

Original

Selection

Department Heads shall review the qualifications of each applicant, and use interviews and other selection tools as necessary to assess accurately the knowledge, skills, and experience qualifications of each applicant in order to determine the applicant best suited for the vacant position. The County will review criminal history (excluding arrests). All selection tools administered by the County shall be valid measures of job performance.

Qualification Standards

Employees shall meet the employment standards established by the position qualification plan and such other reasonable minimum standards as may be established by the County Manager with the advice and recommendations of the Department Heads.

Appointments

Before any commitment is made to an applicant or employee, the appointing Department Head shall forward the applicant's completed application form to the County Manager or the Human Resources Coordinator with a recommendation as to the position to be filled and the salary to be paid.

Department Heads shall be appointed by the County Manager and reported to the Board. All appointments shall be made on the basis of merit and without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, disability, genetic information, military service or other protected status.

Employees transferring from North Carolina state and local government entities that participate in the Local Government Retirement System must have the former employer submit details of time served on letterhead stating the sick leave balance. Sick leave transferred to the County in this manner may be used by employees the same as sick leave earned while working for the County but will not count as years of service credit toward retiree insurance benefits. This acceptance of leave policy becomes effective upon resolution adoption and is not retroactive.

The Ashe County Board of Commissioners has the authority to reinstate the rate of annual leave accrual, balance of accrued sick leave at time of separation and prior longevity step at time of separation on "the Step Plan Longevity Salary Schedule" to a returning full time employee within 5 years of their separation date from Ashe County.

Probationary Period.

As an extension of the hiring process, all newly-hired employees shall serve a probationary period of two years.

Before the end of the probationary period, the appointing Department Head shall indicate in writing to the County Manager and the Human Resources Coordinator:

Revisions

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Probationary Period

As an extension of the hiring process, all newly-hired employees shall serve a probationary period of ~~two years~~ one year.

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Probationary Period:

A period of two years during which a supervisor monitors the performance and other behaviors of the new employee. A probationary employee may be separated at any time if it is determined that his/her performance or behavior is not satisfactory.

Reclassification:

The process of evaluating a position for substantial and long-term changes in the assigned duties and responsibilities.

Regular full-time:

An employee appointed to an established position who is regularly scheduled to work forty (40) or more hours per week and has successfully completed a probationary period.

Salary Schedule:

A scale showing the rates of pay for employees working at each level of an organization. It also shows the increases in pay an employee receives based on the Step Plan Longevity Salary Schedule.

Step:

The rate of pay within each Grade that is based on the Step Plan Longevity Salary Schedule.

Temporary Worker:

An individual hired only for a limited period of time, not to exceed 12 continuous months. All temporary workers shall undergo substance abuse testing and a criminal history/motor vehicle record check prior to commencement of work. At the discretion of the Department Head, temporary workers may be issued full access ID/Security badges, and may be permitted to operate County vehicles.

Volunteer:

An individual who performs or offers to perform a service voluntarily with no compensation. Volunteers shall not be issued ID/Security Badges and shall not be allowed to operate County vehicles or equipment (other than standard office equipment/computers). Each Department shall provide appropriate supervision of volunteers. Volunteers shall be required to undergo substance abuse testing in accordance with Article 9 and criminal history check.

Maintenance Of Salary Plan

The County Manager, with the assistance of the Human Resources Coordinator shall be responsible for the administration and maintenance of the Salary Plan each year prior to the preparation of the annual budget. The County Manager shall secure information concerning the general level of salaries paid and fringe benefits provided in private industry in the area, the salaries paid and fringe benefits provided comparable to municipalities, county and state employees, and any change in the cost of living in the area during the fiscal year. The County Manager shall conduct continuing studies of the internal relationships between classes in order

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increment in any fiscal year the increment shall be effective only with the approval of the County Manager and Governing Body.

Steps in the classification schedule are earned by length of service as opposed to any sort of merit pay system. Length of service or longevity pay is an additional level of compensation designed to reward uninterrupted tenure with the County. The schedule for receiving longevity pay is based on a fifteen step pay plan spread across a thirty year term of service, averaging a step increase every two years. However, the schedule is weighted toward the end to reward at an increasing rate, longer tenure.

The Step Plan Longevity Salary Schedule

Step 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Year 1 4 7 9 11 13 15 16 18 20 22 24 26 28 30

The anniversary of the employee earning a longevity step increase must fall on or before July 1 to be eligible for the coming fiscal year. Employees that leave by giving notice or without first securing a leave of absence are deemed terminated concerning this schedule. Should they be rehired their longevity will start again at the beginning step. Their most recent hire date will be used to calculate tenure. Restoration of a longevity step within 5 years of separation date must be approved by the Board of Commissioners upon request of the Department Head.

Reclassified or promoted employees will retain their hire date and longevity step.

Salary of Reclassified Employee

An employee whose position is reclassified to a class having a higher pay range shall receive a recommended salary increase of no less than one (1) full step and/or grade. An employee whose position is reclassified to a class having a lower pay range may receive a reduction in salary as a result of that reclassification if that employee's job description, duties and responsibilities change as a result of said reclassification.

Salary of Promoted Employee

An employee promoted to a position in a class having a higher pay range shall receive a recommended salary increase of no less than one (1) full step and/or grade. Promoted employees shall serve a two-year probationary period in their new position. If an employee fails to successfully complete his/her probationary period following promotion, he/she shall be reinstated to his /her former position or in a position in the same grade at his/her former salary, if the former or another position exists.

Salary of A Transferred Employee

The salary of an employee reassigned to a position in the same class or to a position in a different class with the same salary range shall not be changed by a transfer.

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The Step Plan Longevity Salary Schedule

~~Step 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15~~

~~Year 1 4 7 9 11 13 15 16 18 20 22 24 26 28 30~~

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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