



Alamance County

Red Line Compensation Policy

Effective Date: July 1, 2024

Purpose: The County values employees and fair compensation for their contributions and skill set. In demonstration of this fairness, the County has partnered with the BOCC to implement a Salary Pay Plan for all positions within the organization. The Pay Plan is the guidance for minimum to maximum compensation for each job classification. In implementation of the new Salary Pay Plan some positions were indicated to be above maximum pay grade. The policies below are to address those employees who have compensation above the maximum of their pay grade.

Policy:

Payment Within Salary Ranges

All employees covered by the salary plan shall be paid 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 the new pay plan.

When an employee attains the maximum compensation within the salary range for his/her present position, no further salary increase will be eligible as the employee's compensation is designated as red-lined/red-circled. In a red-lined/red-circled situation, the employee will only be eligible for additional compensation in the following manners:

1. If an across-the-board salary adjustment is provided by the Board of County Commissioners in which the adjustment allows the employee's compensation to stay within the adjusted salary range;
2. The position is reclassified;
3. The labor market dictates the position be moved to a higher grade or there is a market adjustment implemented;
4. The employee is promoted to another position with a higher salary grade and range, or;
5. The salary range for the present position is increased.

Related to any of the above adjustments, the employee will only be eligible for the adjustment portion of the increase in which their adjusted salary stays within the salary range.

Merit Increases

As defined and approved within the annual budget, eligible employees may qualify for a merit increase up to the budgeted amount based on their past year's performance and accomplishments. Merit increases are effective the first day of the pay period in which the review date is applicable. In the event an employee is being compensated above the maximum of their assigned salary grade, the employee will not be eligible to increase their base compensation as they will be designated red-lined or red-circled. If a red-lined/red-circled designated employee is eligible for a merit increase, their merit increase will be processed as merit cash on the last pay period of the fiscal year. Merit cash will align with the percentage earned during the performance evaluation. The payout will be processed a lump-sum earning and will not be assigned to the base pay. Performance reviews should still be conducted on the employee's annual performance date.