
ARTICLE III: THE PAY PLAN

ARTICLE III

THE PAY PLAN

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE III: THE PAY PLAN

Contents

Section 1. Adoption	3
Section 2. Maintenance of the Pay Plan.....	3
Section 3. Administration of the Pay Plan.....	4
Section 4. Transition to New Pay Plan	4
Section 5. Implementation of the Pay Plan.....	4
Section 6. Pay Status.....	7
Section 7. Pay Periods.....	7
Section 8. Payment within the Salary Range.....	7
Section 9. Salary of a Trainee	8
Section 10. Salary for a Work-Against Appointment.....	8
Section 11. Pay Rates for a New Appointment.....	9
Section 12. Pay Rates in Promotions, Demotions and Reclassifications.....	9
Section 13. Pay for Part-time Work.....	11
Section 14. Fair Labor Standards Act.....	11
Section 15. Exempt and Non-Exempt Designations.....	12
Section 16. Compensatory Time – for FLSA Exempt Employees	13
Section 17. Overtime for FLSA Non-Exempt Employees (Law Enforcement, Emergency Services, Emergency Communications, Health Department and Social Services Personnel) .	13
Section 18. Compensatory Time for FLSA Non-Exempt Employees.....	14
Section 19. Flextime for FLSA Exempt and Non-Exempt Employees	15
Section 20. Administrative Leave for FLSA Exempt and Non-Exempt Employees.....	16
Section 21. Hours Worked vs. Hours NOT Worked	16
Section 22. On Call Duty and Shift Differential.....	17
Section 23. Cost-of-Living Increases.....	18
Section 24. Longevity Pay	18
Section 25. Payroll Deductions and Complaint Procedure	19
Section 26. Salary at Separation	19

ARTICLE III: THE PAY PLAN

Section 1. Adoption

An annual salary schedule, reflecting both grade levels and steps as approved by the Board of Commissioners, is hereby adopted as the Pay Plan for Northampton County Local Government employees.

Section 2. Maintenance of the Pay Plan

When the Board of Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- A. When a class of positions is assigned to a *higher* pay range and an employee's salary in that class is *less than* the minimum salary rate of the salary range for the classification, the employee's salary shall be adjusted to the minimum of the range of the newly assigned class.

If the employee's salary is already *at or above* the new minimum of the range, the Board of Commissioners may elect to increase the salary within the range. An employee's salary may **not** exceed the maximum of the range in the newly assigned class.

- B. When a class of positions is assigned to a *lower* pay range, the salaries of employees in that class will remain unchanged. If this assignment to a *lower* pay range results in an employee being paid at a rate above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

As delegated by the County Manager, the Human Resources Director shall be responsible for the administration and maintenance of the Pay Plan.

The Pay Plan is intended to provide equitable compensation of all positions when considered in relation to each other, general rates of pay for comparable employment positions in the private and public sector in the area, changes in the cost of living, the financial conditions of the County, and to other factors deemed relevant by the County.

To ensure equitable compensation, the County Manager or Human Resources Director shall, from time to time, make comparative studies of all factors affecting the level of salary ranges

ARTICLE III: THE PAY PLAN

and shall recommend to the Board of Commissioners such changes in salary ranges as are warranted.

Section 3. Administration of the Pay Plan

The Pay Plan is intended to be administered in a fair and systematic manner in accordance with work performed by County employees. It is intended that, to the extent possible, the pay structure shall be externally competitive, shall maintain proper internal relationships among all positions based on relative duties and responsibilities and shall recognize performance as the basis of pay increases (merits) within the established pay range.

The Pay Plan shall meet the requirements of the State Personnel Commission for employees subject to the State Personnel Act, while maintaining a systematic, countywide plan.

Section 4. Transition to New Pay Plan

The following principles shall govern the transition to Pay Plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new pay plan.
- 2) All employees being paid at a rate lower than the minimum rate established for the respective class shall have their salaries raised to the new minimum for their respective classes.
- 3) All employees being paid at a rate below the maximum rate established for their respective classes must be paid at a rate within the salary range.
- 4) All employees being paid at a rate above the maximum rate established for their respective classes shall remain at their present salaries as long as the maximum rate is below the employees' present salaries.

Section 5. Implementation of the Pay Plan

The evaluation system shall be designed to facilitate fair and equitable pay decisions based upon the needs of both management and the employee as an implementation of the pay plan.

ARTICLE III: THE PAY PLAN

Salary ranges are intended to permit, to the extent possible, the recognition of individual performance.

The following provisions shall govern the granting of pay increments within specific salary ranges:

A. Hiring Rate/Starting Salary

Employees will typically be hired at the minimum rate of their assigned Salary Grade. Appointments above STEP 1 may be made with the approval of the County Manager when deemed in the best interest of the County, based on such factors as superior qualifications of the applicant or a shortage of qualified applicants available at the hiring rate.

1. County Manager - Department Heads must provide written justification to the County Manager who may approve the new employee's salary to begin at STEP 2 or STEP 3 of the salary range depending upon the justification. The County Manager strives to maintain salary equity within the County and may approve beginning salaries up to STEP 3 of the respective salary range.
2. Board of Commissioners – Department Heads/County Manager must provide written justification to the Board of Commissioners who may approve the new employee's salary beginning above a STEP 3 of the salary range depending upon the justification. The Board of Commissioners strives to maintain salary equity within the County and may approve salaries at a STEP 4, STEP 5, STEP 6, and at the highest, a STEP 7 of the respective salary range.

All new employees shall **not** receive a paycheck until the second (2nd) pay period following the date of employment, based upon completion of all necessary employment forms. The first paycheck will include payment for all hours worked (with the exception of any accrued comp time hours) from the **first day** of employment. There will be no "Check-In-The-Hold".

Merit Increases

The County's Merit Policy applies to full-time Northampton County employees. Each County employee shall receive a one-step merit increase that has consistently performed assigned duties in an *above average to outstanding* manner. The Department

ARTICLE III: THE PAY PLAN

Head shall provide the necessary Performance Evaluation and written justification to the County Manager who in turn will review and provide the final approval (*see* Article VII - Section 12).

The employee will be eligible for a merit increase every two (2) years on the employee's *anniversary date of employment* until such time as he/she reaches the maximum of the assigned salary range. Employees must maintain an *overall score* of 4.0 or above on the Northampton County Performance Evaluation. The frequency and amount of the merit increases shall be in accordance with the County's Merit Policy. **EXCEPTION:** An employee's salary cannot be raised by merit increases to exceed the maximum salary rate of the salary range assignment to the job class.

An employee who demonstrates an *above average* performance will be eligible for a salary adjustment every two (2) years. Merit increases are determined by the review of completed performance evaluations, which documents the score average in specific job assignments and is the basis for awarding a merit increase. If the employee scores at an *above average* range (4.0 or higher) on the Northampton County Performance Evaluation, he/she may be granted a one-step merit increase.

Employees' salaries will be adjusted one (1) step. Merit increases will be based strictly on performance of duties and **not** as the result of reclassification or longevity. Merit increases will be granted upon the recommendation of the immediate supervisor and Department Head based on the employee's overall performance.

If, for any reason, either party has a concern or reservation concerning the employee earning a merit increase, written justification must be provided to the County Manager; he/she will provide final approval. (*See* Article IX – Section 2)

An eligible employee who does **not** justify a merit increase will **not** become eligible for reconsideration earlier than two (2) years after the previous consideration.

1. Failure to Perform Satisfactorily

An employee who *fails* to perform satisfactorily will be denied the scheduled salary increase and appropriate disciplinary action may be taken by the Department Head. Employees who have advanced through the probationary period will be required to perform at a satisfactory level or be subject to disciplinary action.

Delay of Merit

ARTICLE III: THE PAY PLAN

A Department Head may delay granting a salary adjustment or a merit increase in cases where an employee has been absent from work due to a prolonged sick leave, leave without pay, Workers' Compensation or any other authorized leave. However, the merit date will not change; regardless of any extended work absences.

A delay will allow the Department Head/Supervisor to adequately evaluate the employee's performance at the time of reinstatement.

Section 6. Pay Status

An employee is in pay status when working and when exhausting annual and sick leave. An employee is **not** in pay status while on unapproved or approved leave without pay, inactive status while on Workers' Compensation or after his/her last day of work when separated from employment because of resignation, dismissal, retirement, reduction-in-force or death.

Section 7. Pay Periods

The County maintains a semi-monthly pay period. Employees will be paid at mid-month and the end of the month. The normal pay period ends the last working day of the month, with the employees generally being paid on the **15th** and **30th** of every month. No advances on salaries or loans to employees shall be made. Any employee who is paid for time **not** worked or otherwise receives compensation that is **not** due to him/her shall have such over-payment deducted from his/her check in the following pay period.

All new employees shall **not** receive a paycheck until the second (2nd) pay period following the date of employment, based upon completion of all necessary employment forms. The first paycheck will include payment for all hours worked (with the exception of any accrued comp time hours) from the **first day** of employment. There will be no "Check-In-The-Hold".

Section 8. Payment within the Salary Range

All employees covered by the pay plan shall be paid at a rate within the salary range established for their respective job classes, except for employees in a trainee status or employees whose present salaries are above the established maximum rate following transition to a new pay plan.

When the employee attains the maximum rate of a salary range for his/her present position, no further salary increase will be received unless the position is reclassified, the employee is

ARTICLE III: THE PAY PLAN

promoted to another position with a higher salary range, or the salary for the present position is increased.

Section 9. Salary of a Trainee

An applicant hired or an employee promoted to a position in a higher class who does **not** meet all the established requirements of the position, may be appointed at a rate of \$1 per year below the salary established for that position.

Employees who are subject to the STATE PERSONNEL ACT will be designated as “trainees” in accordance with the rules and regulations established by the Office of State Personnel.

All other County employees shall be designated “trainees” based upon recommendations of the Department Head with the approval of the County Manager and/or the Human Resources Director.

Employees in a trainee status shall continue to receive a reduced salary until the appointing Department Head and the Human Resources Director determine that the trainee is qualified to assume the full responsibilities of the position. This decision is made in accordance with information provided in the Northampton County Classification Specification.

An employee may **not** remain in a trainee appointment beyond the time he/she meets the educational and experience requirements for the classification. After the employee has successfully completed all educational and experience requirements, he/she shall be given a probationary, permanent or career status appointment or shall be separated.

If an employee with permanent or career status in another class accepts a trainee appointment, the status will be waived for the duration of the trainee appointment. The employee can regain permanent or career status either through successful completion of the trainee appointment or by reinstatement to the class in which he/she previously held status. A former employee who does **not** meet the minimum requirements of the class to which he/she is being appointed shall be given a trainee appointment. All requirements for the trainee appointment must be satisfied prior to attaining permanent or career status as long as the classification of the position has a trainee provision.

Section 10. Salary for a Work-Against Appointment

ARTICLE III: THE PAY PLAN

When qualified applicants are unavailable and there is no trainee provision for the classification, the appointing authority may appoint an employee below the level of the regular classification in a work-against situation.

A work-against appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on-the-job experience. The appointee must meet the minimum training and experience standard of the class to which initially appointed.

A work-against appointment may **not** be made when applicants are available who meet the training and experience requirements for the full class, and for the position in question. The salary for an employee in a work-against appointment may be made at any step within the salary range of the lower classification and may even exceed the minimum of the salary range assigned to the higher classification.

Section 11. Pay Rates for a New Appointment

Individuals receiving original appointments to permanent positions must serve a probationary period. This period is an essential extension of the selection process and provides the time for effective adjustment of the new employee or elimination of those whose performance will **not** meet acceptable standards.

Employees who qualify for the classification for which they are hired will typically receive the minimum rate of their assigned salary grade. Exceptions will be made in accordance with information in Hiring Rate/Starting Salary. (*See* Article III – Section 5).

Section 12. Pay Rates in Promotions, Demotions and Reclassifications

When an employee is promoted, demoted or reclassified, the rate of pay for the new position shall be established as follows:

A. Promotion

When a promotion occurs, the employee will receive a minimum increase of 5% and a maximum of 7.5% of the salary range assigned to the new classification.

If the employee's salary is below step of the entry level of the new salary grade, the employee's salary shall be increased at least by 5% and a maximum of 7.5%.

ARTICLE III: THE PAY PLAN

If an employee's current salary is already above the new step one (1) rate or entry level, his/her salary may be adjusted at least by a minimum of 5% and maximum of 7.5%.

B. Demotion

If an employee is demoted for disciplinary reasons, the employee's salary will be *reduced* to any step in the lower salary range as long as the reduced salary does **not** fall below step one (1) of the salary rate of that range, or exceed current salary.

C. Reassignments

A reassignment is defined as the movement of an employee from one position to another existing (vacant and posted) position within the County as a consideration for continual employment.

Lateral Reassignments occur when an employee is reassigned to a position within the same classification (equal pay), therefore warranting no change in salary.

Lower Classification Reassignments occur when an employee is reassigned to a position within a lower classification. When Lower Classification Reassignments occur, the employee must accept a *salary adjustment* to a step within the lower salary range as determined appropriate by the Department Head, and as approved by the Human Resources Director and/or County Manager. The employee shall receive a letter confirming the appointment to the lower level position and the newly assigned salary, as well as a position description outlining the duties and responsibilities.

D. Reclassifications

A reclassification is the reassignment of an existing position from one (1) classification to another based on job content such as duty, kind of work, level of difficulty, decision-making responsibility, required skill and education as well as accountability for work being performed. Reclassifications impact individual positions only.

When an employee's reclassified position is assigned to a higher salary range, each employee shall have his/her salary increased to the minimum of the new salary range.

If the employee's current salary is already *above* the minimum salary rate, his/her salary may be adjusted between 5% to 7.5 %. The adjusted salary may **not** exceed the maximum of the assigned salary range.

ARTICLE III: THE PAY PLAN

If the position is reclassified to a *lower* pay range and the employee is receiving a salary *above* the maximum established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.

Section 13. Pay for Part-time Work

Compensation of any employee appointed for less than full-time service shall be computed based on the ratio of the hours actually worked by the part-time employee in relation to the corresponding salary the employee would earn and hours the employee would work if he/she were full-time. (*see* "Part-Time Employee": Article I – Section 4)

Compensation of any employee working in a part-time hourly appointment will be computed based on the rate approved during the budget for that particular fiscal year.

Permanent Part-Time Employees: Permanent, part-time employees will receive the same holidays as other full-time employees provided that they are regularly scheduled to work on the day the holiday occurs. The holiday pay will be on a pro-rata basis depending upon the number of hours the employee works.

All part-time permanent employees who work less than the standard work period established by the County will be covered by Workers' Compensation (medical compensation only) and Social Security. Annual and sick leave benefits are earned at a rate calculated by dividing the number of scheduled hours of work per week by 37.5 hours. Other benefits may or may not be applicable (i.e. Retirement, 457, etc.).

- A. **Temporary Part-Time Employees:** All part-time temporary, hourly employees are **NOT** eligible for holiday pay, sick or annual leave.

Section 14. Fair Labor Standards Act

Under the Fair Labor Standards Act (FLSA), employees are to be paid at a rate of at least one and a half times their regular rate for any hours worked over 40 in a week, unless they have been classified as exempt under certain specific statutory categories or meet other requirements in the regulations. Northampton County Local Government abides by all applicable sections of the Fair Labor Standards Act and the North Carolina Wage and Hour Act as it pertains to time actually worked over 40 hours in a work week. Issues which are not specifically addressed in this section shall be resolved by referencing appropriate sections of the Fair Labor Standards Act and regulations.

ARTICLE III: THE PAY PLAN

The overtime requirement may not be waived by agreement between the employer and employees. Each supervisor is responsible for ensuring that applicable overtime, comp time and bonus time accrued for each eligible employee is accurately recorded. All overtime worked must be pre-approved by the Department Head and County Manager except in emergency situations when conditions are such that prior approval cannot be obtained, and in such event approval shall be obtained immediately subsequent to the emergency overtime worked, except when hour worked is mandated by scheduling.

Although each department head is responsible for the manner in which overtime, comp time and bonus time is authorized, it is equally important to control unauthorized time. Employees shall **not** volunteer to work without receiving compensation. Unauthorized work- hours by an employee without the Department Head/Supervisor's permission or contrary to instructions may receive disciplinary action to include but not limited to a verbal warning, written warning, suspension, or termination.

Supervisors shall arrange the work schedule of their employees to accomplish necessary work within an average workday or workweek, except in those cases where excessive hours of work are necessary.

This time worked may be subject to review by the County Manager. Such review will take into consideration organizational structure, scheduling of work, position complement, and personnel classifications.

Section 15. Exempt and Non-Exempt Designations

The Human Resources Director and Department Heads, with the approval of the County Manager, are accountable for the proper designation of positions in regards to exempt or non-exempt status in compliance with the Fair Labor Standards Act rules and regulations.

Decisions in regard to the designations are **not** made by the Federal Wage and Hour Division, but rather management who determines which positions fall in the areas of administrative, professional or executive categories.

Exempt employees include executive, administrative and professional employees as defined by the Fair Labor Standards Act, and as designated by the Department Head, County Manager or Human Resources Director. *Exempt* status is determined based upon an evaluation of the specific job descriptions and duties of the employees involved.

ARTICLE III: THE PAY PLAN

Information, which provides exempt and non-exempt designations, may be located in the County Human Resources Department. These designations are based upon the current definitions provided by the Federal Wage and Hour Division.

1. An **EXEMPT** ("Salaried") employee is eligible for comp time when applicable and upon approval from the County Manager. An exempt employee is not entitled to overtime pay based upon the provisions of the Fair Labor Standards Act ("FLSA").
2. A **NON-EXEMPT** employee is eligible for Comp Time and overtime. The employees that are considered non-exempt are subject to the provisions of the Fair Labor Standards Act.

Section 16. Compensatory Time – for FLSA Exempt Employees

Exempt employees as defined by the FLSA (administrators, executive, and professional employees) are not eligible for overtime, but are eligible for compensatory time. The county will give an additional benefit to exempt employees referred to as comp time. Comp time is time off on an hour-for-hour basis for each hour worked over 40 hours. This additional compensation does not apply when specific extraordinary working conditions warrant such as extreme weather conditions, acts of terrorism, pandemic conditions or declaration of state of emergency, unless otherwise approved by the County Manager. This is a privilege granted by Northampton County Local Government and is subject to change.

Northampton County Local Government will allow comp time to be carried over from one calendar year to another calendar year. However, no cash payment will be made at the end of the year, and there will be no payment made for any unused comp time when an Exempt employee separates from service.

Section 17. Overtime for FLSA Non-Exempt Employees (Law Enforcement, Emergency Services, Emergency Communications, Health Department and Social Services Personnel)

Law Enforcement Personnel, Emergency Services Personnel, Emergency Communications Personnel, Health Department Personnel and Social Services Personnel shall receive overtime based upon county budgetary guidelines and with approval from the Department Head and County Manager when specific, extraordinary working conditions warrant, such as extreme weather conditions, acts of terrorism or declaration of state of emergency. Overtime will be earned at time and a half (1.5) for any hours worked over 40 hours during the work period. Employees approved to be paid overtime during these conditions must maintain a

ARTICLE III: THE PAY PLAN

record of all hours worked and account for their full work period either in hours worked or leave taken.

Overtime may not be transferred to an annual or sick leave account, transferred to another employer/employee, nor accumulated to be taken at a later date. Overtime is based on hours worked over 40 in a workweek or 171 for a 28-day work period for law enforcement.

Section 18. Compensatory Time for FLSA Non-Exempt Employees

Compensatory time off (comp time) is paid time off that is earned and accrued by an employee instead of immediate cash payment for working overtime hours. The FLSA permits public employers to compensate non-exempt employees by granting compensatory time in lieu of cash payment and Northampton County Local Government practices compensatory time off for the non-exempt employees. The County Commissioners have established thirty-seven and one-half (37½) hours per week as the number of hours worked by a regularly scheduled County employee; therefore, compensatory time is accrued at the rate of hour-for-hour for actual hours worked over thirty-seven and one-half (37 ½) but less than forty (40). Compensatory time is accrued at the rate of one-and one half hour for actual hours worked over 40 hours or 171 hours for law enforcement.

Department Heads/Supervisors shall make every effort to schedule employees for use of compensatory time as soon as possible after the compensatory time is earned. Non-exempt employees under the FLSA shall be compensated for compensatory time earned as specified below:

- A. Compensatory time shall be taken by an non-exempt employee at the convenience of the Department and in the sole discretion of the Supervisor or Department Head or County Manager, as applicable, at a time, which will least obstruct the operation of the Department. In the case of emergency, unforeseen requests, the employee shall notify a supervisor within two (2) hours prior to the beginning of the workday or shift. Compensatory time may not be formally transferred to any other type of leave.

An employee will be allowed to use his or her accrued compensatory time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the Department. Supervisors, Department Heads or the County Manager may also send employees with accrued compensatory time home during slower work periods in order to ensure that employees use the accrued compensatory time at a time that is not unduly disruptive to the operations of the Department.

ARTICLE III: THE PAY PLAN

- B. Employees shall not accumulate more than 120 hours during a calendar year. When there is a balance of comp. time the employee shall exhaust comp. time prior to using annual leave.
- C. Comp time will be banked and employees will have the opportunity to use it as their discretion with approval from their Department Head or Supervisor throughout the year. Department Heads and Supervisors should work with employees to allow them to use their comp time during slow periods to help offset balances. Upon termination of employment, the County shall make payment of comp time for the maximum of 120 comp time hours. Comp time is not to be paid out to non-exempt employees if they change status from full-time to part-time or part-time to full-time, of they change departments.
- D. Police officers, detectives, deputy sheriffs, investigators, inspectors, correctional officers, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees (“first responders”) and other similar work are non-exempt.
1. **Law Enforcement Personnel-** Law enforcement personnel shall be awarded compensatory time at time and one-half when the hours worked in a 28-day work period exceed 171 hours, and on a hour for hour basis (straight time) for hours worked in a workday over the regular schedule when total hours are not in excess of 171 hours in the 28-day period. Compensatory time hours may be accrued up to a maximum of 120 hours.
 2. **Emergency Medical Personnel** -Employees are paid for total hours worked. Anything in excess of 40 hours shall be paid as overtime.
 3. **Communications Personnel** - Employees are paid for total hours worked. Anything in excess of 40 hours shall be paid as overtime.

Section 19. Flextime for FLSA Exempt and Non-Exempt Employees

Flextime allows employees to vary their arrival and/or departure times. For purposes of exempt or non-exempt employees, a flexible work schedule can be used with approval from the Department Head or County Manager to maintain regular work hours in situations where the employee would otherwise need to arrive earlier to compensate for a full schedule or leave later to compensate for a full schedule. For example, if an employee has to attend a meeting that is scheduled to be held after normal business hours at 6:00 p.m. and that will last until 7:00 p.m., their schedule can be adjusted for a later arrival at 11:30 a.m. to accommodate

ARTICLE III: THE PAY PLAN

attendance of the meeting without adding additional hours to the normal work day. The Department Head or Supervisor is responsible for identifying when Flextime is reasonable and for approving Flextime to ensure it does not negatively impact departmental production or quality of service.

Section 20. Administrative Leave for FLSA Exempt and Non-Exempt Employees

Administrative leave is time afforded to all exempt and non-exempt employees during a time of emergency, pandemic outbreak or natural disaster as deemed by the County Manager. This leave is a benefit and is at the discretion of the County Manager based upon the situation.

Section 21. Hours Worked vs. Hours NOT Worked

A. **“Hours worked,”** means all hours during which the employee is authorized or required, known by the employer to be on duty on the county’s premises or at a prescribed work place. The County Commissioners have established thirty-seven and one-half (37½) hours per week as the number of hours a County employee must work on a regularly scheduled basis to be considered a "full-time employee.

Hours worked is the time for which an employee is entitled to compensation under the FLSA over 40 hours or law enforcement over 171 hours. Compensation is required for the time an employee is required to be on duty, on the employer’s premises or at a prescribed workplace and for the time the employee is suffered or permitted to work, whether or not requested to do so.

1. If a non-exempt employee is required to work on a County designated holiday, the hours worked on that day may be on an hour for hour basis (straight time).
2. Training-related time, either to increase efficiency or as required by the employer, is counted as hours worked for purpose of calculating time worked.
3. Time relating to training and educational seminars that are required by the County as a condition of practice of the profession is considered work time for the purpose of calculating time worked based on guidelines under the Lectures, Meetings and Training Programs section of the Fair Labor Standard Act.
4. Travel time, which is required by the County other than the normal commuting time between home and job, is considered hours worked for the purposes of calculating time worked.

ARTICLE III: THE PAY PLAN

5. Breaks are not an entitlement but a privilege and are counted as work time. Breaks may NOT be used in conjunction with lunch breaks, starting time or quitting time. One 15 minute *break* at mid-morning and one 15 minute break at mid-afternoon may be authorized by the immediate supervisor and/or Department Head if the departmental service needs permit breaks are considered time worked.

B. **“Time Not Worked”**- While all actual work time must be counted, "time not worked" is **not** to be included in computing time under the FLSA law. **Time not worked** includes leave time (for whatever reason) and holidays. An employee's straight time is strictly hour-for-hour for all hours not actually worked up to 40 hours or 171 hours for Law enforcement.

1. Lunch is not counted as time worked. Employees are not to perform work during *meal periods* or at any time that they are not scheduled to work. Employees are expected to work during all assigned periods except meal times.
2. Training time is not time worked if attendance is voluntary, or the course is not directly related to the employee's job. (For detailed requirements, please refer to the Department of Labor's regulations for detailed requirements).
3. Vacation, sick and holiday leave will **not be considered hours worked** for FLSA purposes.

Employees or classes of employees may be granted standing authorization of time worked by written authorization of the County Manager. Authorization for payment of time worked when the maximum ceiling has been reached shall be made by the County Manager.

Section 22. On Call Duty and Shift Differential

A. On call duty-Employees required to work on-call duty shall receive overtime for all time actually spent in the service of the Department in excess of their regular work schedule in accordance with the Department's existing operating procedures documented in the Finance Department.

B. Shift Premium Differential Pay- is provided in accordance with the respective Department's existing operating procedures documented in the Finance Department.

ARTICLE III: THE PAY PLAN

Section 23. Cost-of-Living Increases

Employees' wages may be reviewed annually and possibly adjusted with a percentage cost of living increase. Such adjustments will depend upon the availability of funding and will be subject to the approval of the Board of Commissioners.

The Board of Commissioners may also consider and approve a one-time payment, dependent on the availability of funding, for all County employees. The Northampton County Board of Commissioners will approve effective dates for cost-of-living increases.

Section 24. Longevity Pay

Annual longevity payments will be made in accordance with the Longevity Pay Policy to all permanent, career status, full-time employees who have completed five (5) years of continuous employment with Northampton County.

Employees will receive a lump sum payment (*typically on the 30th payroll*) on their aggregate anniversary date of each year, providing the employee has been continuously employed by Northampton County.

Longevity benefits shall **not** be awarded for time previously worked with transferring agencies.

A schedule of Longevity Pay Benefits is addressed below.

Years of Service Percentage of Annual Salary

At least 5 years but less than 10 years	1.5%
At least 10 years but less than 15 years	2.5%
At least 15 years but less than 20 years	2.75%
At least 20 years but less than 25 years	3.0%
Twenty-five (25) or more years	4.25%

Longevity payments will be delayed in cases where an employee has been removed from County payroll due to leave without pay, Workers' Compensation or any other authorized leave. However, the longevity date will not change; regardless of any extended work absences. In these cases, Longevity payment will be made on the 30th of the month following reinstatement.

ARTICLE III: THE PAY PLAN

Section 25. Payroll Deductions and Complaint Procedure

Federal and State income taxes, Social Security taxes and retirement contributions shall be payroll deductions authorized by law.

Complaints regarding suspected inaccurate salary deductions must be made to the Human Resources Director and/or Finance Officer, who will initiate an examination.

If any payroll deductions were incorrect, the employee will be advised accordingly, fully reimburse for any wrong deductions, and all measures necessary will be taken to ensure no further incorrect deductions are made.

Overpayments made to employees will be deducted from the employee's paycheck in the following pay period once any overpayment has been identified. In cases which overpayments exceed the amount of the last paycheck, arrangements must be initiated by the Finance Department.

Section 26. Salary at Separation

Upon separation, the next regular payroll check after the date of separation will include any hours worked during that payroll period up until the separation date. All pay for eligible annual leave and overtime amounts owed to the employee will typically be included on the payroll schedule AFTER that last regularly paid payroll check. Salary will be provided to the employee during the month of separation. An employee who separates employment with the County will receive a deduction in final pay if there is a *negative* balance in sick leave, annual or petty leave.