



**Alamance County Board of Commissioners**  
**INFORMATION ITEM AGENDA ITEM**

**MEETING DATE:** 5/20/2024

**DATE SUBMITTED:** 5/10/2024

**FROM:** Heidi York

**DEPT:** County Manager's Office

**AGENDA TITLE:** Further Discussion of Phase1B Market Study

**TO:** Alamance County Board of Commissioners

---

**ISSUE/ACTION REQUESTED:**

This presentation is a status update on compensation items that been brought forth for consideration post the first phase of the Baker Tilly compensation study. The Board is being asked to approve, within the available phase one remaining dollars, the recommendations below.

**BACKGROUND/PURPOSE OF REQUEST:**

The Board authorized the Market Study during the FY24 budget process which funds were set aside for implementation as part of Phase 1. This phase focused on the positions with the highest vacancy rates and turnover numbers. As a reminder this included the Detention Center, Social Services and Emergency Medical Services as the first 1/3 of the market study.

**Pay Grade Alignment** – After implementation of the new salary structure, effective 1/1/2024, Alamance County needed to review individual positions for some irregularities in assignment to ranges. This is due to the salary structure completely being overhauled. In consideration we needed to factor in other metrics that were being incorporated outside of the former salary structure.

Sheriff/Detention Center: Reviewed 259 employees and their job assignment classes relevant to the new salary structure. The recommended adjustment cost is \$53,892.01 (including fringe) relating to 29 employees. Adjusting June 1, 2024 is a cost of **\$4,491.00** (including fringe).

Health/Social Services: Reviewed 297 employees and their job assignment classes relevant to the new salary structure. Recommended adjustment cost is \$70,683.44 (including fringe) relating to 100 employees. Adjusting June 1, 2024 is a cost of **\$5,890.29** (including fringe). This reset ensures alignment to OSHR relevancy grading.

**Red Line/Red Circle Alignment Adjustments** – When implementing the market study there were 51 employees that based on their new job grade assignment were outside of the maximum of their position's assigned salary grade. Of these 51 individuals, 4 employees have retired prior to 5/1/2024. In reviewing these job classifications and positions within the salary structure we have re-aligned, as needed, some job classifications to different salary grade assignments. This realignment has created for some employees to now be considered within their salary grade and as such would earn a market adjustment as applied to others in January 2024.

27 within the Sheriff/Detention Departments were reviewed for realignment. The realignment increase is \$25,661.28 with a total cost including fringe \$32,545.85

24 others were represented across all other County departments and were reviewed for realignment. The realignment increase is \$7,449.29 with a total cost including fringe \$9,131.34.

Total Cost \$41,677.19 annualized – retro back to January 1, 2024 **\$20,838.60**

With these reconsiderations, 21 employees will remain in a red-line status. As Alamance County moves forward in the compensation study in FY 2025, we will continue to review these positions for competitiveness and equitable internally and externally. The County has crafted together a Red Line Compensation policy that is attached as Exhibit A.

**Holiday Pay Out** – As part of an ongoing discussion, the County has put together a policy for paying out holiday banked time balances as a benefit offering for applicable County employees. Exhibit B is a copy of the Holiday Banked Pay Policy that has been proposed.

It is estimated that 130 people will benefit from this policy enhancement. Individuals are employed within EMS, Sheriff, Detention and CCOM Departments.

In partnership with these departments the County is seeking to allow them to utilize their FY 24 lapse salary to implement this new policy offering.

**Total Compensation: \$422,103**

Base Compensation: \$341,418

Fringe: \$80,685

Sheriff/SRO = \$107,199

Detention Center = \$142,750

EMS = \$132,435

CCOM = \$39,718

**RECOMMENDATION:**

The recommendation to the BOCC is as follows:

Approve the realignment of additional job classifications within the pay plan for Sheriff and Health & Social Services to comply with current practices effective 6/1/2024 in the amount of \$10,381.29 (including fringe).

Approve the realignment, for the recommended red-lined positions, effective 1/1/2024. Furthermore, authorizing the County to move forward with realignments and retro compression increases for those applicable in the amount of \$20,838.60 (including fringe).

Total Amount \$31,219.89

Approve the County to move forward with the Holiday Banked Pay Policy as presented in Exhibit A. The total liability to Alamance County will be \$422,103. Funding is available in lapse salary for each of these departments.

Total Amount: \$422,103

Further awareness is being provided for the County's proposed red line policy that is recommended to be implemented as of 7/1/2024 and additional context is provided in Exhibit B.

The County has reviewed and calculated other options to support additional movement in the salary grade for this first 1/3 of the market. Due to the number of individuals and the remaining funds available we are recommending no further changes at this time as those changes will have little impact on positions.

---

**ATTACHMENTS:** Exhibit A – Red-Line Policy

Exhibit B – Holiday Banked Pay Policy