



COUNTY OF VANCE, NORTH CAROLINA

122 YOUNG STREET, SUITE B
HENDERSON, NORTH CAROLINA 27536

JORDAN McMILLEN
COUNTY MANAGER
(252) 738 - 2002

KELLY H. GRISSOM
CLERK TO BOARD
(252) 738 - 2003

NOTICE OF SPECIAL CALLED MEETING

To: Dan Brummitt
Carolyn Faines
Yolanda Feimster
Thomas S. Hester, Jr.
Leo Kelly, Jr.
Gordon Wilder

From: Kelly H. Grissom, Clerk to the Board *KG*

Date: June 13, 2019

Re: **Special Called Meeting**

This memorandum will serve as notice that Chairman Archie B. Taylor, Jr. has called a special meeting for Monday, June 17, 2019 at 6:00 p.m. in the Commissioners' Conference Room, Vance County Administration Building, 122 Young Street, Henderson, NC. The purpose of the meeting is to:

1. Adopt the FY 2019-20 Budget Ordinance
2. Approve Salary Progression Plan Policy
3. Other items as necessary

The Vance County Water District Board will also be called to order to adopt the FY 2019-20 Water District Budget Ordinance.

c: Chairman Archie B. Taylor, Jr.

Vance County Policy and Procedure Manual



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Title: Salary Progression

Effective:

**Chairperson,
Vance County Board of Commissioners**

1.0 Purpose

To establish the guidelines for salary progression within established ranges dependent upon the completion of County service and performance.

2.0 Applicability

To all regular full-time County employees in a budgeted, salaried position.

3.0 Objective

- To provide a mechanism to move career employees from the entry level hiring rate through the salary range
- To motivate and reward employees who achieve performance objectives
- To encourage the continued service of quality employees with Vance County

4.0 Guidelines

- Every other fiscal year employees would be eligible for a merit increase based on performance measures and years of service. The salary adjustments will be effective the pay cycle following the employees' anniversary.
- Employee evaluations must be completed and received in a timely manner.

5.0 Eligibility

- Two – Seven years up to 2% increase
- Eight years and greater up to 1.5% increase
- Increases are contingent upon available funding in the budget each year

*All eligibility is based on years of service and meeting certain performance measures

Other changes effective with this implementation:

- *Existing Longevity Plan* – Employees with a date of hire 6/30/19 or prior will be grandfathered under the existing longevity plan.
- *EMS* – Effective 7/1/19 all Paramedics will follow the new Salary Progression Plan. Those hired before 7/1/19 will be grandfathered under the existing merit program and will transition to the new Salary Progression Plan after five years of service. Paramedics hired with experience can be hired above the hiring rate with proper approval. These situations will be determined on a case-by-case basis.