

RESOLUTION # 2018-_____

RESOLUTION ADOPTING A NEW PERSONNEL POSITION
CLASSIFICATION AND PAY PLAN FOR BUNCOMBE COUNTY, NORTH CAROLINA

WHEREAS, North Carolina General Statute 153A-92 authorizes boards of county commissioners to approve the pay and other compensation of all county officers and employees, whether elected or appointed, and to adopt position classification plans; and

WHEREAS, NCGS 153A-92 states that the county manager is responsible for preparing position classification and pay plans for submission to the board of commissioners and for administering the plan in accordance with general policies and directives adopted by the board of commissioners; and

WHEREAS, the County contracted with Evergreen Solutions, LLC in early 2018 to conduct a Pay and Classification Study for Buncombe County, NC and the Interim County Manager and Interim Human Resources Director have reviewed that study and recommend its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Buncombe County, North Carolina as follows:

Section 1. That the Proposed Pay Plan marked as Exhibit 5B and the Proposed Pay Grades marked as Exhibit 5C in the "Pay and Classification Study for Buncombe County, NC", prepared by Evergreen Solutions, LLC, attached hereto and incorporated by reference, are hereby adopted as the Personnel Position and Classification Pay Plan for Buncombe County, North Carolina.

Section 2. That the County Manager is responsible for administering the Plan under the Personnel Policies Ordinance of Buncombe County, NC, and placing employees at the appropriate point in the assigned grade as recommended by the Evergreen Solutions, LLC Study noted above.

Section 3. That to preserve the integrity of this Plan as adopted by the Buncombe County Board of Commissioners, no new job classification can be created and assigned a pay grade, and no amendment to an existing job classification that either increases or decreases its pay grade or changes the job title may be adopted, except by a further written resolution duly adopted by the Board of Commissioners.

Section 4. That all job descriptions shall be approved and if necessary subsequently amended, by the Human Resources Director, subject to the approval of the County Manager. In amending or creating a new job description, the Human Resources Director and County Manager shall follow the same format as proposed by Evergreen Solutions, LLC as part of their engagement for a pay and classification study.

Section 5. That the Human Resources Director shall be responsible for maintaining a current listing of all job classifications and the pay grades, which includes all amendments. The Human Resources Director also shall keep in a binder in chronological order, and in electronic format, all resolutions initially adopting, and subsequently amending this Plan.

Section 6. That the Human Resources Director shall be responsible also to maintain a record of all administrative directives from the County Manager, all legal opinions from the County Legal Staff, and any notes prepared by the Human Resources Director that further clarify how specific aspects of the Position Classification and Pay Plan are to be interpreted.

Section 7. That this Resolution shall be effective upon the date of its adoption. However, any placement of an individual employee within the new grade that results in a pay increase, shall be made effective retroactive to July 1, 2018.

This the 20th day of November, 2018.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

Lamar Joyner, Clerk

By: _____
Brownie Newman, Chairman

APPROVED AS TO FORM

County Attorney