681,019.</u>
Total Appropriations	\$ 2,811,525.

\*Pre-bid architectural fees in the amount of \$88,975. have been appropriated previously, and are not included in the Project Ordinance appropriation.

Section 5. The County Finance Officer is directed to report quarterly to the Board of Commissioners on the financial status of the project.

Section 6. The Budget Officer is directed to include an analysis of past and future costs and revenues for this capital project in each annual budget submitted to the Board of Commissioners as long as this ordinance shall remain in effect as an ongoing project.

Section 7. Any balance of appropriated funds which are unexpended at the conclusion of this project shall be reserved by the Board of County Commissioners for future schools building projects.

Section 8. Copies of this capital project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted by the Surry County Board of Commissioners this the 3rd of June, 1991.

/s/ Fred O'Neal, Chairman

ATTEST:

/s/ Linda H. Wilkins  
Clerk to the Board

AMENDMENT TO THE SURRY COUNTY PERSONNEL ORDINANCE

Be it ordained and enacted by the Board of Commissioners:

Ordinance Appendix B-1, "Pay Plan," and Appendix C, "Employee Performance Appraisal Policy," are deleted in their entirety.

Ordinance Appendix B, "Surry County Pay Plan and Employee Performance Appraisal Policy" are added to the Ordinance, as follows:

SURRY COUNTY PAY PLAN AND EMPLOYEE PERFORMANCE APPRAISAL POLICY

I. Objectives

1. To establish a standard pay plan and performance appraisal policy for all full time and part time regular classified employees in Surry County government.
2. To establish a County pay and performance evaluation plan that meets the requirements of the State Competitive System for Local Government Employees.
3. To assure that each employee of Surry County has an opportunity to perform his or her work in a professional manner and to be compensated consistent with job performance.

II. Definitions

1. Administrative Reclassification. A change in title only. The duties and salary of the affected position have not changed.
2. Anniversary Date. The month and day upon which an employee began work with Surry County. The date for annual employee performance evaluations.
3. Class. A group of positions having similar duties and an established salary range.
4. Demotion. Reassignment of an employee to a class with a lower salary range. Assignment to a lower class solely for the purpose of establishing equity in the classification plan is not a demotion.
5. Employee Performance Appraisal System. The total process whereby employees are evaluated, with appropriate documentation, and recommendations and decisions are made on such matters as job performance, training, work objectives, merit increases, and related matters.
6. Hiring Rate. The salary which is normally paid a newly-hired employee (Step 1 of the salary schedule).
7. Intermediate Job Rate. The salary paid an employee who has progressed to the level of performance in a classification that he or she is expected to perform all duties of the class with limited supervision and/or instruction. (Step 2A, 2B).

8. Lateral Reclassification. When an employee is transferred from one classification to another that has the same assigned pay grade.
9. Longevity Plan. Employees are paid a one time payment for continuous County service based solely on longevity. This payment is made one time per calendar year in the month of the anniversary date.
10. Maximum Salary Rate. The maximum salary authorized for an employee within an assigned salary grade (the last step for the grade).
11. Merit Increase. An increase in salary within the same salary grade, based on meritorious performance.
12. Position Classification Plan. An approved plan by the Board of Commissioners that assigns positions and classes of positions to a pay grade.
13. Probationary Period. The required period of time an employee serves when entering County service, or when the employee is promoted, demoted or reclassified. During the probationary period, an employee may be discharged from County employment without cause.  
  
The probationary period is six months unless extended.
14. Promotion. When an employee is assigned a higher pay grade.
15. Range Revision. When one or more salary grades are assigned a different minimum and/or maximum salary range; or when a classification(s) is assigned a new pay grade.
16. Reclassification. When an employee is assigned to another position of a different classification. This could be at a higher, lower or same pay grade.
17. Regular Employee. An employee who has completed at least six (6) months of satisfactory County service and has been approved for regular status by his/her Department Head and County Manager.
18. Salary Grade. The numbered salary range assigned to classification(s) within the County Classification Plan, i.e., grade 56, grade 70, etc.
19. Salary Range. The minimum and maximum salary for a given classification.
20. Salary Schedule. A listing by grade and step of all the approved hiring, maximum, intermediate and minimum salary ranges, authorized by the Board of Commissioners for the various position classifications of County government.
21. Standard Job Rate. The salary paid an employee who has progressed to the level of performance and expertise in his/her classification that it is expected that the employee can perform all of the duties of his/her assigned position without supervision within the limits of their appropriate job description. The employee should be at the journeyman level of the classification (Step 3A).

### III. Implementation

Effective with the approval of this plan, all regular County employees subject to the County Personnel Ordinance will be subject to the following:

1. Hiring Rate (Starting Salary.) Unless otherwise recommended by the Department Head and approved by the County Manager, all County employees will be hired at the "Hiring Rate" (Step 1) of their assigned salary grade. Employment above the "Hiring Rate" will be based on such factors as the qualifications of the applicant being higher than the minimum education and training for the class, a shortage of qualified applicants available to accept employment at the "Hiring Rate", or other job related factors. Appointments made above Standard Job Rate (Step 3A) must be approved by the Board of Commissioners.

2. Completion of Probationary Period. Upon completion of no less than six (6) months of satisfactory service, the employee will be elevated to Step 2A of the salary schedule and be made a regular employee.
3. Advancement to Standard Job Rate. Upon satisfactory completion of an additional six (6) months' service (one (1) year from date of original employment) the employee will be promoted to step 2B of the salary schedule. Upon completion of an additional twelve (12) months of satisfactory service (two (2) years from date of original employment) the employee will be promoted to step 3A of the salary schedule. (Step 3A is the Standard Job Rate)
4. Advancement Beyond the Standard Job Rate. The County's Employee Performance Appraisal System has been established in part to give employees the opportunity to advance beyond step 3A of the salary schedule, if job performance is satisfactory. Salary increases are not guaranteed, however.
5. Initial Employment Above Step 1. Employees may be hired above step 1 (hiring rate) with the approval of the County Manager or Board of Commissioners. Such employees are eligible for a ½ step increase at the end of one year of satisfactory service and at the end of two years of satisfactory service. Thereafter, they shall be considered for job performance advancement every second year.
6. Failure to Perform Satisfactorily. Employees who fail to perform their work satisfactorily will be denied their scheduled salary increases. Appropriate corrective action shall be taken by the Department Head in accordance with the Personnel Ordinance.

#### IV. Employee Performance Appraisal System

1. Performance Appraisal. All regular employees subject to the Surry County Personnel Ordinance will be evaluated under the Employee Performance Appraisal System. Department Heads may designate the supervisors to evaluate employees and may also require intermediate level supervisors to review the evaluation; however, the Department Heads must rate or review the evaluation of all employees within their departments. Each employee must review his/her evaluation and be given the opportunity to make comments pertaining to the evaluation.
  - a. New Employees. Each new employee appointed on a probationary basis to an officially budgeted position shall have a formal performance appraisal no later than the end of the sixth (6th) month of employment. An approved form indicating that the employee has been granted permanent status will be forwarded by the Department Head to the County Manager for inclusion in the employee's personnel records. The employee also shall be reviewed at the end of twelve (12) months of employment and annually thereafter.
  - b. All Other Regular Employees. All regular full time and part time County employees will be evaluated once per year on or near their anniversary dates by their supervisors, and documentation shall be placed in the employee personnel files. More frequent evaluations may be conducted if in the opinion of the supervisor, Department Head or County Manager it is conducive to good personnel management.
  - c. Transferred, Promoted, and/or Demoted Employees. The supervisor responsible for rating an employee shall conduct a formal performance appraisal on that employee when he/she is transferred, promoted or demoted. The evaluation shall be completed and forwarded through the appropriate channels within thirty (30) days of the transfer, promotion, or demotion. An exception to this policy will be allowed when the employee has been evaluated within the last sixty (60) days by the present rater, and the rater feels the last evaluation accurately describes the employee's level of performance. A memorandum shall be sent to the County Manager and the employee indicating that the evaluation is current and to be filed in the employee's personnel record.
  - d. Exit Interviews. Department Heads may, at their option, or shall, at the direction of the County Manager, conduct exit interviews with employees who are terminating their employment with Surry County.

2. Contents of Performance Appraisal. The performance appraisal shall be in writing, and shall consist of the following:
- a. Evaluation of employee's work performance, job related attitude, and other job related factors during the time period since the last review (usually one year).
  - b. Establishment of work related goals and objectives for the upcoming year. This may include training and educational objectives.
  - c. Recommendation by the Department Head to the County Manager as to whether the employee should receive a merit increase, effective on the first day of the month following the date of the evaluation.
  - d. Certification by the Department Head and the employee that they have discussed the evaluation.
3. Performance Appraisal Factors. The performance appraisal shall consider the following:
- a. Employee observance of prescribed County and departmental regulations and procedures.
  - b. Quality, quantity and knowledge of work as measured by results.
  - c. Amount of supervision required.
  - d. Attitude toward and treatment of the public and fellow employees.
  - e. Initiative and use of work time.
  - f. Relationship of performance to present pay.
  - g. Employee's success in meeting work goals and objectives established in prior performance appraisals.
  - h. Other job related factors as prescribed by the Department Head and the County Manager.
4. Timing of Performance Appraisal and Salary Increases. Each employee shall receive a performance appraisal according to the following schedule, and shall be eligible for salary increases based upon the appraisals.

Time of Review

Six months from the date of original employment

Twelve months from date of original employment.

Two years from date of original employment.

Third year after date of original employment and annually thereafter.

Salary Increase Eligibility

If the employee was hired at Step 1 and if performance has been satisfactory, employee shall be promoted to Step 2A.

If the employee's performance has been satisfactory, he/she shall be promoted to Step 2B.

If the employee's performance has been satisfactory, he/she shall be promoted to step 3A (Standard Job Rate).

On the third year of employment and annually thereafter, a performance appraisal shall be conducted. Employee shall receive a one-half ( $\frac{1}{2}$ ) step merit increase on the fourth year of full time employment and every other year thereafter, if job performance has been satisfactory, and if funds are available.

## 5. Merit Increases.

Salary increases above Step 3A shall be considered merit increases, and shall be awarded based upon satisfactory job performance.

One-half ( $\frac{1}{2}$ ) Step merit increases shall be awarded to those employees who have performed satisfactorily in all categories of job performance during the review periods since the last salary increase (normally a two year period). Merit increases shall not be awarded if an employee receives an unsatisfactory rating on any job performance measurement.

Whenever a rating of unsatisfactory is given on any rating element, the Department Head shall record on the review document a statement of the employee's deficiencies and what the employee must do to receive a rating of satisfactory. The employee shall be reviewed again after six months. If the problems resulting in an unsatisfactory rating have been corrected, the Department Head may recommend that the merit increase be awarded.

Department Heads are authorized to recommend merit increases in one-half ( $\frac{1}{2}$ ) step increments only.

### Awards for Exceptional Job Performance.

Subject to budget instructions from the County Commissioners, the County Manager shall award annually a limited number of merit increases for outstanding job performance. These awards shall consist of salary increases of one half ( $\frac{1}{2}$ ) step. Recommendations for outstanding performance awards may be made by Department Heads at any time, and may be awarded by the County Manager, after consultation with the County Commissioners.

### Other Pay Incentives

Subject to the availability of funds, the Board of Commissioners, at its discretion, may implement pay incentives in addition to merit pay or other salary supplements as the Board may deem advisable.

### Intent

The County Commissioners intend to establish a pay plan and employee performance appraisal policy that provides equitable treatment to the employees. When individual cases arise which are not precisely covered by this ordinance, the County Manager is hereby given administrative discretion to rule on the individual cases in such a manner as to provide equitable treatment to the employees.

*Adopted 7/1/91.*