

Salary of Trainee

Human Resources Policy- #310

Policy:

Davidson County is committed to maintaining a Trainee or Work Against salary calculation process and strategy that prohibits discrimination, complies with all applicable federal, state and local employment laws and gives credit for similar or relevant work experience.

A new hire or an employee promoted to a position in a higher pay grade who does not meet all the established requirements of the position will be placed in the pay grade below the pay grade established for the new position.

A new hire's salary will be determined based on years of similar and/or relevant work experiences coming in to Davidson County, and where other employees are located within the pay grade in the same or similar positions.

A current employee's salary will be determined by the following:

- Comparison of "% above minimum" (current pay grade vs. new pay grade).
- Comparison of existing employees' location within the pay grade for the same or similar type of position.
- Years of service with the County.
- Years of service within their current position.
- Relevant experience related to the promotion.
- Aside from the criteria above, Human Resources may elect to evaluate the pending promotion by placing the employee at the "minimum" of the new pay grade or increase the employee's salary by 5%, whichever is greater.

An employee will remain in the trainee status until the Department Director certifies that the trainee is qualified to assume full responsibility of the position and the proper documentation is provided to the Human Resources Director for approval.

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The Department Director shall review the progress of each employee in a trainee status at the end of six (6) months of employment or more frequently to determine when the trainee is qualified to assume the full responsibilities of the new position.

When the proper documentation has been provided to the Human Resources Director certifying the trainee is fully qualified, the employee's salary will be adjusted to a percentage based on their placement in their previous pay range.

No employee will remain in a trainee status more than one (1) year unless a longer period is required for an employee covered under the North Carolina Human Resources Act.

Scope:

This policy applies to all employees.

Procedure:

1. Department Director identifies the applicant or employee for the Trainee Position.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
5. If approved, the Department Director completes the offer letter and makes the employment offer. No employment offer can be made until the salary is approved.

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6. Once the employment offer is accepted by the candidate, the Department Director completes a P-2 and submits it to Human Resources.

Document Change Record

Revision	Description
7-1-22	Revised Policy