The Cleveland County Board of Commissioners met in a regular session on this date, at the hour of 6:00 p.m. in the Commission Chamber of the Cleveland County Administrative Offices.

**PRESENT:**  
Eddie Holbrook, Chairman  
Susan Allen, Commissioner  
Johnny Hutchins, Commissioner  
Ronnie Whetstine, Commissioner  
Doug Bridges, Commissioner  
Brian Epley, County Manager  
Elliot Engstrom, Senior Staff Attorney  
Phyllis Nowlen, Clerk to the Board  
Kerri Melton, Assistant County Manager  
Allison Mauney, Human Resources Director  
Chris Green, Tax Administrator  
Shane Fox, Chief Financial Officer  
Clifton Philbeck, Board of Elections Director  
Lorie Poston, E-911Communications Director  
Alan Norman, Sheriff

**CALL TO ORDER**

Chairman Holbrook called the meeting to order and Commissioner Hutchins provided the invocation and led the audience in the Pledge of Allegiance.

**AGENDA ADOPTION**

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine and unanimously approved by the Board to, **approve the agenda with the following addition:**

6. Community Support for the American Legion World Series

**CITIZEN RECOGNITION**

No citizen registered to speak.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

The Clerk to the Board included the Minutes of the September 4, 2018 regular meetings, in Board Members packets.

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Allen, and passed unanimously by the Board to, **approve the minutes as written.**

**TAX COLLECTOR’S MONTHLY REPORT**

The Tax Collector provided Commissioners with the following detailed written report regarding taxes collected during August 2018.
The Tax Assessor provided Commissioners with a detailed written report regarding tax abatements and supplements during August 2018 as well as pending refunds/releases. The monthly grand total of tax abatements was listed as ($151,423.37) and monthly grand total for tax supplements was listed as $34,421.95.
**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Allen, and unanimously adopted by the Board, to approve the Abatements and Supplements and Pending Refunds/Releases as submitted by the Tax Assessor.

**ORDER OF COLLECTION**

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Allen, and unanimously adopted by the Board, to approve the Order of Collection.

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**CLEVELAND COUNTY**

**SHERIFFS OFFICE:** BUDGET AMENDMENT (BNA #010)

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Allen, and unanimously adopted by the Board to, approve the following budget amendment:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Project Code</th>
<th>Department/Account Name</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>010.441.4.810.00</td>
<td></td>
<td>Sheriff’s Office/Donations-Contributions</td>
<td>$15,200.00</td>
<td></td>
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<tr>
<td>010.441.5.790.00</td>
<td></td>
<td>Sheriff’s Office/Donations-Contributions</td>
<td>$15,200.00</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation of Revisions:** Request to budget $15,200 in donated funds received for the purchase of two thermal imagers.

**TACC:** BUDGET AMENDMENT (BNA #011)

**ACTION:** Commissioner Hutchins made a motion, seconded by Commissioner Allen, and unanimously adopted by the Board to, approve the following budget amendment:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Project Code</th>
<th>Department/Account Name</th>
<th>Increase</th>
<th>Decrease</th>
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<tbody>
<tr>
<td>010.497.4.350.00</td>
<td>08300-P432</td>
<td>3rd Party Grants/State Grants</td>
<td>$30,708.00</td>
<td></td>
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<tr>
<td>010.497.5.700.00</td>
<td>08300-P432</td>
<td>3rd Party Grants/State Grants</td>
<td>$30,708.00</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation of Revisions:** Budget $30,708 in grant award verses the original budget from the NCDOT for the 2019 Rural Operating Assistance Program (ROAP) funds.
LEGAL: EASEMENT FOR CITY OF SHELBY WATERLINE FOR CLEVELAND COUNTY FAIR

ACTION: Commissioner Hutchins made a motion, seconded by Commissioner Allen, and unanimously adopted by the Board to, approve the easement for the City of Shelby waterline on the Cleveland County Fairgrounds property.

Fairgrounds property.

Cleveland County
EASEMENT FOR UTILITIES

THIS DEED OF EASEMENT made this 18th day of September, 2018, by and between

EASTOR, hereinafter "EASTOR" and

The City of Shelby, North Carolina, (and

GRANTOR, hereinafter "GRANTOR"),

WITNESSETH:

Owning certify they are all of the owners of certain real estates, hereinafter referred to as "easement premises" described on Exhibit A to this instrument and the grantors have agreed it is in their best interests for Owner to grant, and Grantor to accept a permanent easement in the easement premises for the purposes stated herein below;

BEHIND, in consideration of the foregoing, the mutual covenants contained herein, the parties agree as follows:

1. Grant. Owner hereby grants and conveys to Grantor a permanent easement in and upon the easement premises in the manner and form set forth in Exhibit A to this instrument and attached hereto. Such an easement is hereinafter referred to as the "easement area." The following rights are also granted, the right, but not the obligation, to clear the easement area and keep it cleared of all trees, undergrowth, or other obstructions; the right, but not the obligation, to trim out and keep trimmed and cut out all dead, weak, leaning, or dangerous trees or limbs outside the easement area which might interfere with or fall upon the lines or system of the Grantor, and the right to relocate such facilities, systems of communications or related services on said lands to conform to any future highway relocation, widening, or improvements.

2. Purpose. The Grantee and its assigns, if any, are hereby granted the right within the easement area to construct, operate, maintain, improve, modify, replace, or abandon in place any equipment necessary or convenient to the operation of the following utilities services or related activities only those services or activities indicated by an "X" shall apply:

- Water
- Communications
- Electrical
- Sidewalk
- Natural Gas
- Sanitary sewer

IN WITNESS WHEREOF, the Owner have set their hands this date above written.

[Signatures]

OWNERS

Cleveland County
COUNTY行走

EASEMENT AREA #1
Beginning at a point in the common boundary line between Cleveland County (Deed Book #6 Page 89) and Cleveland County Fair Association (Deed Book #45 Page 300), same being located 890.70' W 312.82' N 123.97 (from a point located on the north end of the United States Post Office and Post Office building) containing 1.74 acres more or less, on the basis of a one-foot radius survey 890.70' W 312.82' N 123.97, the true points and lines of the premises being located by said county survey and 300 feet more or less.

CEMENT AREA #2
Beginning at a point in the common boundary line between Cleveland County (Deed Book #6 Page 89) and Cleveland County Fair Association (Deed Book #45 Page 300), same being located 890.70' W 312.82' N 123.97 (from a point located on the north end of the United States Post Office and Post Office building) containing 1.74 acres more or less, on the basis of a one-foot radius survey 890.70' W 312.82' N 123.97, the true points and lines of the premises being located by said county survey and 300 feet more or less.

State of North Carolina, in and county of Cleveland, this 18th day of September, 2018, personally appeared before me this day and acknowledged the true execution of the foregoing instrument of conveyance, to-wit:

[Signature]

Notary Public

[Seal]

My Commission Expires: 5-20-2023

[Seal]

NORTH CAROLINA

LEGAL: EASEMENT FOR CITY OF SHELBY WATERLINE FOR CLEVELAND COUNTY FAIR

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Fairgrounds property.

Cleveland County
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- Water
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[Signature]

Notary Public

[Seal]

My Commission Expires: 5-20-2023

[Seal]
REGULAR AGENDA

EMS BASE STATION RENOVATION UPDATE

Chairman Holbrook recognized Shane Fox, Chief Financial Officer to present the EMS Base Station Update. Mr. Fox stated out of the nine EMS base stations in Cleveland County, Belwood and Polkville are the top two locations needing renovations. County maintenance staff is completing the renovations. The towns are pleased with the County’s presence in the area.

Belwood EMS Base Timeline
February 1992 - Belwood EMS Base established at old Belwood school
July 2017 – Storm – Base acquired water damage
Fall 2017 – Town – New roof and ceiling repairs
October 2017 – Lease with Belwood for 874 lot for new Base (modular unit)
April – July 2018 – Bids for Site work advertised and received
August 2018 – Meetings with Town and County to discuss options
September 2018 – Renovations of existing base

Belwood EMS Project Scope
• Renovation of existing base:
  • Sheetrock throughout
  • New flooring throughout
  • New interior and exterior AC unit
  • Upfit bathroom – new plumbing and fixtures
  • New kitchen – new cabinets and countertops
  • Entrance
  • Paint and trim
  • Driveway repair
  • Camera system

Polkville EMS Base Timeline
February 1992 - Polkville EMS Base established at Town Hall
February 2010 – County relocates a 1999 Single-wide modular to Polkville
August 2018 – Meetings with Town and County
September 2018 – Demolition of former Town Hall – Town
October 2018 – New modular will be installed at former Town Hall site

Polkville EMS Project Scope
• Installation of 24’ x 56’ new modular:
  • Removal and demolition of former Town Hall – Town
  • Piers and Foundation
  • Transport of new modular unit
  • Water/Sewer/Electric hookup
  • Skirting installation
  • Decking/Ramps

Summary
• Renovation of Belwood EMS Base
  Estimated Completion Date 9/30/18
• Setup of new modular at Polkville
  Estimated Completion Date 10/30/18
• Questions?

Chairman Holbrook opened the floor to the Board for questions and discussion. Commissioner Hutchins felt this was a good direction for the County in regards to the cost comparison. Commissioner Whetstine stated he has spoken with the Mayors and several Council members of both Belwood and Polkville who all are very happy with
where the stations will be located. The Board thanked Mr. Fox and staff for the time and work that has been put in for these projects.

**CLEVELAND COUNTY PERSONNEL ORDINANCE UPDATE**

Chairman Holbrook called Brian Epley, County Manager to the podium to present the Cleveland County Personnel Ordinance Update. In 2013, the Board identified a strategic goal under the fiscal sustainability focus area to create a maintainable Cleveland County Pay and Benefits Plan. Over the past four years, employees across the agency have received an average of a 20% pay increase, the County was able to transition from a 70/30 insurance plan to an 80/20 and there was an increased employer HSA contribution from $750 to $1,100 for those who meet the required health qualifications. In January 2018, the Board approved and implemented Phase I of the Pay & Classification Plan. This was the first comprehensive pay and classification study done in Cleveland County in over twenty-five years. The implementation did a multitude of things such as updating job descriptions and classifications across the organization, a salary study for external competitiveness and a migration of employees from a step plan to open range plan. Working through that process insured a review of internal equity and improved compression. Phase II began as part of Fiscal Year 2018/2019. It included updates to the Personnel Ordinance as well as the Sheriff’s Office Pay Plan, The current ordinance is outdated and has not been modified since 1991. Staff made recommendations on Articles I, II and III which allows the ordinance to be more consistent with the current practice. Articles IV – XI will be worked on as the County continues to move forward with the pay plan. Other goals included in implementation of Phase II is the continuation of target specific position market study and executing pay for performance. This will occur over the next several years. Staff has worked through Phase II recommendation with the assistance and guidance of a Steering Committee which includes:

1. HR Director
2. County Attorney / Outside Counsel
3. NCAAC
4. County Manager
5. Sheriff’s Department
6. School of Government
7. Pay & Compensation Specialist
8. Management Analyst

Initial Phase II implementation had several objectives such as modernization which would make ordinances more consistent with current practice, allow for alignment with state substantial equivalency, continued Fair Labor Standards Act compliance, improved consistency and equity in administration and continued competitiveness with peer organizations. Article II highlights the Position Classification Plan which states the Department Directors are responsible for working with the Human Resources Department to maintain position management and compensation policy. The Human Resources Director is responsible via delegation from the County Manager for overseeing and administering the position management and compensation system for Cleveland County. The methodology for job classifications would call for position evaluation and recommendations of new positions. County Manager has the final responsibility to the Board of Commissioners to maintain and update the job
classification policy and process so that it accurately reflects the duties performed by employees. Cleveland County will use the whole-job comparison method for job classification. The pre-defined class specifications are established for a series of job classes, and a job is placed in the classification it best deserves. It quantifies the following nine job evaluation factors and the evaluation process accurately:

1. Training and Ability
2. Experience
3. Level of Work
4. Human Relations
5. Physical Demands
6. Working Conditions and Hazards
7. Independence of Actions
8. Impact of End Results
9. Supervision

The process of establishing a new position is consistent with the existing language in the current ordinance. The creation of additional positions must be approved by the Board of County Commissioners via the County Manager. Prior to requesting the authorization and funding from the Board of County Commissioners to establish a new position, a position justification analysis must be completed and approved by the Human Resources Director. To initiate a change in the classification of an existing position, the department head will forward a request to the Human Resources Director for review.

Each fiscal year the Cleveland County Board of Commissioners may award employee pay increases based on availability of funds. Adjustments to the Compensation Plan for employee pay movement through the pay range may be awarded via market adjustments or cost of living adjustments. Market Adjustments allows the Board of Commissioners to adjust compensation of county employees to ensure that such compensation remains competitive. Cost of Living Adjustments are granted by the Board of County Commissioners, and will be effective for all county employees. Newly hired county employees will generally be paid at the minimum of the salary range for the classification of the position hired into. Employees may be hired above the minimum if education/experience warrant higher pay after consideration of internal employee equity and position turnover. All requests require approval from the Human Resources Director. Requests to hire from 12% - 25% above minimum will require approval from the County Manager. Requests to hire above 25% require additional approval from the Board of County Commissioners via the County Manager. When an employee is promoted their salary/rate of pay will be increased by at least 6% but no less than the minimum compensation of the higher graded position. If an employee is either demoted or re-assigned downward the employee’s pay will be adjusted downward by 3%, or half of the percentage increase received previously, or another amount determined by considering the reason for the demotion, the number of job grades being moved or internal equity issues. A non-exempt employee called back to work outside of normal working hours will receive compensation for 2 additional hours worked or compensation for on call hours worked – whichever is greater. Longevity pay is permanently established for all current employees hired prior to 1/1/2019. Full time employees hired by Cleveland County after January 1, 2019 will not be eligible for longevity.
Before moving into the next section, the floor was opened to the Board for any questions. Commissioner Hutchins inquired if the numbers of specific employee head count with adjustments of their pay will be stated in the budget. Mr. Epley replied it would be.

Next Mr. Epley presented the Sheriff’s Office Pay Plan. The Pay Plan for the Office of Cleveland County Sheriff was created with three goals in mind:

1. Career path & motivation for progression
2. Recruitment and competitiveness
3. Internal equity in reporting relationships

A career advancement system was created based on experience, education, and specialized training. Differentiated classification levels based on years of experience, educational attainment, military service and professional certifications. Incentive payment for on call staff was also addressed. Several positions were analyzed and include:

1. Detention Officer
2. Detention Corporal
3. Sheriff’s Deputy
4. Investigator
5. Sergeant
6. Investigative Sergeant
7. Lieutenant
8. Investigative Lieutenant
9. Captain
10. Major
11. Administrative Support Assistants

### Example Deputy Criteria

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<thead>
<tr>
<th>Level 1 Base</th>
<th>Entry</th>
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<tbody>
<tr>
<td></td>
<td>4 Years of Service</td>
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<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>2 Years of Service w/ Assoc.</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Bachelor's Degree/Military</td>
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<table>
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<th>Level 2 + (4%)</th>
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<td>or</td>
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<td></td>
<td>6 Years of Service w/ Assoc.</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>4 Years of Service w/ Bach/Military</td>
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<th>Level 3 + (6%)</th>
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<td></td>
<td>11 Years of Service</td>
</tr>
<tr>
<td></td>
<td>or</td>
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<td></td>
<td>6 Years of Service w/ Assoc.</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>4 Years of Service w/ Bach/Military</td>
</tr>
</tbody>
</table>

<table>
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<th>Level 4 + (12%)</th>
<th>2 Years w/ CCSO, Advanced Certificate and:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>13 Years of Service</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>10 Years of Service w/ Assoc.</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>6 Years of Service w/ Bach/Military</td>
</tr>
</tbody>
</table>
An additional bonus of positional base salary will be paid semi-annually to:

3.0% of Position Annual Base (Ops I)
- Narcotics
- Criminal Investigative Division

1.5% of Position Annual Base (Ops II)
- Community Interdiction Team
- K-9
- Field Training Officer

1.5% of Position Annual Base
- SERT

An employee that participates in specialized Ops I & II will receive higher of two levels not both. In regards to the SERT Team, this will be paid in addition to employees qualifying for the Ops Incentive Payment. With the implementation all Sheriff’s Office move to the new minimum.

- Classification range movement (I.E. Deputy 1 to Deputy 2)
  - Move to Minimum – OR – next standard level range, whichever is greater

- Promotion to new grade (I.E. Deputy to Investigator)
  - 6% or move to the new minimum, whichever is greater

Commissioner Hutchins inquired if other area counties had similar pay plans. Mr. Epley advised, staff has visited several surrounding counties and reviewed their plans and ordinances. The Cleveland County Sheriff’s
Office Plan is not an exact replica to the other counties however it was modeled in a similar way. The Board thanked Mr. Epley and all staff members involved for their time, effort, due diligence and hard work that was put into this project. Commissioner Hutchins asked when the pay for performance would be implemented to all Cleveland County employees. Mr. Epley advised the pay for performance is an additional adjustment to Article III. Phase II will be started immediately if approved and Articles IV through XI will be the next goal for staff to address.

**ACTION:** Commissioner Hutchins made the motion, seconded by Commissioner Whetstine and unanimously approved by the Board to, approve the Cleveland County personnel ordinance update.

*CLEVELAND COUNTY PERSONNEL ORDIANCE*

**ARTICLE I - ORGANIZATION OF PERSONNEL SYSTEM**

Section 1. - Purpose.
The purpose of this ordinance is to establish a personnel system which will recruit, select, develop, and maintain an effective and responsible workforce. The ordinance is established under the authority of G.S. Ch. 153A, Art. 6 and Ch. 126.

Section 2. - Coverage.
(a) All employees in the county’s service shall be subject to this ordinance, except as provided in this section.
(b) The following officers and employees are exempt by the specifically designated articles and sections:

3. Tax Collector. See G.S. § 155-349(b).

Section 3. - Definitions (listed alphabetically).
1. Advise Action. A Denial, dismissal, reduction in pay, layoff, or involuntary transfer or suspension.
2. Anniversary Date. The employee’s original date of hire to Cleveland County service in a permanently established position.
3. Appointing Authority. Any board or position with legal or delegated authority to make hiring decisions.
4. Appointment. The employment of an applicant or employee to perform the duties and responsibilities of an established position that has been approved by the Human Resources Department.
5. Class A group. A position or positions that are similar in duties and responsibilities and should therefore be treated consistently in terms of recruitment, selection, compensation, and other terms and conditions of employment.
6. Classification. An evaluation of a position’s assigned duties and responsibilities that determines the appropriate pay grade based on job evaluation factors and comparison to other positions.
7. Class Specifications. A summary of the most important features of a position, including the nature of the work performed, specific responsibilities, and required knowledge, skills and abilities, and minimum levels of education and work experience that are required to perform the job well.
9. Compensation (or “Comp”) Time: Time off from work that is earned in lieu of payment of wages for hours worked. Normal Employee shall accrue “Compensatory Time” for hours worked in excess of forty (40) hours per seven-day Work Week (“Excess Hours”), which is earned at a rate of one and one-half (1.5) multiplied by all such Excess Hours. Excess Hours are determined in accordance with the Workweek Standards Act of 1938 (“WLSA”), which is one (1) hour for each thirty (30) consecutive days, which is likewise earned at a rate of one and one-half (1.5) multiplied by all such hours in excess of 167, in accordance with the FLSA.
(10) Competitive Services Employee. An employee of the Department of Social Services, Department of Public Health or Office of Emergency Management receiving Federal grant-in-aid funds and is subject to the State Personnel Act. These employees are also known as "career state employees". Please note that coverages and procedures outlined in the County Personnel Ordinance are identical to those outlined in the State Personnel Act.

(11) Cost of Living Increase. An annual adjustment that may be made to all pay ranges effective July 1 of each year. It is the responsibility of the County Manager to recommend this adjustment to the Board of Commissioners. In making the decision, the County Manager shall consider relevant economic indicators for the past twelve (12) months.

(12) County General Employee. A county employee assigned to a department not subject to the State Personnel Act, located in a department that funds its Positions with no state or Federal grant funds.

(13) Reassignment/Reclassification. The movement of an individual to a Position in a lower Salary Grade.

(14) Emergency Appointment. An Emergency Appointment may be made when an emergency situation exists requiring the services of an employee before it is possible to identify a qualified applicant through the regular recruitment process. It is determined that an Emergency Appointment is necessary, all other requirements, with the exception of drug testing, will be waived. Emergency Appointments may be made for a period of up to 90 days or a total of five hundred eighty (580) hours or "in pay status". Individuals may receive successive Emergency Appointments with the same department or agency. At least three (3) calendar months must elapse before that department or agency can give the same individual another Emergency Appointment. All Emergency Appointments must be approved by the County Manager.

(15) Exempt Employee. An employee who is not subject to the minimum wage and premium Overtime pay requirements of the FLSA and who is not compensated for hours worked beyond an established Work Week.

(16) Full-Time Employee. An employee, appointed to a permanently established Position, designated by the Board of Commissioners as full-time.

(17) Grade. A level in the compensation schedule in which a group of jobs shares a range of compensation.

(18) Grievance. A claim or complaint based upon an event or condition which affects the compensation or working conditions of an employee, or an employee's working relationship with the County. Grievance procedures are established under separate agreement by collective bargaining agreements. Any employee, or authorized representatives of employees, may file a grievance.

(19) HSRP Rate. The compensation paid an employee when hired into county service.

(20) Incumbent Appointment. The status of an employee who temporarily fulfills a vacated Position or responsibilities.

(21) Job Evaluation. A formal process by which Human Resources and County management determine the relative value of jobs in the organization.

(22) Longevity Plan. A plan to reward employees for faithful continuous service, based solely on longevity. Payment made one (1) time per calendar year.

(23) Market. A defined group of comparable organizations that is used as a comparator for purposes of compensation review and adjustment.

(24) Market Adjustment. A change in Grade-level of a Position due to the results of a study of comparable Positions in designated private and public sector organizations.

(25) Meal Period. Time in which employees are completely relieved from duty.

(26) Merit Increase. An increase in salary above the standard job rate based on service which exceeds the standard and/or expected performance of the assigned Position.

(27) Non-Exempt Employee. An employee who is subject to the minimum wage and premium Overtime pay requirements of the FLSA and who must receive premium Overtime or Comp Time off in accordance with the FLSA.

(28) Overtime Cap. The hourly rate that employees are paid for hours worked in excess of 40 hours in any workweek.

(29) Overtime Rate. The hourly rate that employees are paid for hours worked in excess of 40 hours in any workweek.

(30) Pay Grade/Salary Grade. A number of levels that share a range of potential compensation, as set forth in the County Pay Scale.

(31) Pay Plan. A schedule of pay rates structured to sequential rates including low, mid, and high for each class assigned to any given salary range.

(32) Performance Evaluation System. The annual employee's review designed to facilitate discussion about areas of opportunity and performace training or correcting expectations.

(33) Permanent Position. A Position which has been approved by the Board of Commissioners, and in which the duties and responsibilities are required to be performed in a continuous and annually recurring basis, normally requiring full-time employment of an individual. Exceptions to full-time employment are those where the nature of the duties and responsibilities require a part-time or intermittent work week. A Permanent Position can be attended in less than a regular work day and/or Work Week.

(34) Position (or) Job. A collection of duties and responsibilities usually assigned to one (1) employee.

(35) Position Analysis Questionnaire (PAQ). A form used to determine the relative value of an employee's Position to develop a Class description.

(36) Position Classification Plan. An approved plan by the Board of Commissioners that classifies and establishes the classification of the appropriate Pay Plan.

(37) Proportionate Employee. A person appointed to a Permanent Position who has not completed the Probationary Period. (See Article IV, Section 9.)

(38) Probationary Period. The period during which an employee serves before obtaining permanent status when entering county service.

(39) Promotion. The movement of an individual to a Position in a higher Pay Grade.

(40) Re-classification. The process of evaluating a Position for substantial and long-term changes in assigned duties and responsibilities.

(41) Step Plan. An unification and equalizing of the Salary Ranges of every Grade within the salary plan.

(42) Salary Range. The range of compensation established to pay employees performing a particular job or group of jobs which has a minimum pay rate (low), a maximum pay rate (high), and a series of mid-range compensation.

(43) Temporary Employee. A person appointed to work in a Position for a definite duration, but not to exceed an (6) months.

(44) Temporary Position. A Position in which the duties and responsibilities are required to be performed for a specific short period of time, normally not to exceed (6) months and may or may not require attendance by a person for a full workday and/or Work Week.

(45) Transfer. The reassignment of an employee from one Position or department to another.

(46) Work Week. The seven-day Work week used for purposes of determining entitlement to premium Overtime Compensation and/or Compensatory Time, which may vary by Department.

Section 4. - Meet principle.

All positions and promotions heretofore shall be made solely on the basis of merit and fitness.

Section 5. - Responsibility of Board of Commissioners.

The Board of Commissioners shall establish personnel policies and rules, including the Classification Plan and Pay Plan and shall make and confirm Appointments when so specified by law.

Section 6. - Responsibility of County Manager.

The County Manager shall be responsible for the Board of Commissioners for the administration of the personnel program. The County Manager shall appoint, suspend, and remove all county officials and employees, except those elected by the people or whose Appointment is otherwise provided for by law. The County Manager shall make Appointments, dismissals, and suspensions in accordance with G.S. § 153A-22 and Articles IV, V, VII, and VIII of this ordinance.

Section 7. - Responsibility of human resources director.

The County Manager shall appoint a human resources director who shall assist in the preparation and maintenance of the Position Classification Plan and the Pay Plan, and perform such other duties in connection with a modern human resources program as the manager shall require, such as:

(a) Appear, interpret, and carry out this ordinance and the policies adopted hereunder, as directed by the County Manager;

(b) Establish and maintain records of all persons in the county service, setting forth each official employees, class title of Position, pay or status history and other relevant employment data;

(c) Develop and administer such recruiting programs as may be necessary to obtain adequate supply of competent applicants to meet the needs of the county;

(d) Encourage and exercise leadership in the development of effective personnel administration within the various county departments, and to make available the facilities of the human resources office to this end;

(e) Investigate, from time to time, the operation and effect of this ordinance and of the policies made hereunder, and report therein findings and recommendations to the manager;

(f) Make such recommendations to the manager regarding the personnel functions, as well as revisions to the personnel system, as he/she may consider appropriate;

(g) Issue and publish any necessary administrative directives, supplements, interpretations, and necessary prescribed forms and reports for all personnel matters for the proper functioning, maintenance, and documentation of the procedures established by and in accordance with this ordinance.

All matters dealing with personnel shall be routed through such official, who shall maintain a complete system of personnel files and records.
Section 2 - Coverage.
This Plan applies to all County employees in accordance with Section 2 of Article I of the
Cleveland County Ordinances.

Section 3 - Responsibilities.
(a) County Manager.
The Cleveland County Manager is responsible to the Board of Commissioners for implementation and when needed updating the Plan so that it accurately reflects the duties performed by County employees in their respective jobs.
(b) Human Resources Director.
The Cleveland County Manager has delegated to the Human Resources Director the responsibility for overseeing and administering the job classification and compensation system for Cleveland County. The Human Resources Director and staff shall provide professional input and advice to County Department Heads upon request of employees to establish new Positions and/or requests to reclassify existing Positions. The Human Resources Director provides advice and recommendations regarding job classification actions to the County Manager, who will make the final decision regarding such actions. The Human Resources Director shall ensure that trained professional staff are available to maintain the job classification and compensation system policies.
(c) Human Resources Department.
The Department of Human Resources will provide initial review of requests to classify new Positions, and to reclassify or reallocate existing Positions as necessary; all new Positions must be recorded along with all available information that is necessary to administer the Plan. As part of such responsibilities, such staff shall identify "benchmark Positions" for use in the classification review of existing and new Positions. Human Resources staff will also assist County departments to ensure that organizational charts are complete and current, and shall document all classification requests and how such requests have been reviewed.
(d) Department Directors.
Department directors shall work and cooperate with the Human Resources Department to maintain the job classification and compensation system. Directors shall provide written job descriptions of the essential job functions of an existing Position, or a new Position when needed. Directors shall also ensure that Departmental organizational charts and written job descriptions regarding jobs in their Departments are current and complete, and have been provided to the Human Resources Department.
(e) Equal Employment Opportunity.
The Human Resources Department will periodically review the essential job functions and written job descriptions of all existing Positions to ensure that reasonable and appropriate measures have been taken to avoid unlawful employment discrimination and minimize equal opportunity for applicants and employees.

Section 3 - The Classification plan.
The Classification plan consists of:
(1) Human Positions.
The responsibility of working with or through people, and the extent, frequency and purpose of the contacts.
(2) Physical Demands.
The job requirements which induce physical fatigue through exertion or strain.
(3) Working Conditions.
The extent of disagreeable or hazardous environmental or physical conditions, noise level and stress and the frequency and duration of the undesirable conditions.
(4) Independence of Judgment.
How much freedom or independence is allowed or required for this Position.
(5) Impact of Errors.
The extent to which the job directly influences and affects actions impacting the end results, i.e. how much the decisions or actions of the employee impact the organization and what the consequences.
(6) Supervision.
The responsibility for oversight or supervision over other employees.

Section 4 - Administration of the plan.
(a) Request to Establish a New Position.
Requests to establish a new Position of employment, which may be made only by the head of a Department, shall be handled as follows:
(1) Before making the request, the authorizing and funding from the Board of Commissioners to establish a new Position is required. Upon receipt of the request, the Department head must complete a Position Analysis Questionnaire and written job description and send both to the Human Resources Department, with a written request for the proposed Position, a proposal as to how the proposed Position will be funded, and a proposed Departmental Organizational Chart.
(2) Human Resources staff will review the request and determine whether or not the Position is defined at the appropriate Classification level and for the Position using the Classification factors set forth above.
(3) If the requested new Position is approved by the Board of Commissioners and assigned to an existing Classification, then Human Resources will inform the employee of the assignment.
(b) Request to Review Existing Position.
Requests to reclassify or reallocate existing Positions shall be reviewed using the following procedure:

(a) Grouping into their respective Classes of Positions are those which are approximately equal in complexity and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions.
(b) Class titles descriptive of the work of the Class.
(c) Written specifications for each Class of Positions.
(d) An allocation list containing the Position number, Class, Title, Grade, and Salary of each Position; the classified service and identifying the name of the incumbent in each Position.

Section 5 - Class titles.
Class Titles will be used in all records maintained by the Human Resources, Finance, and Budget Appropriation Departments. Changes in “Class Title” must be approved by the Human Resources Department.
Informal preliminary working titles may be used in the course of intra-departmental or inter-departmental communications to indicate authority, status in the organization, or administrative rank of Personnel in questions.

Section 6 - Methodology for job classification.
Position analysis is the process of describing and analyzing the different types and levels of work and their performance, a detailed statement of the reasons for the requested compensation change, and the documentation of authorization and funding, and a current organizational chart. If organizational changes are a part of the reason for this request, then the Department shall also submit an organizational chart illustrating the proposed change or changes.
The following Classification factors will be considered in the classification of jobs for the purpose of determining compensation:
(1) Training and Ability. Includes education and specialized training, licenses and certifications, and experience.
(2) Experience. The time usually required for a person requiring training and ability to develop the necessary skills and abilities to perform the job.
(3) Level of Work. The Position title level of the job performed, intermediate level, advanced, supervisory level, or a master/subchief level.

Section 7 - Procedure for Conducting Organizational or Occupational Studies.
When conditions require a Position management review of an entire organizational unit or an Occupational Series, the following process will be followed:

(a) Procedure for conducting an Organizational Unit Study.
First, the departmental director or personnel director shall discuss the reasons for requesting a Position management review of the entire unit. This review typically occur prior to or at the same time a significant reorganization.
Next, the Human Resources Director shall determine whether there are sufficient human resources to conduct the study. If so, the Human Resources and department management will work out a schedule for the study. If not, the Human Resources Director shall recommend to the County Manager that an outside consultant be engaged for this purpose.
Before the process starts, it is the responsibility of department management to work with the Finance Director to assure funding for the costs of this review.
Finally, once the study is complete, Human Resources will present the results, including proposed allocations and potential cost to department director. Once agreement is reached on allocations, then the results, including costs of implementation, will be presented to the County Manager for approval.

(b) Procedure for conducting an Occupational Study.
In addition to the ongoing Position management responsibility, is responsible for monitoring classification and compensation activity to determine whether an update of the Occupational study is necessary. When the Human Resources Director determines that a complete occupational study is needed, the Human Resources Director shall recommend to the County Manager that a comprehensive occupational study be conducted. A significant change or the completion of the study identifies the necessity for human resources to conduct the study, or whether outside assistance is needed.
Human Resources and the occupational study, in addition to other aspects of the study, including information gathering and analysis, recommendation and completion of the study. Human Resources will be responsible for recommending to the County Manager any new classifications or compensation policies from the study. The cost of implementing this study will be included in the recommendation. The results of the study, including the costs of implementation, shall be presented to the County Manager for final approval.
Section II. Database tracking.

The Cleveland Community Human Resources Department uses Keyton's "Position management activity database tracking system" for purposes of review, analysis and documentation of appropriate compensation of all employees.

Article II — Compensation Plan

Section I. Purpose

Cleveland County maintains a Compensation Plan (the "Compensation Plan") that is designed to attract, reward and retain excellent employees. The Compensation Plan includes (but is not limited to) the following:

- Minimum rate of compensation for each position
- Salary Grade
- Salary Scale
- Salary Rate
- Salary Limit
- Salary Increase
- Salary Decrease
- Salary Adjustment
- Salary Review
- Salary Review Date

The Compensation Plan is based on the salary range for each position. The Pay Scale provides for Salary Grades and correlates them with "Low," "Mid" and "High" ranges, and expresses compensation in terms of "Salary" because the vast majority of County employees are paid gross wages in fixed regular amounts on a semi-monthly basis regardless of whether they are or are not paid for the pay period.

Section II. Maintenance and administration of the Compensation Plan.

The Cleveland County Manager has delegated the responsibility of overseeing and administering the Compensation Plan to the Human Resources Director. The Human Resources Director shall administer and maintain the Compensation Plan. The Compensation Plan is intended to provide equitable compensation for all positions when considered in relation to each other, comparable rates of pay for similar employment in the public and private sector in the competitive labor market, changes in the Cost of Living, Internal conditions of the County, and other objective factors.

Section III. Adjustments to the Compensation Plan.

(a) Adjustments of Compensation. The County Board of Commissioners (the "BOC") may from time to time adjust the compensation of County employees to ensure that such compensation remain competitive, to the extent possible.

(b) Cost of Living Adjustments. Cost of Living Adjustments, when granted by the BOC, will be provided to all County employees.

Section IV. Rates of Compensation Pay.

Rates of compensation are based on qualifications that pertain to the requirements of each position, internal equity, recruitment difficulties, budget constraints, and the employee's unique skills.

(a) Work Against/Trainee Rates. Job classifications often require knowledge or skills that are not available in the labor market or that cannot be learned in a short period of time. To accommodate this and where appropriate, a trainee program will be established that will establish a uniform guide for equitable employment and compensation of trainees. An employee may be appointed to a job classification to work against a regular classified position. Such an employee is described as a "work against/employee." A "work against" employee may be hired to work in a position when there are no suitable qualified candidates. The "work against" employee will be paid at the rate that pertains to the highest paid job that the employee is qualified to perform. Upon successful completion of education or training requirements, the employee's compensation will increase to the next level for the job for which the employee was hired.

"Trainee" employee will be paid at one dollar ($1.00) less than the minimum rate for the job for which the employee was hired. Upon successful completion of education or training requirements, the employee's compensation will increase to the minimum level for the job for which the employee was hired.

(b) Interim Appointment Rates. An Interim Appointment occurs when an employee is selected to temporarily perform all of the duties and responsibilities of a vacant position. The position with the expectation that the person will hold the position for at least sixty (60) calendar days. Interim Appointments may be extended beyond sixty (60) calendar days with Human Resources approval. Interim Appointments must be reviewed and approved by Human Resources.

The employee's compensation will be increased by ten percent (10%) for the period of one year from the date of the appointment. The employee will return to their original position at the previous compensation.

(c) Part-Time Employees. Part-Time Employees will be hired at the minimum rate of compensation for the Position Info the which employee was hired.

Section V. Compensation when a Position change occurs.

Position changes may affect an employee's salary. The degree of change, if any, depends upon the type of position change. Human Resources must approve all Position changes and pay adjustments.

(a) New Hire/Adjustment. New Hire/adjustment employees will be paid at the minimum of the compensation range for the classification of the Position into which the employee has been hired. Employees may be paid above that rate if education or experience, internal equity, department turnover, and recruiting challenges warrant higher compensation. Requests for higher compensation must be submitted to and approved by Human Resources.

Requests for compensation for new hires that are twelve percent (12%) or more above the minimum of the compensation range for the classification of the Position into which the employee has been hired requires approval by the City Manager. Such requests that exceed twelve percent (12%) but less than twenty-five percent (25%) of such minimum require the approval of the Board of Commissioners (via the City Manager).

(b) Promotion. Employees may be promoted in appropriate circumstances. The terms and conditions of all Promotions must be approved in advance by the Director of Human Resources. A promoted employee's annual compensation will be increased by (a) ten percent (10%) of the employee's current annual compensation or (b) the amount of the employer's last wage increase (whichever is greater). The amount of the annual compensation increase will be determined by the Director of Human Resources.

(c) Reclassification. Reclassification is the process of evaluating a Position for substantial and long-term changes in the assigned duties and responsibilities.

When an employee occupies a Position that is evaluated, and the Position moves to a higher Pay Grade, then the employee's compensation will increase by at least six percent (6%) or to the minimum compensation of the higher Pay Grade, whichever is greater. When a Position is evaluated, and it moves to a Pay Grade that is lower than the present Pay Grade due to reclassification or some other reason unrelated to the employee's performance, the employee's compensation shall remain the same, as long as such compensation is within the range that corresponds to the new Pay Grade. If the employee's compensation before the evaluation is higher than the minimum compensation of the new Pay Grade, then the employee's compensation will be reduced to the minimum compensation of the new Pay Grade.

When a Position is evaluated, and it moves to a Pay Grade that is lower than the present Pay Grade due to reclassification or some other reason unrelated to the employee's performance, the employee's compensation shall remain the same, as long as such compensation is within the range that corresponds to the new Pay Grade. If the employee's compensation before the evaluation is higher than the minimum compensation of the new Pay Grade, then the employee's compensation will be reduced to the minimum compensation of the new Pay Grade.

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APPENDIX E – PAY PLAN CLEVELAND COUNTY SHERIFF’S OFFICE

APPENDIX E – PAY PLAN OF OFFICE OF CLEVELAND COUNTY SHERIFF POLICY

The following Pay Plan applies to all full-time employees of the Cleveland County Sheriff’s Office.

Section 1. – Definitions for purposes of this Pay Plan only (listed alphabetically).


(2) Associates Degree: For the purposes of this policy, an Associate's Degree is a two-year degree from an accredited educational institution, consisting of sixty (60) or more hours of credit from a technical school, community college, college, or university. The degree document must state that it is an Associate's Degree.

(3) Bachelor's Degree: For the purposes of this policy, a Bachelor's Degree is any four-year degree from an accredited educational institution, consisting of one hundred and twenty (120) or more hours from a college or university. The degree document must state that it is a Bachelor's Degree.


(5) Military Service: Service in any branch of the U.S. Armed Forces. In order for Military Service to entitle an employee to credit for such service in accordance with this Pay Plan, the following criteria must be met:
   (a) The employee must have completed fulfilled all obligations of his/her enlistment in any of the U.S. Armed Forces.
   (b) The employee must have received an Honorable Discharge after completion of all military contracts, or in some rare cases, a Medical Discharge. In cases of medical discharge, a departmentally independent panel will review and determine eligibility for credit for such service based on employee's length of time served, and circumstances surrounding his or her discharge.
   (c) Years employed by Cleveland County Sheriff's Office. The total years (i.e., total completed months of employment by Cleveland County Sheriff's Office divided by twelve (12)), during which an employee has worked for the Cleveland County Sheriff's Office only. Only complete years of service will be considered.
   (7) Years of Service: The total years (i.e., total completed months of employment divided by twelve (12)) during which an annuity has worked for any governmental law enforcement agencies in North Carolina, including job experience elsewhere than for Cleveland County. These years do not need to be consecutive. Only complete Years of Service will be considered.

Section 2. – Classifications.

Employees will be subject to the following classifications, based on job title, certifications, years of employment by a governmental law enforcement agency in North Carolina, and educational attainment. Based on these criteria, employees will be classified into the "levels" set forth below:

(a) Administrative Personnel: The following applies to all employees in the Sheriff’s Office employed as “Administrative Support Assistant” or “Administrative Assistant”:
   (1) Level 1: Employment before attainment of Levels 2 or 3.
   (2) Level 2: Four (4) Years of Service in an administrative position for a governmental law enforcement agency in North Carolina; OR Three (3) years of such service and an Associate’s Degree; OR any such service and a Bachelor’s Degree.
   (3) Level 3: Seven (7) Years of Service in an administrative position for a governmental law enforcement agency; OR Four (4) years of such service and an Associate’s Degree; OR Two (2) years of such service and a Bachelor’s Degree.
(b) Detention Officer: The following applies to all employees in the Sheriff’s Office employed as “Detention Officer”:
   (1) Level 1: Employment before attainment of Levels 2 or 3.
   (2) Level 2: Four (4) Years of Service for a governmental law enforcement agency position for a governmental law enforcement agency in North Carolina; OR Two (2) years of such service and an Associate’s Degree; OR any such service and a Bachelor’s Degree.
   (3) Level 3: Seven (7) years of such service; OR Six (6) years of such service and an Associate’s Degree; OR Two (2) years of such service and a Bachelor’s Degree.
(c) Detention Corporal: The following applies to all employees in the Sheriff’s Office employed as “Detention Corporal”:
   (1) Level 1: Employment before attainment of Levels 2 or 3.
   (2) Level 2: Three (3) Years of Service in a detention corporal position for a governmental law enforcement agency; OR One (1) year of such service and an Associate’s Degree; OR any such service and a Bachelor’s Degree.
   (3) Level 3: Seven (7) Years of Service in the role of detention corporal and an Associate’s Degree; OR Two (2) Years of Service in the role of detention corporal and a Bachelor’s Degree.
(d) Deputy: The following applies to all employees in the Sheriff’s Office employed as "Deputy":
   (1) Level 1: Employment before attainment of Levels 2 or 3.
   (2) Level 2: Four (4) Years of Service in the role of deputy for a governmental law enforcement agency; OR Two (2) years of such service and an Associate’s Degree; OR any such service and a Bachelor’s Degree or any qualifying Military Service.
   (3) Level 3: Two (2) Years Employed by the Cleveland County Sheriff's Office and any of the following: Seven (7) Years of Service; OR Six (6) Years of Service and an Associate’s Degree; OR Two (2) Years of Service and a Bachelor’s Degree or any qualifying Military Service.
   (4) Level 4: Two (2) Years Employed by the Cleveland County Sheriff's Office and an Advanced Certificate and any of the following: Thirteen (13) Years of Service; OR Ten (10) Years of Service and an Associate’s Degree; OR Six (6) Years of Service and a Bachelor’s Degree or any qualifying Military Service.

Additionally, the following applies to the Sheriff’s Office employed as "Deputy":

(1) Level 1: Employment before attainment of Levels 2 or 3.
(2) Level 2: Four (4) Years of Service in the role of deputy for a governmental law enforcement agency; OR Two (2) years of such service and an Associate’s Degree; OR any such service and a Bachelor’s Degree or any qualifying Military Service.
(3) Level 3: Two (2) Years Employed by the Cleveland County Sheriff's Office and any of the following: Seven (7) Years of Service; OR Six (6) Years of Service and an Associate’s Degree; OR Two (2) Years of Service and a Bachelor’s Degree or any qualifying Military Service.
(4) Level 4: Two (2) Years Employed by the Cleveland County Sheriff's Office and an Advanced Certificate and any of the following: Thirteen (13) Years of Service; OR Ten (10) Years of Service and an Associate’s Degree; OR Six (6) Years of Service and a Bachelor’s Degree or any qualifying Military Service.

To the nearest whole dollar. Longevity pay shall have no effect on an employee’s compensation or non-wage benefits other than such effect on or for the "expense rate" as may be required by the FLSA. Such pay shall be paid by no later than November 30th of each calendar year.

An employee on an authorized leave of absence without pay shall be deemed to be in continuous service for purposes of the "Years of Service" set forth above, but an employee who has failed to return to employment after such an authorized period of absence shall be entitled to longevity pay for the extent allowed by law.

Section 10. – Employees in the Office of County Sheriff

Employees in the Office of the Cleveland County Sheriff are subject to both this Article and the "Pay Plan of Office of Cleveland County Sheriff," as amended from time to time with the approval of the Board of Commissioners.
(4) Sergeant: The following applies to all employees in the Sheriff's Office employed as "Sergeant":

(1) Level 1: Employment before attainment of Levels 2 or 3.

(2) Level 2: Four (4) Years of Service with Cleveland County in the role of Investigator, OR Three (3) Years of Service with Cleveland County in the role of Investigator and an Associate's Degree, OR any such service and a Bachelor's Degree or any qualifying Military Service.

(3) Level 3: Intermediate Certificate and Seven (7) Years of Service with Cleveland County in the role of Investigator, OR Four (4) Years of Service with Cleveland County in the role of Investigator and an Associate's Degree, OR Ten (10) Years of Service with Cleveland County in the role of Investigator and a Bachelor's Degree or any qualifying Military Service.

(5) Lieutenant: The following applies to all employees in the Sheriff's Office employed as "Lieutenant":

(1) Level 1: Employment before attainment of Levels 2 or 3.

(2) Level 2: Four (4) Years of Service with Cleveland County in the role of lieutenant, OR three (3) Years of Service with Cleveland County in the role of lieutenant and an Associate's Degree, OR any such service with a Bachelor's Degree or any qualifying Military Service.

(3) Level 3: Advanced Certificate and any of the following: Eight (8) Years of Service with Cleveland County in the role of lieutenant, OR Six (6) Years of Service with Cleveland County in the role of lieutenant and an Associate's Degree, OR Three (3) Years of Service with Cleveland County in the role of lieutenant and a Bachelor's Degree or any qualifying Military Service.

(b) Captain: The following applies to all employees in the Sheriff's Office employed as "Captain":

(1) Level 1: Employment before attainment of Levels 2 or 3.

(2) Level 2: Advanced Certificate and any of the following: Four (4) Years of Service with Cleveland County in the role of captain, OR Three (3) Years of Service with Cleveland County in the role of captain and an Associate's Degree, OR any such service with a Bachelor's Degree or any qualifying Military Service.

(5) Major: The following applies to all employees in the Sheriff's Office employed as "Major":

(1) Level 1: Employment before attainment of Level 2.

(2) Level 2: Advanced Certificate and any of the following: Four (4) Years of Service with Cleveland County in the role of major, OR Three (3) Years of Service with Cleveland County in the role of major and an Associate's Degree, OR any such service and a Bachelor's Degree or any qualifying Military Service.

Section 3 - Promotional Increases in Compensation.

Employees will be classified according to their positions and fulfillment of the foregoing criteria. When an employee has fulfilled the requirements and moved up to a "Level" of higher position, their salary will be increased by the amount set forth in the "Promotional Increase Chart" below. An employee shall not receive a promotion until the employee has satisfied the requirements on the chart. Each employee's increase will be determined by the "Promotional Increase Chart" below and will be calculated as a percentage of the employee's current annual salary.

Promotional Increase Chart

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Level 1 Increase</th>
<th>Level 2 Increase</th>
<th>Level 3 Increase</th>
<th>Level 4 Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td></td>
<td>6% of Current</td>
<td>8% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>Sheriff Officer</td>
<td></td>
<td>9% of Current</td>
<td>11% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>Deputy</td>
<td></td>
<td>8% of Current</td>
<td>9% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>Investigator</td>
<td></td>
<td>12% of Current</td>
<td>14% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>Sergeant</td>
<td></td>
<td>14% of Current</td>
<td>16% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>1st Sergeant</td>
<td></td>
<td>14% of Current</td>
<td>16% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>2nd Sergeant</td>
<td></td>
<td>14% of Current</td>
<td>16% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>Lieutenant</td>
<td></td>
<td>16% of Current</td>
<td>18% of Current</td>
<td>2% of Current</td>
<td>None</td>
</tr>
<tr>
<td>W/L Lieutenant</td>
<td></td>
<td>18% of Current</td>
<td>20% of Current</td>
<td>2% of Current</td>
<td>None</td>
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<tr>
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</table>

Section 4 - Position incentives.

In addition to the promotional increases in compensation that will be awarded based on the criteria set forth above, each employee's Department employee will receive a position incentive based on their position. These incentives will be awarded based on the formula set forth below: $1,800 multiplied by the percentage set forth above. The total amount of each position incentive will be determined by the "Promotional Increase Chart" below and will be calculated as a percentage of the employee's current annual salary.
COMMUNITY SUPPORT FOR THE AMERICAN LEGION WORLD SERIES

Commissioner Hutchins discussed with the Board, suggestions and ideas on showing support for the 2019 ALWS bid. He recommended reaching out to the municipalities and ask them to show their support through either a letter, resolution or proclamation. Commissioner Whetstine asked Chairman Holbrook to explain the process and current situation for the 2019 bid. Chairman Holbrook stated the ALWS contract officially expires in 2019. The contract stipulates at the end of the 2018 series that evaluations and negotiations will begin for contract renewal. Also included in the contract is a one-year option out which states the County could option out or the National Office could give notification they are unhappy with the Cleveland County location. The final decision will be made by evaluators and staff from the National Home office during the second week in October.

ACTION: Commissioner Hutchins made the motion, seconded by Commissioner Whetstine and unanimously approved by the Board (4-0; Chairman Holbrook recused himself from voting) to, draft a proclamation showing support for the American Legion to be signed by the Board at the October 2, 2018 Commissioners Meeting and to reach out to the municipalities asking them for a letter or proclamation of support.

COMMISSIONER REPORTS

Commissioner Bridges – reminded everyone the Cleveland County Fair starts on Thursday, September 27th.

Commissioner Whetstine – recently completed a North Carolina Rural Center Leadership class where seven area counties were represented. Dan Gerlach with the Golden Leaf Foundation attended the class and commended Cleveland County’s workforce development work stating it was the best in the state.

Commissioner Hutchins – attended several meetings held throughout the County. He thanked all first responders for their service and response during Hurricane Florence.

ADJOURN

There being no further business to come before the Board at this time, Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, to adjourn the meeting.

The next meeting of the Commission is scheduled for Tuesday, October 2, 2018 at 6:00 p.m. in the Commissioners Chamber.

________________________________________
Eddie Holbrook, Chairman
Cleveland County Board of Commissioners

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Phyllis Nowlen, Clerk to the Board
Cleveland County Board of Commissioners